



## Women's Committee Minutes – April 15, 2009

MRF 204

### Members present:

Danielle Fino, Stephanie Murphy, Diane Rieger, Alicia Rose

### Treasurer's Report

Our balance remains the same.

### Activities

*Webinar on April 21* – Danielle has arranged for Matt Barton to set up the audio connection. She reports that approx. 20 people have registered. If members of the committee plan to attend they should rsvp to Danielle. We expect approx. 30-35 people total. Danielle will send around the URL for attendees to download the Webinar visual materials. Stephanie will contact Kate Davis about bringing coffee, tea, and water, and the room set up. Committee members can bring munchies.

*Annual meeting (June 10)* – Karen Bice is confirmed as speaker for the event, title to come. The committee came up with a list of things that need to be done and discussed to prepare for this event. The list with space for volunteering to take on specific tasks will be circulated separately.

The June committee meeting is scheduled for the following week - June 17. Does that timing still work for everyone?

*Linda Morse-Porteus award and scholarship* – committee members in attendance were confused about the difference between the award and the scholarship, the timing, who votes, when they're awarded, etc. Steph will investigate and put a document together, which can be added to the Women's Committee "book" (see "new business" below). Diane has some info in an email from HR about a plaque, which she will forward.

Evy and Diane have volunteered to be on the Award selection committee. Becky put Tina Betti in contact with them, and Tina will be responsible for obtaining the outside committee members.

**Postdoc Update** –we have been talking about planning a co-sponsored event to increase postdoc contact time with faculty. Anna is contact.

**Committee Reports** - There are no reports on other committees

### Ongoing business

*Falmouth Police Department talk on security/theft* – (report by email) Becky has been trying to contact Captain Dunne for the past several days, and have not succeeded. She will continue to try, but the seminar might have to take place in late May. Becky will

not be around during the last two weeks in May, so asks if someone else is able to supervise the seminar.

*Wellness/local food & health speaker* - the committee is still investigating this idea. Amy is contact.

### **New business**

*Women's Committee book* - We discussed creating a Women's Committee book or manual, which could serve as the "bible" on yearly activities of the Women's committee, including a general schedule of events, timelines for planning, "to-do" lists associated with each event. The book can be passed along to new members to review when they join the committee, and will help us be better organized. The information can also be posted on our Web site. We'll start assembling what we have now.

*Web site* – Danielle will talk with Amy about updating the Web site design/functionality.

**Next meeting** is scheduled for Wednesday, May 20, at 9:30 a.m., in Bigelow 217.