

Women's Committee Meeting

1/21/15

Agenda

- Reintroduce new members. Welcome Roxanne, Amy, Anna, Muiread and Bethanie. Note: We need to update membership lists on WoCo website.
- Volunteers for committee roles:
 - Danie-Chair
 - Muiread-Treasurer
 - Cara-Webmaster
 - Co-Chair-To be decided at next meeting
 - Secretary-Dawn
- Review of outstanding committee items
- Review of budget and any allocations needed to complete current activities
- Open discussion on new activities/priorities/etc. for this year's committee

Review of outstanding committee items

- **Wiki site.** Cara has already contacted Helen Gordon about removing old members and adding new members to the wiki list, coordinating a training date and inquiring about changing photos on the site. Bethanie discussed organizing a wiki launch in March to coincide with Women's History Month. A coffee hour was suggested for the launch with the possibility of people bringing their own laptops and postcards or a magnet being sent out as announcements. Members divided up categories to fill in wiki.
- **Lactating Rooms.** In use sign suggested for Clark and a no lunch sign for refrigerators. Send out an announcement via the women's list that there are available lactating/women's lounge areas available (Roxanne). Dawn is donating refrigerator for the Redfield room and Roxanne is donating a microwave. We will discuss a counter after the refrigerator is in the room. Getting more art for the rooms was discussed. Roxanne presented the idea of purchasing a hospital grade pump.
- **Sexual Harassment Policy.** The Women's Committee along with the Gender Equity Program Advisory Committee had been commissioned by Susan Avery to review the institutions current sexual harassment policy (see minutes for joint meeting in October 2014). Another administrative meeting was held in November 2014 which Helen Fredericks and Dawn attended. Dawn will write up an outline of this meeting and also send out a copy of Danie's recommendation letter written from the joint WoCo /GEPAC meeting. The women's committee will then decide what they want to present as suggestions to human resources.
- **Outreach.** A collaboration with the Children's School of Science was discussed (Danie). This might involve the CSS having exposure on the WHOI website/connection with

WHOI in exchange for a scholarship. Other outreach/scholarship suggestions were discussed such as a joint summer child care at MBL/CSS scholarship. Noted that these programs fill quickly. There is a need for a collaboration/scholarship form that meets the Women's committee charter and mission and vision statement. Money for a scholarship could come from a tag sale fundraiser or the Women's committee budget to be reimbursed from a later fund raiser.

- **Budget.** Muiread is new treasurer. It looks like the Women's committee budget rolls over from year to year. Any outstanding debts. Was CIS paid?

New Activities

- **Child Care!** There is a strong interest by many committee members to create some kind of child care opportunity for WHOI employees. Renting to an outside organization was suggested. The idea of an on-site co-op was presented. Contact from trustee David Skully suggested that a trustee could be a possible resource for child care funding. The committee decided to start looking at what the actual road blocks are for incorporating some kind of child care. Collaboration with human resources was also suggested.

Action Items

- Dawn-write outline from November sexual harassment meeting. Get refrigerator for Redfield lactation room.
- Roxanne-bring in microwave for Redfield lactation room, make in use and no lunch signs for rooms, send out women's lounge/lactation room announcement email to WHOI women's list.
- Cara-Organize another training date for wiki.
- Danie-further investigate scholarship/relationship with CSS.
- Bethanie-think about organizing wiki launch coffee hour.
- Everybody-fill in your wiki categories.
- Think about child care possibilities and look into a question if so inspired.

