

**USC Women in Management Board Meeting
Wednesday, October 30, 2013; DML G28**

Minutes

Present: Elaine Padilla, Hazel Breen, Queenie Taylor, Leonette Williams, Samantha Chilton, Kerry Etheridge, Bernice Taylor, Christine Chan, Stacy Patterson, Frances Zepeda, Lydia Vazquez

Absent: Tracy Kerr, Aarti Vaishnav, JJ Lee, Roxana Bellia, Carolyn Heine

Reports

President

- Elaine thanked Frances for the event featuring Laurie Stone, Associate SVP, Real Estate and Asset Management, and thanked Kerry for the honorary members' lunch.
 - Attendance at the honorary members' lunch was less than hoped for but the event turned out well.
 - The board composition has changed; Kathy Bonagofsky and Vicki Young have left the board and Aarti Vaishnav will leave at the end of the calendar year. The following changes have been made to the board; Lydia Vazquez will chair HSC membership, Bernice Taylor will chair UPC membership, and Ginger Mayerson will chair HSC public relations.
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Vice-President

- Two candidates attendance at the HERS Institute are sponsored annually by Janis McEldowney, Associate Senior Vice President, Human Resources.
- WIM promotes the HERS Institute and selects individuals who are recommended to Janis.
- WIM promotes the institute to high level women who have the potential for future leadership.
- In 2013 the volume of applications was low and subsequently no one was sponsored by USC.
- Hazel plans to better publicize the institute.
- Kerry will check with Janis to confirm that the budget for the institute has been approved.
- Both Kerry and Elaine volunteered to help Hazel.

Secretary

- Minutes from the October 2, 2013 meeting were approved.

Treasurer

- The treasurer's report was distributed. The balance is \$7,245.21.

Past President

- Discussion regarding an event with Ruth Weisberg, Professor of Fine Arts, included a potential after work mixer in November or December or a meeting at Forest Lawn to view the exhibit in which Professor Weisberg's work is displayed and polling the membership about a Saturday morning meeting.

- Elaine and Bernice will follow up on Kerry's initial contact work.
- Kerry suggested a tour of KUSC with Brenda Barnes.
- Kerry thanked the board for attending the honorary members' lunch; some photos have been placed on Facebook.

President Emerita

- No report.

Historian

- No report.

Members at Large

- No report.

Membership

- As of October 30, 2013 the WIM membership consists of 87 paid members and 25 honorary members for a total of 112 members.
- Bernice asked the question "Who can join WIM?" The answer is that WIM membership is open to employees of USC. Discussion included best practices for handling a non-USC individual who would like to attend meetings.
- Lydia and Bernice will meet with Aarti regarding membership matters.

Programs

- Cynthia Cooper-Dyke, Head Coach of women's basketball, has been contacted to speak at either the December or February meeting.
- The Senior Vice-Presidents lunch is scheduled for Wednesday, April 16, 2104. Bob Abeles, Senior Vice President, Finance and Chief Financial Officer, and Todd Dickey, Senior Vice President, Administration, have confirmed their attendance. Invitation letters have been sent to the other VPs.

Professional Development

- John Bertrand, PhD, addressed "Salary negotiations for women" at HSC on November 14, 2013, from 8:30am-9:30am. Christine may ask Dr. Bertrand to repeat his remarks at UPC.
- Dr. Heather Roberts addressed "Effective communication with employees" at UPC on November 15, 2013, from 10:00am-11:00am.

Public Relations

- WIM photos have been uploaded to both the WIM web page and Facebook.

Old Business

- None

New Business

- Donna Buchanan presented a confidential program proposal to the Board. Board members were asked to comment on the proposal via email to Donna.