



**Maine Permanent Commission on the Status of Women (MePCSW) Governance Committee**

**Meeting Minutes**

**October 31, 2024**

**11:00 A.M. – 12:00 P.M.**

**MePCSW Committee Members in Attendance:** Anne Gass, Samantha Lott Hale, Keita Whitten Foster, Jill Barkley Roy, Kate Elmes

**MePCSW Committee Members Absent:** N/A

**Staff and Guests:** Elinor Higgins (MePCSW ED)

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**Facilitator:** Anne Gass, MePCSW Chair

<b>Welcome</b> <ol style="list-style-type: none"><li>Icebreaker</li></ol>
<b>Old Business and Public Comment</b> <ol style="list-style-type: none"><li>Brief overview of Governance Committee purpose and discussion from June in-person meeting</li><li>No members of the public in attendance</li></ol>
<b>Committee Operations</b> <ol style="list-style-type: none"><li>Reviewed structure and function of Committee<ol style="list-style-type: none"><li>Opportunity for a larger group to help the Chair and Executive Director make decisions</li><li>Will support the development of a Commission policy manual (including a member handbook or position description for Commission members) and strategic planning process</li></ol></li><li>Decided on a cadence for Governance Committee meetings<ol style="list-style-type: none"><li>Monthly meetings to start, with the option to skip or reschedule as needed.</li></ol></li></ol>
<b>New Business and MePCSW Governance</b> <ol style="list-style-type: none"><li>Reviewed 2013 by-laws and raised question of whether the Commission needs by-laws – ED will follow up on this<ol style="list-style-type: none"><li>Interest in a manual for Commission members<ol style="list-style-type: none"><li>Would like it to include a basic timeline of the Commission “year” (e.g., when do we put out reports), information about when and how</li></ol></li></ol></li></ol>

statute changes have occurred, links to social media pages and website

ii. Interest in developing a “job description” for Commission members with information about basic duties and expectations.

2. Other new business?

a. Reviewed and provided feedback on proposed update to MePCSW logo.

DRAFT