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?). Tabbed 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!