

**USC Women in Management Board Meeting**  
Wednesday, December 3, 2014  
UPC DML 110C; HSC CHP-147 (conference number 323-442-2898)

**Minutes**

Present: Kerry Etheridge, Natasha Jokic, Kristine Moe, Elaine Padilla, Stacy Patterson, Bernice Taylor, Queenie Taylor

Absent: Kate Balog, Roxana Bellia, Hazel Breen, Samantha Chilton, Muna Deriane, Nicole Kerns, Ginger Mayerson, Carolyn Heine, Jennifer Severa

**Reports**

President

- Approve Minutes, November 5, 2014, with minor edits
- Elaine reported that seven people attended book club. The first book was *A Brief History of Time* by Stephen Hawking. The honorary luncheon went well, as did the presentation by Cindy Harding at HSC. Next up is the holiday party and the women deans' lunch. Currently there is a low rsvp for both. January events need to be planned now.
- Elaine requested that members unable to attend a meeting still submit a report for their area of oversight.

Vice-President

- Elaine said the email blast went out for the for HERS institute. The first session will be held on Monday, Hoffman Hall at UPC. The information session announcement should be sent out again.

Secretary

- "Women in Management" or "WIM" do not show up in a USC website search. Kerry said that the key search term needs to be added to the USC google search. Kristine should email Samantha and/or Kerry to ask ITS to set it up.
- Ian posted the minutes. Kerry said people with access to the site can add on their own, but only via Chrome. Kerry said that she would document how to do so.

Treasurer

- Treasurer's Report is corrected. Total Assets are \$8,156.38, with two debit card charges, totaling \$700.53, paid by the WIM debit card from the "Liabilities" portion of the Report:
  - Southern California Trophy (Janis McEldowney award plus one extra): \$452.35
  - Joan's on Third: \$248.18 for 11/20 lunch.

These charges will be reflected in next month's report.

#### Past President

- Kerry reported on the success of the honorary members' luncheon. Janis McEldowney was touched by the award. Flynn canceled at the last minute and tables were combined so that each table would have one dean. Helena Chuia, nor her office, responded to the invitation to attend.

#### President Emerita

- No report

#### Historian

- No Report

#### Members at Large

- No Report

#### Membership

- Bernice said that are currently 513 subscribers on the WIM-L email distribution list. The current membership stands at 26 Honorary, 10 Gold, 76 Cardinal
- It was suggested that checks be removed as a payment option. It appears that approximately 20 people filled out an application, promised to send in a check to cover the renewal fee, but did not follow through.
- A membership drive was suggested in the New Year. Bernice will distribute the list of subscribers along with a script at the January meeting for members to reach out to by the February meeting. Elaine said that she will look at the attendees' lists for this year and compare to last year, to see who has not made the step into membership. She would like to find out what is preventing them from joining. A different script should be created for attendees of events versus non-attendees.
- First time members get April and May in their July renewal.
- Eleven people have rsvp'd for the holiday party.
- The HSC February mixer is coming up. An HSC representative is needed.

#### Speaker Series/Signature Events

- There are only nine attendees so far. University Club has extended its confirmation of numbers until next Wednesday, Dean Daly cannot attend as the extended Hitchcock family is visiting at that time. Five deans are attending. Hosts are needed for each. Kristine said that she will host Quinlan; Bernice will host Muhl; Elaine will host Gallagher. Flynn still needs a host.
- Elaine will facilitate the questions. Deans should be asked to say something about their area. What are the challenges and opportunities for women staff at USC? In their field? At USC? Elaine said that five questions should be decided upon by end of week and sent

to deans in advance. Most likely each dean will have the opportunity to address only one to two questions each, given the timeframe.

- Kate will schedule her event in January.
- Stacy reached out to authors of the textbook, *Leadership Talk*, Robyn Walker and Jolanta Aritz. Their next publication will focus on the double standards placed on women in leadership. She is scheduled to meet with them next week.
- The Senior Vice President Luncheon announcement is already drafted.

#### Professional Development

- Natasha is working with Guillermina Molina of Marshall to administer the Myers Briggs personality test as part of a workshop for WIM members. To participate in the workshop, attendees will need to pay for the assessment and to take the test prior to the workshop. The cost per assessment is approximately \$15-20. Members agreed that the cost of the test would have to be advertised on the flyer and that the workshop would need an early cutoff date to accommodate the ordering and taking of the test. One to two weeks are needed to order and receive the materials. Willie will give general feedback on personality types at the workshop to be applied to each attendee's personal test results. This event will be held at the AT&T center in late January. The event will be first come, first serve. An email blast should be sent out after the women deans' luncheon.
- Kerry reported for Jennifer Severra. Peter Cardin canceled and a replacement could not be booked at such a late notice. Cardin will present in March or April. Michael Cody is unable to present this winter, but he has suggested that perhaps he could this fall.

#### Public Relations

- No Report

#### Old Business

- Bernice said that Ginger had suggested contributing to "Toys for Tots." However, it is now too late to do so. She suggested that WIM participate in a charity event around Valentine's Day, further away from the holiday season.

#### New Business

- The USC Women's Conference is coming up. Elaine is working to secure a discount code for WIM members and create sponsorship to publicize the organization at the event.