

## USC Women in Management Board Meeting

Wednesday, September 4, 2013; DML 307

### MINUTES

**Present:** Roxana Bellia, Kathy Bonagofsky, Hazel Breen, Christine Chan, Sam Chilton, Kerry Etheridge, Carolyn Heine, JJ Lee, Elaine Padilla, Stacy Patterson, Queenie Taylor, Aarti Vaishnav, Frances Zepeda

**Absent:** Tracy Kerr, Lydia Vasquez, Leonette Williams, Vicki Young

### Reports

#### President

- Elaine welcomed the Board and especially Carolyn.

#### Vice-President

- Hazel had no report.

#### Secretary

- Minutes from April 2: motion to approve by Elaine, seconded by Kerry; approval passed. Minutes from May 16: motion to approve by Elaine, seconded by Kerry; approval passed (although there was no quorum at that meeting). Minutes from August 20: motion to approve by Kathy, seconded by Elaine, approval passed.

#### Treasurer

- Report had been distributed. Balance is \$ 6644.20 (amount of Palms outstanding charge was not known).

#### Past President

- Kerry is contacting Honorary Members to see which dates are feasible and also checking on venues like the University Club to match dates. Stacy offered to help.

#### President Emerita

- Carolyn is working part time and hopes to attend Wednesday meetings. She has some detailed notes on the Honorary Members luncheon she will send to Kerry.

#### Historian

- Sam has put together a proposal which has been approved by her supervisor (Candy Borland) for creating an internal internet (password protected) site where we can upload and store historical documents. She will start with current documents and work back in time. Board will have access; likely address is wimboard.usc.edu.

#### Members at Large

- No report.

#### Membership

- Kathy has mastered the art of updating the web records. Board discussed possibility of making first year of membership free. Elaine thought we should decide quickly as renewal notices are going out very soon. Any proposed plan could be approved by email. Kathy will send renewal requests to the wider "friends of WIM" list for joining/renewing. Kerry suggested waiting until the Senior VP lunch which gets a big response; more discussion needed on timing.

#### Programs and Professional Development

- Stacy said that member Zsuzsa Londe has a connection to Gil Garcetti and that he might be willing to speak at a program. We talked about a possible partnership with SPPD or other department since the event would be large. We would also need to clear this with the President's Office since it's high visibility. Stacy and Elaine will discuss and consult Donna Buchanan since talk might coincide with launch of USC-HERS launch.

- Board expressed interest in having a September event even with short notice, which depends to some extent on space available at both campuses. Frances will look into dates for late September-early October.
- The October lunch is the Honorary Members lunch in the 3<sup>rd</sup> or 4<sup>th</sup> week of October. The November event will be at HSC. We know the SVP lunch is planned for April.
- Elaine and the Program and Professional Development Chairs will discuss the annual master calendar in a phone meeting later this week.
- The suggestion was made to see if some HSC speakers can focus on management themes rather than all health/science, like HSC admissions, or a return of Doe Meyer. Another idea was an HSC speaker on the expansion of the NAI program.
- Stacy asked if we were still going to try the box lunches at places like Doheny Library for all but the two big lunches. Queenie said she has had good luck with Ingallina's box lunches.
- Kerry suggested Jodi Davis (Kaufman School of Dance) as a speaker. Stacy mentioned Marlene Lodvine (Cinematic Arts development) or a speaker from HR since they have reorganized; or Coach Cynthia Cooper-Dyke to talk about women and competition and coachability.
- The group discussed the issue of now-shows and payment. Elaine will ask Ian about the issue of non-members RSVPing as members and see if there is a way to eliminate that option. There was support for asking everyone to pay in advance. Kerry doesn't think we should order extra lunches. Queenie has a good track record collecting for no shows at UPC.

#### **New Business**

- No discussion.

**Next Meeting:** The next meeting will be in DML G 28 Herklotz Conference Room. The HSC location will be emailed before the meeting with a conference call number.