

**04 May 2017**

**Women's Committee Meeting**

Attendees: Veronique, Ellen, Michaela, Erin, Shannon, Leslie-Ann and Annie (via Skype)

Action items entered in Basecamp as "To-Do's"

Regular meeting time: First Tuesday of the month at 4 (Leslie-Ann to update the calendar on Basecamp)

Networking Social:

- Discussed other ways to advertise: eg. [women@whoi.edu](mailto:women@whoi.edu), MBL Classifieds list, hang flyers
- Need to tell caterer number of attendees by Tuesday 5/9
- Assume 2 drinks/person for first hour and 1 per person per hour after that
- Discussed name tags; Ellen will get generic ones for attendees to fill out and WoCo lanyards/tags for members
- Deciding on food; Ellen passed around menu from caterer
- Set-up for tables, etc.: if it's nice out, we'll be on the patio. If it's not nice out, food setup will be inside. Caterer will work out of butterfly kitchen. Food can go in Fenno lobby opposite the fireplace.
- Order water and soda from butterfly? Leslie-Ann suggests bringing her own large glass containers for water and lemonade instead of paying.
- Order ice from the butterfly for beer and wine chilling.
- Meet at 2pm to set-up/prepare on Friday

Committee Membership:

- Randie (former post-doc rep) has left
- We can talk to potential new members at the Networking Event
- Ellen suggests Dina Pandya as a new member; she was a member a long time ago (before Ellen's first time)
- Aim for membership of 8 full members, 1 JP rep, and 1 Post-doc rep
- We'd like to have at least one scientist
- Laura and Erin are graduating in 3-5 months
- Michaela is leaving in August
- Annie (current post-doc rep) is here until end of December
- Currently, we should try to find 3 new people to replace Erin, Laura, and Michaela.
- Then, in January we'll need to replace 3 new members too (Ellen, Shannon, Annie). This gets us back on a rotation where 3-4 members are replaced per year.