

USC Women in Management Board Meeting
Wednesday, March 4, 2015
UPC DML 110C; HSC Norris Topping Tower 3409 (ph. 323-217-4672)

Minutes

Present: Roxana Bellia, Kerry Etheridge, Natasha Jokic, Nicole Kerns, Ginger Mayerson, Kristine Moe, Elaine Padilla, Stacy Patterson, Bernice Taylor, Queenie Taylor

Absent: Kate Balog, Muna Deriane, Carolyn Heine, Jennifer Severa

Reports

President

- Both professional development events were well received.
- The weekly bulletin went out and was received with positive feedback. The planned newsletter will be more in depth and less frequent.

Vice-President

- Muna emailed that the HERS Institute application process is done. WIM will be sending two candidates to HERS this year: Azar Shahabi and Suzanne Wenzel.

Secretary

- February 4, 2015, Minutes, Approved, with minor edits

Treasurer

- Total Assets: \$8482.81
- The check to IVC for annual fees is yet to clear (shows as paid but not cleared). Therefore, the net worth is \$7882.
- Queenie transferred \$1000 from Paypal back to the checking account.

Past President

- Kerry asked that all board members please respond about their interest of remaining on the board. Would they like the same, or a different, position? Several members had not yet responded.
- Kerry asked that board members recruit new members.
- Kerry said that she has an idea on how to restructure a few positions to make them more viable and to decrease the total number of board positions. She will draft a recommendation for the next meeting. Stacy commented that Kerry's review is linked to the topic of bylaw review. Kerry said that it could not be done before this year's elections, but that bylaw review would be a good topic for May's meeting. Queenie suggested that a bylaw committee be established. Kerry agreed that a meeting should be arranged with Carolyn to review the WIM bylaws.

- HSC representatives are needed. Members agreed that a greater sense of community is needed for WIM members at HSC. Bernice questioned if HSC should have its own board. Kerry said that it had been considered but that the concern was that WIM would be divided, rather than a unified whole. Nicole suggested a twice-a-year retreat to bring UPC and HSC WIM members together, perhaps on a Saturday. Ginger, Bernice, Kerry and Elaine agreed to work on this effort to strengthen board, and thereby, all WIM, relationships. Suggestions were made about offering a shuttle to the event, and perhaps to do a similar outreach for staff at the ATT building.

President Emerita

- No Report

Historian

- No Report

Members at Large

- No Report

Membership

- Bernice reported 22 new members came in after July 1, 2014.
- Current membership is 122: 26 Honorary, 11 Gold, 85 Cardinal
- Bernice is preparing to send out cards, announcing that it is time to renew. She is advertising that if new members join now, they get three months, April-June, for free. She said this would be a good advertisement for guests who will be attending the VP luncheon. The suggestion was made that a half-sheet membership form be placed under each plate at the VP Luncheon. Members, and guests, will be encouraged to bring in their dues that day. Bernice said she will have an iPad available for membership registration and all forms of payment (checks, cash and card) will be accepted.
- Bernice spoke to Allen Weiss, who teaches for the EMBA and GIMBA, about adding a social media person to WIM's board. Weiss suggested that WIM focus on creating a newsletter first, using MailChimp to track the responses and perhaps different populations: new versus old members. He commented that social media is a good deal of work and the newsletter offers the benefit of tracking. Weiss said that he would be willing to come talk to WIM board members and help them set up the newsletter template. Members said that this would be a good presentation at the retreat.
- Members confirmed that Eat, Drink, Americano is a good option near HSC for a WIM gathering on April 16. Ginger will do flyer.

Speaker Series/Signature Events

- Al Chechio, Tom Sayles, Michael Quick, Todd, Thomas Jackiewicz are confirmed for the Senior Vice Presidents luncheon on April 1.

- The RSVP for the event is now open on the WIM website, with flyer uploaded. A separate, weekly email, with flyer, should be sent out on Wednesday for signature events.
- Stacy asked for hosts. Elaine will host Michael Quick.
- Stacy mentioned the difficulties in scheduling speakers this past year. Speakers have changing availability, and not as many spaces are available that include, or allow, food service. The Radison serves food, but it is more expensive.

Professional Development

- Natasha reported that Guillermina Molina did an excellent job. There was a good turnout (eight people). It would be a good even to do again next year.
- A workshop is planned with Joshua James Knightley. Two workshops are planned on the topics of Active Listening and How to Talk to Management, with one section devoted to employees and another to supervisors in the last two weeks of April.

Public Relations

- Nicole asked that members send items for the Weekly Bulletin to her by Friday, 2 p.m. She works on the bulletin over the weekend and then holds it until Wednesday to send out to WIM members.
- Nicole will talk to someone in Diane Schrader's office to see if the WIM Weekly Bulletin could be included on the Employee Gateway.
- The WIM Newsletter will be discussed at the next board meeting. Kristine said that the Women Deans' and Senior Vice Presidents' luncheons would be good topics to write articles for the first newsletter.
- Members agreed that one consistent template should be used for all WIM events. Kerry will create a style guide.

Old Business

New Business