

**Meeting Minutes**  
**Permanent Commission on the Status of Women**  
April 30, 2012, 1pm – 3pm  
Nash School, Augusta

**In Attendance:** Eloise Vitelli, Chair, Cheryl Timberlake, Romy Spitz, Denis Culley, Donna Yellen, Julia Colpitts, Kimm Collins, Megan Williams, Kate Power, summer fellow  
Participating via conference call: Jennifer Burke, Elizabeth Ward-Saxl  
Guest: Laura Harper, Maine Women's Lobby

**Welcome and Introductions**

Kate Power will be the Commission's summer intern from June 4-August 15. She received the Maple Fellowship from UMaine.

**Review and approve minutes from 1/31/12**

Romy moved, Cheryl second, all in favor

Going forward, we will wait to post minutes online once approved.

**Committee Reports**

**Research and Data Collection**

Report currently consists of a fact sheet, overview, and a more in-depth report. Consensus that report is well-done except where noted. Send new info to Eloise, she'll pull together. We do not want more data as much as correct/timely data. No time frame to get to Burgess, but we have a month before Kate starts working on it.

- Domestic violence stats missing in this version of Safety section. MCEDV will add DV component. Julia will use info already collected and add to report. Cheryl will get Julia the info in electronic format. Kimm will help.
- Girls are not included in the Executive Summary or the Fact Sheet.
- UM graduation rates need to be listed as 2010 in footnote.
- Homeless women - chart and footnotes refer to older report. Donna will look for updates.

**Outreach & Public Education**

Jen agreed to chair this committee.

Aiming for a one page fact sheet with a questionnaire on the back. The fact sheet can provide a link to the full report posted on the SOS website. To manage info within our timetable, questions should be structured to fall in line with the themes of the report. Jen will send out an email on Monday (5/7/12) re: a meeting to come up with sample questions.

Target audience is women and girls in Maine. We want to reach a diverse population throughout the state, yet we have limited resources to do that. To be strategic and avoid stretching resources too thin, list major audiences under each of the topic areas. What are connections that we already have? Can you share a survey that we create with a constituency?

Access to a presentation – Megan/Hardy Girls subscribes to a webinar program. They can host a webinar for the Commission.

Some populations will not have internet access. There is an opportunity to reach these groups at events they are already attending. Ex: Health networks. Bring printed copies of questionnaire to conferences that we are going to. Send Jen a list of events/professional meetings that you are already attending. She will compile.

Discussion about whether it would be helpful to have the report posted on a separate website as well. Megan can set up a blog for the site. Pro - can advertise and point to website. Con - could work for this summer to host the survey, but not long-term when Kate gone.

Report will be considered in draft form internally, but once public it will be dated (2011-2012) in order to expand data in future.

Final report will be left with organizations to hand out. Utilize women's resource centers at various universities to disseminate data.

### **Fulfilling the Powers and Duties of the Commission**

*What do we do if we invite individuals and eventually organizations to suggest policy? When do we speak out of our charge yet stay above fray of politics?*

- Once we go public, we should have consensus and remain focused on issues. Are we the convener of conversation, or saying some solutions are better than others?
- We originally thought that we might have some white papers eventually on topics. In that case, the questions will change to solutions in the areas we are looking at. That won't be neutral.
- There is an expectation that we will be advocating. We are laying the foundation to do that at some point. Statute charges us to do that. We have an educational tool.
- Process and present the information we gather in the community.
- Timeframe to use Kate: 6/4 – 8/15. We have 200 hours' worth of capacity to do this work. Need elemental demographics of survey takers for research. Contact professors who can help us yield manageable info/feedback: Tom McLaughlin at UNE, Mary Madden, Muskie School. Roomy has a contact at George Washington University that can analyze data. We want this to be an educational process with input from anyone, not an intimidating survey.

*Eloise - Need to examine limitations on raising money in structure/by laws, and internal decision making process as a group. Suggest we form a third committee to look at these issues. Strengthen ability to do work.*

Kim willing to serve on Governance Committee to look at these issues. Kate will help with research.

- Exploring ways to raise funds.
- Vice Chair needed for Commission once commission all reappointed.
- Who might serve on committees besides committee members? (Advisory councils are listed in handbook.)
- Determine guiding principles as well as decision making criteria.

### **Old Business**

#### **Membership**

Eloise will send out membership list. Please review for updates.

Megan/Julia – Google Docs would help with coordination of updates to report

Pending response from SOS AAG, Commission will use Google Docs to edit report

**Statutory framework** – Governance Committee to review

### **Next Meetings**

Full commission meeting June 7 from 1-3

Have committees work through summer

Keep July 25

October TBD