

USC Women in Management Board Meeting

Wednesday, September 3, 2014

UPC DML 110C; HSC CHP 147

Minutes

Present: Kate Balog, Roxana Bellia, Hazel Breen, Kerry Etheridge, Tracy Kerr, Ginger Mayerson, Kristine Moe, Elaine Padilla, Jennifer Severa, Bernice Taylor, Queenie Taylor

Absent: Samantha Chilton, Muna Deriane, Carolyn Heine, Natasha Jokic, Nicole Kerns, Stacy Patterson, Lydia Vazquez

Reports (20 minutes)

President

- August 6, 2014, Minutes approved, with minor corrections

Vice-President

- No report

Secretary

- No report

Treasurer

- Net Worth: \$5,240.86
- No outstanding bills or memberships

Past President

- Email for honorary members' nomination process will be drafted in the next two weeks.

President Emerita

- No report

Historian

- No report

Members at Large

- Hazel and Muna will meet next week

Membership

- Listed membership is 192, versus 70 stated. Bernice will reach out to Ian to make sure memberships that were renewed in April are switched from "Regular" to "Cardinal" to reflect to new membership statuses.

- The new email distribution list needs to be reviewed to make sure all those on the list serve are current and former USC employees. Elaine, Muna and Kerry, for honorary membership, should be added to the approval list.
- Bernice and Lydia will send out Gold Membership thank you cards. They will meet to discuss a recruitment strategy.
- The McKays Mixer is scheduled for Friday, September 26, from 5:30-7:30 pm. Ginger will prepare the event flyer.

Programs

- Cynthia Harding is scheduled to speak on November 20, at HSC's Norris Library Large conference room, which has a 50 person capacity.
- The August 19 presentation by Al Chechio, Senior Vice President, University Advancement, was cancelled due to a scheduling conflict. He is eager to present and would like to invite the Development department. Kate has not been able to locate a facility for October 8 or 21 to accommodate the larger number of attendees. Davidson and AT& T Building, where Development is located, were suggested as possible venues. Kerry asked that Kate forward an approximate number of attendees and preferred date; she will scout out a location.
- Maria Suarez will speak about "Cyber Security: Why does it matter?" at HSC, 12-1:30, on Tuesday, September 30.
- The WIM Speaker Series Luncheon will be moved to November.

Professional Development

- Peter Cardon, Associate Professor of Clinical Management Communication, would like to present a session on presentation skills. An 8:30 or 9 am beginning time in October is preferred. Monday presentations are less desirable to other days.
- John Bertrand, Marshall Career Advisor, would like to present on the topic of career path. Elaine offered to introduce Bertrand. He could be set up to speak for either later this year, or the beginning of 2015.

Public Relations

- Ginger will distribute a survey to members to gauge interest in a "brown-bag" book club.
- Members felt that a WIM book club should be focused on leadership and woman empowerment, consistent with WIM's mission. Ginger felt that members should have a say in what they would like to read together as a group.
- Ginger will write up the survey; Elaine, Muna and Nicole will review. The survey can then be distributed.
- WIM members will attend Talent Management's "New Trojans Network" event to meet with new management and faculty.
- WIM should sponsor a "Meet and Greet" at USC University Club (a place close to work) for an opportunity to connect and network. Elaine will take the lead on this.

Old Business

New Business

- Leftover bookends and card cases that did not sell will be distributed as a raffle at McKays.
- Roxana announced that Talent Management renegotiated with Skill Soft, and therefore, there will be more development opportunity for the group. Management Development for WIM webinars are being considered. She would like a review of the content for the needs of the group, to be available this spring.
- Natasha is following up with Jeffrey Harris of the Center for Work and Family Life about presenting on the topic of mindfulness and coping with change.