

Women's Committee Meeting Minutes: July 11th, 2016

In attendance: Erin, Ellen, Shannon, Veronique, Laura

Not in attendance: Muiread, Michaela, Randy, Erika

Updates from the Committee:

1. Veronique: paternity leave

- a. Sent an email to Kathi Benjamin expressing that the Women's Committee is in support on the paternity leave and will send an official letter at a future date. Kathi responded positively. Veronique will draft a letter of support and will send around to the Women's Committee for notes/approval at a future date when the Staff Committee is ready to move forward.

2. Erin: summary of results from Lactation room survey, next steps

- a. The old binders of Women's Committee notes and history have been found in the Clark Lactation room lounge!
- b. Erin compiled a thorough review of the responses to the Women's Lounge Survey Results.
- c. Highlights:
 - i. Over 100 responses to the survey, though most (76%) are not regular users.
 - ii. Would be nice to have one lactation room per building so those not in Clark or Redfield do not have to walk outside/take additional time in your day to pump.
- d. Should we meet with Kathi Benjamin to discuss whether more rooms are a possibility? No, the need of rooms is highly variable with time. The best practice may be for individuals to contact your department administrator if you are not in Clark or Redfield.
- e. Action Items:
 - i. No longer cleaning supplies in the lactation rooms—need to restock paper towels by asking the house keeping staff (cleaning supplies for spills—the brown towels are not good for cleaning up liquids).
 - ii. Erin: check about whether we should put results on the website and send a follow up to WHOI Headlines

3. Laura/Shannon: 2016 minutes to website (do you need approval?)

- a. All have approval. All good.

4. Survey on gender

- a. Nothing out via email or Headlines yet so it may not be out yet.

5. Update on Women's Committee Panelists:

- a. Muiread has not heard back from Jackson office from an email sent two weeks ago.
- b. Next two people to consider: Tanya Atwater and Suni Williams.
- c. Good to have a list that can be used for future years (even if people on the list do not end up on this year's panel, they are still great options for future years).
- d. Let's try to find a panelist from NOAA/Fisheries, and make sure that there is a range of ages and perspectives so it applies to many people.

6. (Future) Projects that need a lead(s):

- a. Bring child to work day (Erin?). Tabled until next meeting.
- b. Speaker/panel:
 - i. Panel logistics? Ellen to take lead.
 - ii. Moderator?
 - iii. Other tasks?

7. Paid time for WComm chairs (maybe someone thinking about being 2017 chair?)

- a. Erin to draft an email. Possibility to ask for the equivalent of the gender equity committee and use a set amount within people in the committee.
- b. Also revisit the issue of Erin and Laura defending in the summer/fall of 2017. Will need to fill these spots with new JP students.

8. Wiki: How is everyone's search of the wiki site going? Do we want to make a deadline for this?

- a. We should be collectively looking through and updating the wiki. Laura re-send out the notes on who to do what portion of the wiki site. Wiki assignments:

Automotive ___ Muiread ___

Children ___ Muiread & Erika ___

Fitness and Recreation ___ Shannon ___

Healthcare ___ Muiread and Erin ___

Home/Apartment ___ Erika ___

LGBT ___ Laura ___

Local Accommodations ___ Laura ___

Outreach ___Laura___
Pets ___Michaela___
Public Transportation ___Veronique___
Restaurants ___Shannon___
Services ___Veronique___
Shopping ___Erin___
Sustainable Living ___Michaela___
WHOI Perks ___Ellen___

b. Can we put the Andrew Daly/MBL weekend update on the wiki site?

9. Business for next meeting:

- a. Question list for the panelists.
- b. We should take a picture of the committee!