

USC Women in Management Board Meeting

Wednesday, November 5, 2014

UPC DML 110C; HSC CHP-147

Minutes

Present: Kate Balog, Muna Deriane, Kerry Etheridge, Nicole Kerns, Kristine Moe, Elaine Padilla, Stacy Patterson, Jennifer Severa, Bernice Taylor, Queenie Taylor

Absent: Roxana Bellia, Hazel Breen, Samantha Chilton, Natasha Jokic, Tracy Kerr, Ginger Mayerson, Carolyn Heine, Lydia Vazquez

Reports (20 minutes)

President

- Approve Minutes, October 1, 2014, with minor edits.
- The question was asked: Is there a morning impetus for Professional Development? Elaine said that it did not matter. Stacy said that she found that more people were able to attend in the morning at HSC.
- Several events are coming up. Elaine asked board members to attend and represent WIM. She asked again that events be promoted on a weekly basis for at least three weeks prior to the event, with an email sent out the day before the event as well. She reminded members that the distribution list had changed when the website was updated. If board members meet potential WIM members, they should direct the person to add themselves (or do it for them) to the WIM distribution list via the WIM homepage.
- Elaine shared that the ACE Women Organization requested that Elaine forward ACE information to all women employed at USC; she said that she would begin by distributing information of their upcoming events to WIM board members. ACE will be holding a livestream webinar on December 5, dealing with how to use social media to advance your career. Elaine said that she would send forward the information after the meeting.

Vice-President

- Muna reported that Wellesley College did not have dates set up for the HERS institute yet and commented that Wellesley had offered only one session for this year's institute. She suggested that as Wellesley had not submitted dates, the college should be removed from the list of HERS institute options. Elaine agreed. Muna and Elaine agreed to continue the conversation after the meeting.

Secretary

- Kristine requested instructions on how to post minutes to the WIM website. She suggested one calendar email announcing events. There had been several emails announcing different WIM events in the past week, and even as a board member,

she had a hard time keeping track of them all. Could there be one person in charge of sending out semester, monthly, weekly reminders of all events?

Members thought this could be useful. However, Queenie said that many times the event is not settled until three weeks before the event. Members agreed that a standard layout for WIM announcements is desirable. Nicole will review what can be done. For now, individuals should continue to send out the announcements for their specific event on their different days. Elaine reminded members that the email needs to first be approved by either Elaine, Muna or Kerry, before it is distributed. The subject line of the email should call out WIM, the event category, Date, Time and Location.

- Kristine asked if memberships are pro-rated for those who join WIM mid-year. There is no pro-rating. Members who join in April are extended the upcoming membership that spans from June-July.

Treasurer

- Net worth: \$8,246.48
- Queenie is working to refund money to people for the past three canceled events. The problem with Paypal is that you cannot refund money if more than 60 days have passed. Refunding people for the canceled event is easier than applying that amount as a credit to another event.

Past President

- No nominations were received for honorary members by the November 1 deadline. This was the first year that a request for nominations was sent out. Board members should bring people forward. Ginger reached out right away with a nomination. Members requested that the criteria and job descriptions of honorary members be defined.
- Kerry recommended Helena Chui of Neurology, who spoke about Alzheimers at HSC previously, be nominated for honorary membership for her role of mentoring women. Kerry also said a special award should be given to Janice Macaldowny for her great support of WIM throughout the years. WIM should thank members who have gone above and beyond and honor long standing members yearly.
- Seventeen women are currently registered for the honorary members' luncheon. There is room for five more attendees. Elizabeth Garrett and Laura LaCourt will not be able to come, contrary to what had been communicated previously. Elaine requested that board members invite at least two people to attend.
- It is expected that honorary members will draw like-others into the group.

President Emerita

- No report

Historian

- No report

Members at Large

- No report

Membership

- Bernice reported the current membership is 107 in total. Twenty-six members are Honorary, nine Gold, sixty Cardinal, eleven Regular and one Sustaining. Elaine said, moving forward, Regular membership should be combined with Cardinal, and the Sustaining with Gold.
- Bernice reported that the Date Last Paid column appears to be showing the event that was last paid for, instead of membership, for some. In reviewing the data, it appeared that the column records membership payment date for members and last event payment date for non-members. Bernice will ask Iain to review. Members suggested two separate columns detailing the membership payment date and the last event payment date would be good.
- Bernice said that there was no indication on the website if a member was Honorary, Gold or Cardinal. Elaine said that she would talk to Iain. Kerry reminded them to make sure with Iain that the member list does not go down to basic when a person renews.
- The WIM holiday party will be held on Thursday, December 11. Help is needed, as Bernice is planning this event alone. Bernice said that she would send out venue location suggestions for the board to comment on.
- The McKays' mixer was a good event, with 12 attendees. In February, a mixer closer to HSC is being planned. Bernice asked what kind of money is available to purchase appetizers for the upcoming event. Members agreed \$200 was a good amount to cover food, not drinks.
- Members suggested that a promo card for WIM membership sign up would be good at the various event, or perhaps just a line that directs prospective members to check the WIM website for upcoming events.

Speaker Series/Signature Events

- All women deans (Elizabeth Daley, Marilyn Flynn, Karen Symms Gallagher, Erica Muhl, Madeline Puzo and Catherine Quinlan) will attend the new "Women Deans of USC" Signature Event and participate in the inaugural panel on December 12, from 12-1:30 p.m. and the University Club's Scriptorium.

- Stacy asked when she should open the actual reservation. Members agreed that the event should be posted now, and that the RSVP should open right after the Honorary Luncheon. The event should be announced at the honorary luncheon as well.
- Hosts will need to be arranged for the women deans.
- Stacy questioned how to manage the panel itself. She felt that each dean should be given two to three minutes to speak to their division schools. The question was how to feed them. She asked board members to send questions centered about staff to be addressed to the panel: challenges, opportunities, etc. Stacy said that she would like to ask former HERS institute participant to offer questions as well.
- The invitation to the Senior Vice President's Luncheon will go out next week. Town and Gown is reserved for April 14, as in years passed.

Professional Development

- The question was asked if students could attend the HSC Cynthia Harding event without paying the WIM admission as a kind gesture. Elaine said that if space was available, and the students were not eating lunch, perhaps it was possible. However, WIM was not set up to accommodate students. Elaine said that she would call Kate after the meeting.
- Kate and Stacy will discuss potential events on HSC and UPC for the early spring to make sure that their events do not conflict.
- Jennifer announced that Peter Cardon had announced a family emergency and that he would not be able to present as planned on Friday, November 7. Alternate speakers were considered. If a substitute is not found, the event will be canceled.

Public Relations

- Nicole said from the conversation, there was much for her to consider. The discussion will continue at the next meeting. (The time had run out for discussion.)

Old Business

New Business