

**WYOMING COUNCIL FOR WOMEN
WINTER QUARTERLY MEETING – HOMEWOOD SUITES BY HILTON, JACKSON WYOMING
NOVEMBER 3, 2018**

TASK LIST		
TASK	WHO	TIMELINE
Arrange meeting with newly appointed governor	Jennifer Simon	Post-election
Develop talking points on wage gap		
Attend Labor, Health, and Social Services committee meeting	Jennifer Simon, Tara Muir, and Jenelle Garber	November 20
Develop statement for those attending Labor, Health, and Social Services committee meeting	Danae Brandjord w/ Chava Case	November 20
Select recipient for Woman Entrepreneur Award	Employment Practices Committee	Following meeting
Create press release for Entrepreneur Award winner	Jennifer Simon	Following meeting
Present Woman Entrepreneur Award	TBD	December 31
Update nomination form for Woman Entrepreneur Award	Employment Practices Committee	TBD
Feature Woman Entrepreneur nominations on Facebook as Women of Wyoming	Employment Practices Committee	Coming months
Develop & print workshop flyers/posters (Jenni Prisk must approve) for advertising Prisk workshops	Wyoming Business Council	November 30
Develop/post Save the Date notice on social media	Jennifer Wilmetti	TBD
Finalize contract with Jenni Prisk	Chava Case	January 15
Begin distributing flyers/posters and posting info on social media for Prisk workshops	All	TBD
Order food for the meet and greets	Cindy Schmid & Jan Torres	TBD
Contact Candy regarding Wyo library DVDs/books	Danae Brandjord	November 21
Create job description/plan for hired part-time staff	Executive Council	January 16
Revisit WBC MOU	Executive Council	January 16
Review disclaimer for use on social media	Executive Committee	November 21
Complete itemized budget	Wyoming Business Council	January 16
Develop talking points for each of the focus areas	Wyoming Business Council	November 21
Develop timeline for new logo	Danae Brandjord w/ WBC	November 21
Provide bio update to Jennifer Simon	Danae Brandjord	January 16
Set up Slack Channel for the council to try	Jennifer Simon	Following meeting
Address website navigation challenges; resources page to share ideas statewide; link to governor's site	Jennifer Simon	January 16
Make Women of Wyo forms available online and update as needed	Jennifer Wilmetti and Jennifer Simon w/ WBC	January 16
Create a page for Women of Wyoming on website	Jennifer Simon w/ WBC	January 16
Gather information on Google Docs to send out to council members	Jennifer Simon	January 16

Send out information on Google Hangouts if executive meeting via Hangouts is successful	Ashley Mikels	January 15
Create GWOd nomination form in Google Forms	Ashley Mikels	
Contact ENDOW to explore childcare interests	Ashley Mikels	January 16
Explore options for sexual harassment training	Tara Muir w/ Employment Practice Committee	January 16
Determine missing handbook components from Equal Justice Wyoming website	Tara Muir	January 16
Get more information on possibility of hosting kick-off dinner for women's suffrage events	Suffrage ad hoc Committee (Muir, Garber-Moore, Schmid)	January 16
Develop proposal/idea for a re-enactment and partnership with University Saturdays	Suffrage ad hoc Committee	January 16
Explore any other suffrage event ideas	Suffrage ad hoc Committee	January 16
Retrieve list of women-owned business from Wyoming Business Council (if available)		
Recycle LRR handbooks	Danae Brandjord & Chava Case	
Donate promotional items (any with former logo)	Danae Brandjord & Chava Case	
Obtain a copy of all council materials and make accessible to all members, including WBC MOU	Jennifer Wilmetti	
Forward email inquiry to other women's groups	Tara Muir	Following meeting
Gather resources for wage gap toolkit	All	
Discuss member orientations and items needed with Chava Case (nametags awaiting new logo)	Danae Brandjord	
ITEMS FOR NEXT MEETING OR LATER		
Create a list of things to highlight on the website at various times of the year		
Invite Cathy Connolly back		
Get new business cards with updated emails (awaiting new logo)}		

Call to Order

Chair Danae Brandjord called the meeting to order at 8:08am. In attendance: Danae Brandjord, Jennifer Wilmetti, Ashley Mikels, Jan Torres, Belenda Willson, Jenelle Garber, Tara Muir, and Jennifer Simon. Absent: Chava Case, Laurel Vicklund, Cindy Schmid, Bailie Dockter, and Kelli Hageman.

