

**Board of Commissioners  
Meeting Minutes  
Wednesday, April 10, 2024  
10:00 – 12:20 PM  
Indiana Government Center South  
Conference Room 3  
302. W. Washington St, Indianapolis**

- I. **Call to order** The meeting was called to order by Chair Courtney Arango at 10:13 AM EST.
- II. **Establishment of Quorum and Roll call:** Commissioner Christine Altman [virtual/present], Commissioner Caryl Auslander [virtual/present], Commissioner Sen. Vaneta Becker [in-person/present], Commissioner Kori Chambers [in-person/present], Commissioner Molly Chavers [virtual/present], Commissioner Sharon Jackson [virtual/present], Commissioner Monica Kozlowski [virtual/present], Commissioner Ambre Marr [not present], Commissioner Rep. Peggy Mayfield [not present], Commissioner Stephanie Moore [virtual/present], Commissioner Kayevonne Parham [virtual/present], Commissioner Rep. Tonya Pfaff [in-person/present], Commissioner Sen. Shelli Yoder [virtual/present], Chair Courtney Arango [in-person/present]. **A quorum was not established at 10:18 AM EST.**

**Staff:** Jordan Teske-Harrison, Director of the Indiana Commission for Women

- III. **Review Meeting Minutes:** the review of November 15, 2023, and January 10, 2024, meeting minutes is tabled for the next subsequent meeting. **A quorum was not initially established. With the arrival of Commissioner Ambre Marr [in-person/present] at 12:14pm, a quorum was established at 12:15pm. Commissioner Kori Chambers motioned to approve the November 15, 2023, and January 10, 2024, meeting minutes. Motion seconded by Commissioner Sen. Vaneta Becker. The motion carried unanimously.**

- a) November 15, 2023
- b) January 10, 2024

**Review Financial Report:** the review of the financial report is tabled for the next subsequent meeting. **A quorum was not initially established. With the arrival of Commissioner Ambre Marr [in-person/present] at 12:14pm, a quorum was established at 12:15pm. Commissioner Kori Chambers motioned to approve the review of the financial report. Motion seconded by Commissioner Sen. Vaneta Becker. The motion carried unanimously.**

During the January 10<sup>th</sup> meeting, ICW administered three requests: 1) ICRC's CFO to provide financial reports from the past 10 years, 2) review the Commission's allocations from the 2022-2024 budget plan, and 3) Provide an overview of the list of the Commission's sponsors and the total accumulated amounts. Each document was presented along with the following accompanying explanation.

ICW is appropriated \$113,601 in the General Fund. \$105,634.93 is held for salary, pay for performance, salary increases, seed, IOT, and general office expenditures that are necessary for the ICW Director to perform their role successfully. \$2,272.02 is held as a reserve by the State Budget Agency. \$5,694.05 is dedicated to ICW programming. If this amount is not utilized by the end of the fiscal year, the amount is reverted. In the Dedicated Fund, ICW holds \$2,856.70 accumulated from Torchbearer Award sponsorships. This fund is non-reverting. ICW may use this amount for additional programming. Due to the rising cost of healthcare, salary, and office expenditures over the past 20 years has made the programming funds decrease slowly, but the appropriation given to ICW by the state legislature has stayed consistent.

- a) Preliminary Budget
- b) August FY 2024
- c) September FY 2024
- d) October FY 2024
- e) November FY 2024
- f) December FY 2024
- g) January FY 2024
- h) February FY 2024
- i) Financial Reports [FY 2005-2024]
- j) ICW Appropriations [FY 2005-2025]

**IV. Director's Report:** the approval of the Director's report is tabled for the next subsequent meeting. **A quorum was not initially established. With the arrival of Commissioner Ambre Marr [in-person/present] at 12:14pm, a quorum was established at 12:15pm. Commissioner Kori Chambers motioned to approve the Director's report and the ICW 2023 annual report. Motion seconded by Commissioner Sen. Vaneta Becker. The motion carried unanimously.**

- a) Review of the International Women's Day Event
  - a. Thanks were extended to sponsors, supporters, and event attendees. A total of 439 registered in-person and 135 virtually, including 30 exhibitors showcasing their products and services. Following the event, an evaluation survey garnered 47 responses, with 90% positive feedback and 10% citing audio issues for virtual attendees.
- b) 2023 Annual Report
  - a. ICW's 2023 Annual Report is completed and will be available for viewing at <https://www.in.gov/icw/publications/annual-reports/>
- c) Review of ICW's sponsors from 2022-2024
  - a. At ICW's request, a comprehensive list of sponsors and their respective contributions was presented for the Commissioner's review.
- d) Sponsorship requests submitted to ICW
  - a. A compilation of sponsor requests submitted to ICW was presented. Moving forward, an online application will facilitate streamlined submission and tracking requests.

