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January 2012

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Women's Committee Minutes

January 18, 2012

In attendance: Kim Grodzki, Beth Ryan, Heather Benway, Amanda Spivak and Sylvia Cole

Discussion:

- January 2012 Coffee Hour is scheduled for next Wednesday the 25th in the Redfield Lobby. Coffee and 2 dozen bagels and cream cheeses will be ordered from facilities by Beth. Time will be from 9:30 to 10:30 am, lobby reserved from 9:00am to 11am. Kim will make name tags.
- Valerie Young's "How to Feel as Bright and Capable as Everyone Seems to Think You ARE" seminar was enthusiastically discussed. We will have to see if there is interest in the Interactive Workshop part for a date next year. A March date for Womens History Month will be looked into by Kim. If that is not possible, then a later date will be set. The event will be open to the public. Once the date is set, promoting the event will be important. Flyers need to made and distributed and creative marketing set in motion. If a date is set in time, promoting this at the January 25 Coffee Hour will be beneficial. There may be a book signing after the event. Co sponsorship to help with the cost will be sought by the following: Sylvia will be in touch with Jim Yoder, Kim will be in touch with Human Resources, Heather will be in touch with GEPAC, Outside sources will also be kept in mind
- A video recording of Louisa May Alcott: the woman behind Little Women was also suggested for Womens History Month or for the Peanut Butter Club. This could also be open to the public.
- Beth will be in touch with Mitzi Crane to set a date for the Annual Dinner and to let her know we need a picture and bio from her by the end of March.
- This year's budget was discussed. There is \$3500 budgeted for supplies and social events, \$500 for travel and \$500 for honoraria in the 2012 budget. Last year's Annual Dinner cost about \$2000.
- Heather will be in touch with Click and Clack, Tom and Ray Magliozzi, to see if they might be available for the spring coffee hour with the theme of basic car repairs. Sometime in May was discussed as the time frame for that coffee hour.
- Ginny's Self Defense class is scheduled for March 28th and 30th in Clark 507. A decision will need to be made regarding the Committee paying all or a portion of the cost of supplies for each participant. A \$5 dollar fee had been suggested in the last meeting. Promotion for this event also needs to be set in motion.
- New home still needed for liquor stash and inventory taken.

Last updated: August 7, 2018





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February 2012

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Women's Committee Minutes

February 21, 2012

In attendance: Kim Grodzki, Beth Ryan, Heather Benway, Ginny Edgcomb, Mary Murphy

Discussion:

- Valerie Young's "How to Feel as Bright and Capable as Everyone Seems to Think You ARE" seminar on March 12 was discussed. The event will be open to the public. Flyers were passed out by Kim to be distributed around town. Eight Cousins will host a book signing before and after the event in the Redfield lobby. Mary Murphy is putting the notice in Headlines. Kim will ask Janet Fields for \$250 for coffee and cookies for the event. Human Resources and GEPAC are cosponsoring.
- Women's History Month event possibilities were discussed. Joining with the Peanut Butter Club to show a movie may be a possibility, Kim will ask Joanne Trump if the Peanut Butter club would be willing. Showing a film at Clark at noon is another possibility. Heather was going to see what was available for Women's History films—selections at the library. Women in Science Before the Civil War was suggested as a possibility.
- Annual Dinner date is set for June 7. Mitzi has sent in a bio and picture for a poster. Poster creation and promotion to ensue. Catering to be set up.
- This year's budget was discussed. There is \$3500 budgeted for supplies and social events, \$500 for travel and \$500 for honoraria in the 2012 budget. Last year's Annual Dinner cost about \$2000.
- The Spring Coffee Hour was touched upon. No response from Click and Clack, alternative mechanics may have to be sought. Date needs to be set.
- Ginny's Self Defense class is scheduled for March 28th and 30th in Clark 507. A \$5 dollar fee will be charged, to be collected when the participants arrive. 30 people were suggested as the maximum number of participants. Ginny is point of contact for people signing up. Heather has posted a notice on the web site. Notice needs to be posted in headlines. Ginny needs to be reimbursed for expenses.
- New home still needed for liquor stash and inventory taken.
- Is Kelly Servant still on the Committee?

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March 2012

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Women's Committee Minutes

March 21, 2012

In attendance: Kim Grodzki, Heather Benway, Amanda Spivak

Recent events

- **Valerie Young's *How to Feel as Bright and Capable as Everyone Seems to Think You ARE* seminar** - The seminar was well attended and well received by the Woods Hole community. We are still awaiting travel receipts from Valerie to finalize event cost.
- **Women's History Month video *Women in Science*** – There were ~10 people who attended the viewing of the film. The film has been sent to Joanne Tromp for Peanut Butter Club viewing on 3/30 and will then be returned to us. Heather has paid for the video (\$12.50) and will get reimbursed. Heather sent her list of movie suggestions for Women's History Month to Joanne for future consideration for March Peanut Butter Club viewings.