Approval of Minutes

Jennifer Wilmetti motioned to accept the minutes from the WCWI Fall quarterly meeting on September 8, 2018; Jan Torres seconded. Motion carried.

Budget Report

The council's budget is \$60,910 for the two-year fiscal period July 1, 2018 to June 30, 2020, which includes \$5,000 in revenues from events such as the Woman of Distinction ceremonies. \$5,792 has been expended at this time in council member's travel and storage fees.

Questions arose regarding items in the storage facility, which currently contains outdated Legal Rights and Responsibilities Handbooks and various promotional items, such as coffee mugs. The council agreed to recycle the legal rights and responsibilities handbooks, as they are outdated, and donate the promotional items, as the council is in the process of rebranding.

The executive council has created a list of items that will be funded with the current budget and provided this information to the Wyoming Business Council to complete the official, itemized budget.

Process and Planning

Chair Brandjord discussed the need to focus quarterly meetings on decision-making and asked committees to communicate between quarterly meetings to discuss and make progress with items on the task list or other projects. It is suggested that committees engage in informal meetings at least one time a month. This will make quarterly meetings more productive.

Strategic Priorities

Chair Brandjord reviewed the council's strategic plan. Each of the committees have individual projects they are working on, demonstrating activity in all focus areas, as well as committees for communication and the celebration of women's suffrage.

The council discussed some challenges with the current way to review emails and use of chained conversation. Jennifer Simon suggested the use of Slack Channel to increase communication and make discussions searchable. She will set this up for the council to try. Simon will also find some general information on Google Docs to send out to the council, as this has presented another challenge with communication and sharing of information.

Unfinished Business

Leadership Wyoming Report (JW)

Wilmetti provided a report on Leadership Wyoming, stating that they have recently been to Jackson and Gillette. They will be attending the 2018 Governor's Business Forum this month. Participation has recently been helpful in getting information about the new Women's Entrepreneur Award out and making appropriate connections.

Wilmetti also shared some of the information she has learned about communities in Wyoming, including knowledge of businesses with women in leadership. She suggested the council reach out to businesses like this regarding council activity and the new Woman Entrepreneur Award; the Wyoming Business Council may already have a list that WCW can request.

Wilmetti is working on a project exploring ways to get more women involved in politics.

Women of Wyoming

The Women of Wyoming project will become a more prominent feature on the council website with a page just for this. Wilmetti is also working on an online form for use by council members.

Womomentum Conference Report

The council recognized and thanked Simon for her hard work in the last minute registration of council members to the Womomentum Women in Leadership summit and personal contribution on behalf of the council. Council members who attended praised the keynote speaker. The event was very well organized and attended. It is unclear if the event is intended more for women in Jackson or the larger audience of Wyoming women. This information will help in determining the appropriateness of sponsorship in the future.

Woman Entrepreneur Award

Torres reported that the process for obtaining nominations for the Woman Entrepreneur Award went very well; many council members cooperated in getting the information distributed. There are a total of twelve nominations. The Employment Practices committee will review all nominations using a scoring rubric and select the winner by next week. The committee will also be updating forms as needed to

make improvements for next year. The council intends to feature all nominations as Women of Wyoming on the Facebook page in the coming months. Simon offered to create a preliminary press release so that it is ready to go when the winner is announced. The closest council member will visit the business to extend the award, including the plaque, at a time that is convenient for the winner. Local press will be invited.

