

## **USC Women in Management Board Meeting**

Wednesday, June 3, 2015

UPC DML 110C (East Asian Seminar Room); HSC

### **Minutes**

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

Absent: Kate Balog, Muna Deriane, Carolyn Heine

### **Reports**

#### **President**

- The board-only happy hour was a good time.
- Elections are done. Results will be posted in the weekly bulletin. After elections are announced this week, the weekly bulletin will be postponed until late summer, or early fall, when events pick up again.
- A space should be reserved at the Health Sciences Campus as well for WIM meetings for the 2015-16 academic year.
- Changes to the WIM website should be directed to Ian. Bernice is the point of contact for membership. Elaine is dealing with permissions for website and email distribution.
- Kerry created a WIM style guide, which she handed out and emailed. She will resend for member review.
- Elaine said that she will distribute a year-end report.
  
- Elaine introduced Stacy Patterson, the newly elected WIM President for 2015-16. Elaine expressed her gratitude; she has enjoyed the past two years as WIM President. She said that there is always more to be done, but she is happy with her accomplishments, especially the updated WIM website and the inaugural Women Deans' Lunch.
- Moving forward, Elaine plans to work on WIM by-laws. She asked that Bernice, Stacy, Kerry and Queenie help her review. Stacy said that the Historian could review minutes from the beginning of WIM. Kerry said that Carolyn should be consulted as a resource.
- Elaine will discuss with Kerry the duties of Past President, specifically Honorary Members nominations. Stacy said that the nominations work hand-in-hand with the October Honorary Members Luncheon. Kerrie said that the nomination process should begin during the summer.
  
- In regard to email distribution, Nicole said that JPEG is blocked by some servers. Kerry said that no PDFs should be attached to emails; a link alone should direct readers to the WIM website. Nicole said that there have been no complaints and she

likes the PDF “flyer” attachments. If complaints come in, then adding attachments can be reconsidered.

Stacy mentioned the idea of WIM using MailChimp. Members of her office have volunteered to introduce the service. The WIM listserv is small enough that it may be free. Also, MailChimp has analytics which would be useful for WIM analysis. Members could be categorized better and duplicate entries flagged. WIM could also talk to Ian to see if website information could be uploaded onto MailChimp automatically. To be discussed further at a future meeting.

#### Vice-President

- Not present

#### Secretary

- May 6, 2015, Minutes, Approved, with minor edits
- March 4, 2015, Minutes, Approved

#### Treasurer

- Net worth: \$10, 628.
- Jennifer said that she had an additional \$20 cash and check from the HSC professional development event.

#### Past President

- The election was the last of Kerry’s duties as Past President. She looks forward to joining Roxana and Lynette and as Member-at-Large.

#### President Emerita

- Not Present

#### Historian

(Vacant Position)

#### Members at Large

- Roxana shared that Talent Management has been laid off. She said that the third cohort of Executive Coaching will continue. Roxana said that perhaps a benefit for gold membership could be connecting those members with coach volunteers, who are not yet certified, but have four to five months of training. In addition, she suggested a professional development workshop on Career Search Strategies to assist recently laid off USC employees, co-sponsored by Human Resources and WIM.

## Membership

- Bernice asked board members if the \$35 donated by Janet Brown should be used to sponsor a new member? Members agreed.
- Bernice asked members to consider the logo for the tote bag. Stacy said that someone in her office volunteered to create a logo. Members said that the cost of creating a logo should be considered against the cost of the higher-level membership.
- Bernice will send out a July renewal notice for WIM.

## Speaker Series/Signature Events

- Stacy plans to send notes to both the vice presidents and their administrative staff to thank them for their participation in the Senior Vice Presidents' Luncheon.
- Stacy thanked everyone for electing her as the next WIM President. She will talk to Elaine and set up a transitional meeting in July.

## Professional Development

- Jennifer said that the Peter Cardon event went well.
- Natasha said that this year was a great experience, and she looks forward to continuing as UPC Chair of Professional Development Workshops next year.

## Public Relations

- Ginger announced that the HSC mixer will be held at San Antonia Winery on June 4, 4:30-6:30. She encouraged members to bring friends.
- The first UPC book club was held, led by Aubrey Hicks. The next UPC book club is scheduled for Monday, July 6, DML 233. The second book is Cadillac Dessert by Marc Reissner.
- Roxana said that digital books on management are available to WIM members at Human Resources' Trojan Learn, Books 24X7.
- Nicole said that the weekly bulletin will go out today.

## Old Business

## New Business