**V. Chair's Report:** the approval of the Chair's report is tabled for the next subsequent meeting. **A quorum was not initially established. With the arrival of Commissioner Ambre Marr [in-person/present] at 12:14pm, a quorum was established at 12:15pm. Commissioner Kori Chambers motioned to approve the Chair's report and the proposal to bestow Ms. Janet Jackson with her award and recognition via mail and seek an acceptance video to display at the Torchbearer Awards, along with issuing a press release. Motion seconded by Commissioner Sen. Vaneta Becker. The motion carried unanimously.**

- a) The Chair highlighted ongoing 1:1 meetings with Commissioners, recapped the Eminence Award, and discussed the Executive Committee meeting, proposing a recommendation to fulfill the obligation to bestow Ms. Janet Jackson with her award and recognition. After deliberations, the Commission agreed to

mail Ms. Jackson's award and seek an acceptance video to display at the Torchbearer Awards, along with issuing a press release.

**I. Committee Reports:** The review of the committee reports is tabled for the next subsequent meeting. **A quorum was not initially established. With the arrival of Commissioner Ambre Marr [in-person/present] at 12:14pm, a quorum was established at 12:15pm. Commissioner Kori Chambers motioned to approve the subcommittee report along with the Torchbearer Award guidebook, sponsorship package, event budget, and event timeline. Motion seconded by Commissioner Rep. Tonya Pfaff. The motion carried unanimously.**

a) Torchbearer Award Subcommittee

- Updates on the Torchbearer Award Guidebook: The Torchbearer Award Subcommittee was established to meticulously review the Torchbearer Award process. Since January, the subcommittee has diligently crafted a comprehensive guidebook outlining the creation of the Torchbearer Awards, including award descriptions, the Torchbearer Award symbol, nomination criteria, expectations for nominees and recipients, and the selection process. Additionally, the subcommittee has put forth recommendations regarding the event budget, venue, sponsorship package, and the timeline for the nomination window, selection review date, and open ticket registration.
- Event Budget = Budget was presented for the Commissioner's review
- Sponsorship Package = Sponsorship package was presented for the Commissioner's review. Recommendations were given to include additional sponsor levels and amounts.
- Timeline of Event
  - Open/close nominations = The nomination window begins April 15th and ends on May 24th.
  - Selection of the date to review nominations = June 21, 2024, is the selected day for review.
  - Ticket registration =Registration for the ceremony begins August 1st.

**II. New business:** Commissioners proposed to recess the meeting until a quorum can be established with the arrival of Commissioner Ambre Marr at 12:15pm. The Chair called for a recess at 11:23am and to return at 12:15pm.

**ESTABLISHMENT OF QUORUM AND ROLL CALL:** Commissioner Ambre Marr **[in-person/present]** at 12:14pm.

Establishment of Quorum and Roll call: Commissioner Christine Altman **[not present]**, Commissioner Caryl Auslander**[not present]**, Commissioner Sen. Vaneta Becker **[in-person/present]**, Commissioner Kori Chambers **[in-person/present]**, Commissioner Molly Chavers **[virtual/present]**, Commissioner Sharon Jackson **[virtual/present]**, Commissioner Monica Kozlowski **[virtual/present]**, Commissioner Ambre Marr **[in-person/present]**, Commissioner Rep. Peggy Mayfield **[not present]**, Commissioner Stephanie Moore **[virtual/present]**, Commissioner Kayevonne Parham **[virtual/present]**, Commissioner Rep. Tonya Pfaff **[in-person/present]**, Commissioner Sen. Shelli Yoder **[virtual/present]**, Chair Courtney Arango **[in-person/present]**. **A quorum was established at 12:15 PM EST.**

**III. Commissioners' Comments:** No comments from the Commissioners.

**IV. Public Comment:** No comments from the public.

**V. Adjournment:** The meeting was called to adjourn by Chair Courtney Arango at 12:20pm.

**Planned 2024 Meetings:**

March 6, 2024  
May 8, 2024  
July 10, 2024  
September 18, 2024  
November 6, 2024