

**Commission for Women
Department of Administration
April 25, 2019**

MINUTES OF THE MEETING OF THE
NEVADA COMMISSION FOR WOMEN
DEPARTMENT OF ADMINISTRATION
April 25, 2019

The meeting of the Nevada Commission for Women was called to order by Vice-Chair Brooke Westlake-Kelley at 9:02 a.m. on Thursday, April 25, 2019 at State Public Works Division Conference Room, 2300 McLeod St., Las Vegas, NV and 515 E. Musser St., Carson City, NV. **Exhibit A** is the sign-in sheet, **Exhibit B** is the meeting agenda. All exhibits are available and on file in the Department of Administration, Director's Office.

COMMISSION MEMBERS PRESENT:

Brooke Westlake-Kelley, Vice Chair
Richann Bender
Constance Brooks – Phone
Jo Etta Brown
Elisa Cafferata
Cynthia Cicero – Phone
Brenda Hughes
Jennifer López – Phone

COMMISSION MEMBERS ABSENT:

Diane Fearon, Chair
Durette Candito

D of A STAFF MEMBERS PRESENT:

Molly Walt

OTHERS PRESENT:

Katie Armstrong, Deputy Attorney General, Attorney General's Office
Joanne Goodwin, National Votes for Women Trail
Dana Sullivan Kilroy, Fior Partners
Brooke Brumfield, Fior Partners
Patricia Lopez, Children's Cabinet

Agenda Item #3 – Public Comment

Vice-Chair Brooke Westlake-Kelley called for Public Comment. No public comment.

Agenda Item #4 – FOR POSSIBLE ACTION: Review and approval of Minutes from March 28, 2019 Nevada Commission for Women Meeting.

Vice-Chair Brooke Westlake-Kelley asked for comments and/or questions regarding the minutes; hearing none, Commissioner Elisa Cafferata made the motion to approve the minutes, Commissioner Brenda Hughes seconded the motion. Action to approve the minutes passed unanimously.

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Agenda Item #5 – FOR POSSIBLE ACTION: Review and approval of Minutes from April 8, 2019 Nevada Commission for Women Meeting.

Vice-Chair Brooke Westlake-Kelley asked for comments and/or questions regarding the minutes; hearing none, Commissioner Jennifer Lopez made the motion to approve the minutes, Commissioner Jo Etta Brown seconded the motion. Action to approve the minutes passed with the abstention by Commissioner Elisa Cafferata.

Agenda Item #6 – INFORMATION – Update on the *Elevate HER NV* campaign

Brooke Brumfield reported that the Elevate HER NV press release went out in March. Brooke reported that Fior Partners would like to interview all the campaign contributors asking them what the mission of the campaign should be and push the interviews on social media. Dana Sullivan Kilroy reported a rough estimate on the cost of a videographer for the campaign would be minimal. Ms. Brumfield would like to hire a videographer for a day, paying him a day rate and scheduling all the interviews within one day. All the interviews would then be clipped and pushed out on the Nevada Commission for Women's social media pages and the website. Ms. Walt stated that a contract must be in place before moving forward with any payments can be made. Commissioner Bender requested to see the contract at the May meeting if it is ready. Ms. Walt informed Fior Partners to submit the script for the interviews to the Department of Administration before conducting the interviews as well as the schedule for the interviews. Commissioner Hughes asked Fior Partners what type of questions the interviewees will be asked, Fior Partners stated they will be asking the contributors of the campaign, why they think it is important for women to apply for the boards and commissions. Commissioner Cafferata stated the Commission on Minority Affairs would like to partner with the Commission for Women on this campaign. Commissioner Lopez asked Fior Partners if the story has been pitched at this time, Fior Partners stated that it has not. Fior Partners is waiting for the state to update the list of open board and commission positions before pitching the story. Commissioner Lopez asked who would oversee reaching out to the campaign donors to schedule the interviews; Fior Partners stated that they would oversee contacting the donors and scheduling the interviews. Commissioner Lopez asked if there are performance measures in place for the campaign. A performance measures have not been discussed at this time. Commissioner Lopez asked what the social media platform is going to be. Ms. Brumfield stated they are not sure at this time. Ms. Brumfield stated that if they are not given the information of what boards and commissions have openings then the campaign is not going to be successfully. Ms. Brumfield asked all the Commissioners to please send the form that is on the website to all their contacts and request that they complete the form.

