



Maine Permanent Commission on the Status of Women (MePCSW) Governance Committee

Meeting Minutes

October 31, 2024

11:00 A.M. – 12:00 P.M.

MePCSW Committee Members in Attendance: Anne Gass, Samantha Lott Hale, Keita Whitten Foster, Jill Barkley Roy, Kate Elmes

MePCSW Committee Members Absent: N/A

Staff and Guests: Elinor Higgins (MePCSW ED)

--

Facilitator: Anne Gass, MePCSW Chair

Welcome <ol style="list-style-type: none">1. Icebreaker
Old Business and Public Comment <ol style="list-style-type: none">1. Brief overview of Governance Committee purpose and discussion from June in-person meeting2. No members of the public in attendance
Committee Operations <ol style="list-style-type: none">1. Reviewed structure and function of Committee<ol style="list-style-type: none">a. Opportunity for a larger group to help the Chair and Executive Director make decisionsb. Will support the development of a Commission policy manual (including a member handbook or position description for Commission members) and strategic planning process2. Decided on a cadence for Governance Committee meetings<ol style="list-style-type: none">a. Monthly meetings to start, with the option to skip or reschedule as needed.
New Business and MePCSW Governance <ol style="list-style-type: none">1. Reviewed 2013 by-laws and raised question of whether the Commission needs by-laws – ED will follow up on this<ol style="list-style-type: none">a. Interest in a manual for Commission members<ol style="list-style-type: none">i. Would like it to include a basic timeline of the Commission “year” (e.g., when do we put out reports), information about when and how

statute changes have occurred, links to social media pages and website

- ii. Interest in developing a “job description” for Commission members with information about basic duties and expectations.

2. Other new business?

- a. Reviewed and provided feedback on proposed update to MePCSW logo.

DRAFT