

**Meeting Minutes**  
**Permanent Commission on the Status of Women**  
June 7, 2012, 1 pm – 3pm  
Nash School, Augusta

**In Attendance:**

Eloise Vitelli, Chair, Cheryl Timberlake, Romy Spitz, Elizabeth Ward Saxl, Jennifer Burke, Megan Williams, Donna Yellen, Kate Power

Participating via conference call: Fatuma Hussein, Kimm Collins

Guests: Amy Olfene, summer fellow with the Maine Women's Policy Center, Sarah Reuf-Lindquist, CEO of Maine Women's Fund

**Welcome and Introductions**

Elizabeth's term has expired, she may serve until reappointed or replaced per statute.

**Review and approve minutes from 4/30/12**

Motion to accept - Elizabeth, Second – Romy, all in favor

Eloise - Ok to post once approved on SOS site and get to Megan for Google site? All in favor

**Committee Reports**

**Research and Data Collection**

Kate has started working with us. The goal for this meeting is to be sure that we all understand the work plan for this summer and how we can all contribute to that process.

**Report**

Burgess Advertising has the report. Eloise asked Meredith to come up with a design for the Fact Sheet and Executive Summary so that we can take something out to the community. She is free to create a logo for us.

The SOS has agreed to provide a limited amount of copies made of the 3 page Fact Sheet and Executive summary packet. Eloise passed out a summary of expected expenses. There will be a need for some paper copies of the full report and survey.

Eloise is looking for help with the Health section. There is still an opportunity to send comments (for health section) through to Eloise for Meredith.

**Outreach & Public Education**

Outreach Committee met to determine how to reach out.

A draft of the survey is on Google Docs, but it is not shared/available to everyone yet. It consists of 18 questions at the moment. We want to hit a broad demographic of questions that represent the report. Once finalized, there will be a paper and online component through Survey Monkey. We will need to have paper copies printed up. Need to determine demographics –How will we get the online and paper surveys out the population we want feedback from? How many per county? What's the survey size, encompassing all socio-economic levels? What questions are we considering reporting to legislature?

Discussion on how to best retrieve results from girls on the survey. Decision to add questions focused only on girls at the end of the survey. Questions should tie back to our 5 dimensions. Megan will bring a sample survey to her group of high school girls to see if they understand the questions and will work to determine if questions are readable and meaningful for girls.

Kate will contact the agencies on the list to ask them to distribute our surveys to their constituencies. Make sure we ID the right target groups. Email Kate suggestions of women's professional groups we can tap into. Let her know if you're willing to 'own it' to prevent overlap in asking groups to participate. Provide the PCSW contact information and a name of someone to contact with questions.

Add: *Please do not complete survey if you already have* to prevent overlap in agency responses. Look for agencies we are connected with to provide translation services.

Discussion of survey in current format; suggestions were made as follows: Add county to demographics. Which county are you employed in? Ask disability status. Ask sexual orientation -applies to safety and bullying for girls. Arrange age question on list so individuals answer only pertinent questions (i.e. under age 18 to target questions for girls). Report refugee/immigrant demographic information on its own so that it doesn't get lost. Add a comment section to Education. Address social isolation for elders and refugee and immigrant population. Question #12 – should we add "considerably worse"? Change to one question in the narrative after. Ask Denis to make a list parallel to #13 for the elderly question #11.

Kate will incorporate all of the new suggestions into the survey and put everything on Google Docs. Send any additional edits to Kate to update.

What's our target goal? Need at least 500. Will send the survey everywhere we can and see what we get. We can fill in the gaps that we are missing representation from in Sept. and Oct. Kate will set up grid to guide us in getting the coverage/distribution we are looking for.

Once all the edits are done on the survey, do we need a formal vote?

Motion to give authority to the Outreach subcommittee to make the final version of the survey based on the best input possible from the entire committee - Eloise. Moved – Elizabeth, second – Jen, all in favor.

Motion to empower the Research, Data and Report Committees to agree on a final report that will be circulated to the full membership prior to being printed and posted – Eloise. Moved – Romy, second – Jen, all in favor.

Jen/Kate will put revised survey and spreadsheet on Google Docs and send to everyone via email. Send any edits/changes in by next Friday (6/15/12). Outreach Committee should look for an email regarding follow-up.

### **Summer Work Plan**

Kate in Augusta every Monday. Needs space in Portland. Elizabeth offered space in their Augusta and Portland offices. Kate is available to attend events. Needs help with travel costs

Governance and operations: Kate will help develop bylaws and look at legislation and opportunities to be able to accept funds. Elizabeth has sample bylaws/language/statute.

Keep our July meeting to review governance issues and how survey is going.

### **Next meeting**

July 25 at Nash, 1-3, with phone access.  
Oct TBD

Motion to adjourn – Eloise. Move –Megan, 2<sup>nd</sup> - Elizabeth, all in favor.