Agenda Item #7 – INFORMATION – Women's Suffrage Historic Marker Program

Dr. Joanne Goodwin presented a PowerPoint presentation on the National Collaborative for Women's History Sites: National Votes for Women Trail. Dr. Goodwin has identified 5 locations within the State of Nevada to place the markers. The Nevada Commission for Women will help Dr. Goodwin with securing the location for different sites in Nevada. The proposed locations are in Battle Mountain, Reno, Carson City, Tonopah, and Las Vegas. The project is being funded by the Pomeroy Foundation.

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Agenda Item #8 – FOR DISCUSSION ONLY – Review of Nevada Commission for Women Operational Guidelines, Section XII

Commissioner Jo Etta Brown asked Ms. Walt to update the Commission on the bills the Commission acted on during the 80th Legislative Session. Ms. Walt informed the Commission on the status of Senate Bills No. 141 and 268 and Assembly Bills No. 142, 120, and 468. Commissioner Cafferata asked if the agenda item was placed on the agenda to update the guideline. Commissioner Cafferata suggested to agendaize and amend Section XII, Subsection 4 to include the language “the Commission would not support candidates or engage in partisan politics on behalf of the Commission”. Commissioner Cafferata also suggested adding a bullet point stating the Commission can conduct a study during the legislative interim relating to one of the studies being conducted by the one of the legislative interim groups.

Agenda Item #9 – FOR POSSIBLE ACTION - National Association of Commissions for Women membership renewal

Commissioner Jo Etta Brown made the motion to approve the payment of the National Association of Commissions for Women \$100 membership renewal fee. The motion was seconded by Commissioner Bender. Motion passed unanimously.

Agenda Item #10 – FOR DISCUSSION ONLY – National Associations Commissions for Women Conference

Commissioner Bender informed the Commission on the National Association Commissions for Women Conference being held July 21-21, 2019 in Chicago, IL, and stated she is interested in attending. Ms. Bender will be presenting on Women’s Suffrage at the conference. The cost for hotel is approx. \$230/night, air flight is approx. \$300, and registration is approx. \$300. Commissioner Bender believes the total cost is under \$2,000.00. Ms. Walt asked all Commissioners to please let her know if they are interested in attending the conference. Ms. Walt stated if the funds from Bank of America are received in time for the May meeting, then an agenda item to approve Commissioners to attend the conference will be place on the agenda.

Agenda Item #11 – INFORMATION – Commission for Women Goal Updates

1. Gender Disparity/Equality Issues in Nevada
No update was given by Commissioners
2. Increase the Number of Women in Leadership
No update was given by Commissioners
3. Provide Education & Awareness for Issues Relating to the Commission’s Mission during the Legislative Session
Commissioner Cafferata stated she will be able to attend the legislative meetings to support the license plate.
4. Create a Recognition Event
No update was given by Commissioners
5. Participate in Women’s Suffrage
Commissioner Bender will try to talk about one item the Commission will be participating in at each meeting, some type of presentations will be given.
6. Document the Role of Nevada Women
No update was given by Commissioners

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7. Promoting Awareness of the Nevada Commission for Women
Commissioner Lopez reminded Commissioners that the Commission is working to grow the Commission’s social media presence and encouraged Commissioners to like the Commissions Facebook posts and retweet the Commissions Twitter feeds to help grow the Commission’s audience.
8. Fundraising
No update was given by Commissioners

Agenda Item #12 – INFORMATION – Commission Member’s Comments/Public Comments

Patricia Lopez with the Children’s Cabinet introduced herself, attended the meeting to find out more about the Commission, and would like to help the Commission with outreach to the Hispanic Community.

Agenda Item #13 – FOR POSSIBLE ACTION – Adjournment

Vice-Chair Brooke Westlake-Kelley asked for a motion to adjourn the meeting; Commissioner Elisa Cafferata made the motion to adjourn the meeting, Commissioner Richann Bender seconded the motion. Action to adjourn the meeting at 10:27 a.m. passed unanimously.

Respectfully submitted,

Molly Walt

Molly Walt, Staff, Nevada Commission for Women

Exhibit A	Sign in Sheets
Exhibit B	Meeting Agenda