Jenni Prisk Update

Prior to this meeting, former member Susan Bates sent out several emails regarding Jenni Prisk workshops, including updates to the task list and a summary of what has occurred up to this point. Cindy Schmid is assisting with the arrangements in Cheyenne, and Wilmetti and Torres will assist with arrangements in Rock Springs.

Women's Suffrage

Tara Muir has reached out to obtain more information about the kick-off dinner but has been unable to get in contact with someone with the information. She is waiting for a response at this time. Muir stated that some events are already displayed on a website that she will send out to council members.

Wyoming Library Book/DVD Sponsorship

Library events recognizing women's suffrage have already begun in Lusk. The council is uncertain at this time about the appropriateness of funding this project. Chair Brandjord will contact Candy Dooper to determine if the assistance is still needed.

Update on New Position

The executive council is looking at various job descriptions to determine what responsibilities a hired staff person would have. Torres made a motion to earmark \$18,000 for the position; Jenelle Garber seconded. The council questioned the location for the position with uncertainty of whether it could be anywhere in the state or needed to be in Cheyenne. An actual job description was also requested in order to make any further decision. The position will act like a liaison to the Wyoming Business Council, which may create some challenges with communication if the individual does not live in Cheyenne. Council members also asked about the ability to use a credit card when making meeting arrangements; Brandjord clarified that they would likely set everything up and then pass along the necessary information for the business council to make the payment. Another question was raised regarding attendance at meetings, which is also not certain at this time but will likely be needed.

Council members discussed the current MOU with the Wyoming Business Council, as job duties for the hired staff should not overlap with this agreement. The Wyoming Business Council is the fiscal agent within the MOU, assists with print materials, and has helped out tremendously with the website, among other tasks. The hired staff may be tasked with meeting arrangements, website or social media needs, and other tasks that are currently falling on council members. The executive council will revisit the MOU with the business council while developing the job description to prevent overlap.

The executive council will hold a phone meeting before the end of the month to continue progress toward hiring a paid staff member. The motion to earmark \$18,000 for the position failed with 1 vote in favor, 2 against, and five abstentions.

Meetings and Materials

As the council briefly reviewed the MOU with the Wyoming Business Council, it was noted that it agrees to hold one annual meeting in Cheyenne in April with attendance from the business council. Some council members asked to have meetings planned up to a year in advance. The council agreed to set up

a few meetings in advance at this time. Wilmetti reported she is working on obtaining a copy of all council materials and making this accessible to members.

Adobe Software

Chair Brandjord reported that the council now has Adobe Acrobat, allowing members with access to create, edit, and convert PDF files, among other things. Brandjord and Wilmetti have access at this time to test it out and determine if it will meet council needs.

Logo/Rebrand

Chair Brandjord reported that the Wyoming Business Council has agreed to assist with a new logo and rebranding using information provided by the executive council. Options to vote on will be presented to the larger council. Brandjord will check on the timeline for this, as some of the council's tasks are awaiting the logo change. The hope is to have some logo concepts mid-December for a final decision on the logo at the January meeting, though this may not be feasible.

Talking Points

Chair Brandjord reported that the Wyoming Business Council is still working on talking points and should have these available by November 21.

Updated Member Bios and Other Website Needs

Member bios on the WCW website are nearly complete. A few members still need to provide updates.

Updates for the website still require assistance from the Wyoming Business Council. Simon continues to provide information on the changes that are needed and will be working in the challenges with navigation. There was a message via Facebook that noted some challenges with reading the new banner; Simon will add this to the list of things to address.

Simon stated that a resources section could be added on the website. Wilmetti suggested something like "pockets of excellence" across the state to try to bring the resources together in one place and get people to share good ideas, such as Womentoring by Womentum.

Member Changes

Susan Bates has resigned from the council. The council is awaiting the appointment of a new member to fill this spot. It was suggested that a link to the governor's website be added to the council webpage so that those who visit the site are encouraged to apply for this and other state boards, as well as a link to the council's website on the governor's page.

Committee Reports

Educational Opportunities

The Educational Opportunities committee provided updates on all current projects during the Unfinished Business discussion, and there is no additional report at this time.

Employment Practices

The Employment Practices committee provided updates on all current projects during the Unfinished Business discussion, and there is no additional report at this time.

Home and Community

Ashley Mikels provided an update on some changes to the Governor's Woman of Distinction nomination form and process via email. This will lessen the requirements of the nominator, as they only have to provide additional references rather than getting letters of support. Wilmetti suggested using Google

Forms instead of a fillable PDF as there have been some challenges with the Woman Entrepreneur forms. Nomination forms could be sent to the generic council email to be forwarded to the Home and Community committee for selection. Torres made a motion to update the nomination form with the committee's proposed changes. Garber seconded. Motion carried. Mikels will create a Google Form for this and send out for the committee to try. This award is typically not given out until September, so there is still a lot of time to get any necessary changes made.

Mikels also provided links to information on childcare in Wyoming to council members. She is awaiting more information to be able to discuss with ENDOW. Brandjord stated that the council is still exploring the relationship with ENDOW to determine how to best assist in partnership.

Legal Rights and Responsibilities

Muir has talked more with Equal Justice Wyoming and reported that an MOU is not necessary to link to each other's websites, as a replacement to the council's previous efforts with the Legal Rights and Responsibilities Handbook. They will have further discussion regarding items that are in the handbook that the website does not include, such as reproductive rights. Muir is re-writing the webpage for this to send to Simon for an update.

Muir also discussed efforts on sexual harassment training; she will plan more out with the employment practices committee and put a plan together for review.

Communications Task Force

Simon has a list of things to update on the website, including a page for the Women of Wyoming project and updates to "Areas of Impact" and navigation. The communications task force would still like to have a call between meetings.

New Business

Google Drive (Ashley)

Council members need more information on Google Drive to assist with organization and staying connected. The executive council will use Google Hangouts for their next meeting and determine if it is appropriate for holding future long-distance meetings.

NACW Email Inquiry from Website

Chair Brandjord provided information on an email inquiry received by the council regarding a national group that is looking for female representatives from Wyoming. There are no council members that are able to commit at this time; Muir will forward it to others who may be interested and available.

Wage Gap Priority

The council recalled previous discussions on the wage gap pertaining to a possible toolkit and future meeting with Cathy Connelly. Simon will arrange a meeting with the governor once elected and suggests having talking points including wage gap information. Wilmetti discussed some resources for the toolkit, including a study from Cathy Connelly. Simon also has some news articles that might be helpful.

Wilmetti also noted that one barrier for people when moving to Wyoming is the lack of profitable work for women. Muir mentioned the lack of childcare in some areas.

Gender wage gap recommendation is one of the items on the agenda for the Labor, Health, and Social Services committee meeting on Tuesday, November 20, which will include a discussion with Cathy Connelly and Marti Halverson. Muir suggested that the council try to get on the agenda for this. Garber says she will attend in a supporting role if another member is able to go. Simon and Muir stated they are able to. Chair Brandjord will put together a statement for this.

Task List Review/Update

Most items on the task list have been completed. The email contact list is now in progress with a pop-up box on the website inviting visitors to sign up for emails from the council. Posts on Facebook can now be boosted. The executive council will look into a social media disclaimer that Brandjord has drafted.

NACW Conference Host

Wilmetti reported that Laurel Vicklund has explored the possibility of hosting the NACW Conference in Gillette, Wyoming. Vicklund has found supports in Gillette that would be interested in this and could be further pursued by the council. Concerns still exist with hotels, venues, and air travel. The discussion was tabled at this time.

Future Meetings

The executive committee agreed to an informal Google Hangouts meeting on November 21 at 6:30pm. The council will have the next official meeting via phone or video on January 16 at 6:30pm. There is a tentative plan to hold the next meeting in April in Cheyenne in accordance with the MOU with Wyoming Business Council; further discussion on this will continue at the next meeting.

Torres made a motion to adjourn the meeting at 12:03pm. Simon seconded; motion carried.

Respectfully submitted,

Ashley Mikels