Upcoming events

- **Ginny's Self Defense Class** – We are all set for 3/28 in Clark 507 and 3/30 in Carriage House, 12-1 pm. Ginny is keeping track of the participant list.
- **Coffee Hour** – We will plan for a spring coffee hour on the Quissett Campus (Clark main foyer) in early May (2nd week). We will finalize details at the April Women's Committee meeting, which will still leave ~2-3 weeks to advertise in Headlines.
- **Annual Dinner** – Date is set for June 7 in Clark 507. Mitzi has sent in a biography and some photos, which have been posted on the website. We will use that content to make a flyer for the event. Kim has confirmed Roland's availability to cater. Dinner cost will be ~\$25-27/person (treasurer will collect \$ and track RSVPs). Nametags will be printed in advance for Women's Committee members – we will have sticky nametags with markers for attendees, though we may print nametags for dinner attendees (RSVPs) to easily differentiate them from those NOT attending the dinner. There will be multiple tasks associated with this event, so please be thinking about how you can contribute to the following: Advertising (assemble poster and send to Graphics to print, distribute poster/advertisement to Dept APs, Headlines announcement, etc.), beverages (inventory existing and purchase new if necessary), thank you gift for Mitzi, centerpieces for the tables, contacting Jayne Doucette (photography) and Matt Barton (A/V support), contacting Meeting Services (linens, room set-up) – we will start assigning these tasks at the April meeting

Other business

- **Linda Morse-Porteous Award** – This is awarded to a female member of the technical staff each year at the Employee Recognition dinner (see <http://www.whoi.edu/page.do?pid=36360> for details). We will need two Women's Committee members to sit on the committee that reviews nominations and chooses the awardee. Tina Betti (HR) will identify the other members of this committee. Benway volunteered to be one member of the committee, and we will solicit the other member and discuss a Headlines announcement at our April meeting.
- **Women's Committee Educational Scholarship** – We briefly discussed this award to help offset educational/tuition costs for women at WHOI. Kim has contacted HR to get additional information, though it looks as though this program ended in 2010, so Heather will remove this from the website.
- **Women's Lounges Headlines Announcement** – Heather has put text on the website (see <http://www.whoi.edu/page.do?pid=36359>), but we would also like to put an announcement in Headlines just as an FYI to the WHOI community, especially given the recent updates the Women's Committee has made to some of these lounges. We just need to know the room number of the McLean lounge (Ginny?).

Next meeting

Wed. April 18 at 9:30 am in the Marine Operations conference room. Heather will try to remember to send out email reminders the day before for future meetings.

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April 2012

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Women's Committee Minutes

April 25, 2012

In attendance: Kim Grodzki, Beth Ryan, Amanda Spivak, Ginny Edgcomb, Mary Murphy

Discussion:

- The spring Coffee Hour was dropped and a Coffee Hour has been scheduled for the second or third week in July.
- There was a lively discussion about changing the format for the Annual Dinner being held June 7th this year. Since there are usually only small numbers of paid dinner guests, the consensus was to drop the dinner and have a social hour followed by the presentation. Round tables will still be set up with linens and centerpieces to make it a welcoming and comfortable atmosphere and a light fare buffet will be provided by Roland's Catering. We will supply beer, wine and soft drinks. A five dollar donation will be requested at the door.

Event details

- This year's event will be called the Annual Social Event with Honored Guest Speaker Mitzi Crane.
- From 4:00-5:00 there will be a social hour with a light fare buffet and beer and wine.
- From 5:00-6:00 will be the presentation and guest lecture.
- From 6:00-6:30 the gift will be given and the event will wrap up.
- Kim will handle Roland Catering and Meeting services.
- Beth will take inventory of the beer and wine and see what may be needed for this year's event.
- Mary and Beth will make centerpieces for the tables.
- Amanda will create a flyer to be sent to admin/bounces and other organizations as well submitting an announcement to WHOI Headlines.
- Kim will make name tags.
- Heather will be in charge of buying the gift.
- Ginny will make a large poster for Clark Lobby and maybe Smith Lobby.
- Mary will be in touch with Jayne Doucette for photographs and Matt Barton for AV support.
- A \$5.00 donation will be requested at the door. Ginny has volunteered to collect donations
- Kim and Heather will be the two Women's Committee members on the Linda Morse-Porteous Nomination Committee reviewing applicant nominations along with several other volunteers
 - Heather will put an announcement in WHOI Headlines with a link to the nomination form for next week's Headlines? The deadline for nominations will be Friday, May 18th.

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June 2012

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Women's Committee Minutes

June 20, 2012

In attendance: Kim Grodzki, Beth Ryan, Mary Murphy, Heather Benway, Sylvia Cole

Discussion:

- The Mitzi Crane presentation was discussed. There was a generous amount of positive feedback about Mitzi's presentation to the committee.

Before closing that subject:

- Heather will track the receipts and costs
- Beth will be in touch with Mitzi about getting a travel voucher from her for her expenses
- Heather will post pictures of the event on the Womens Committee website
- The Linda Morse- Porteous Nomination Committee has chosen their nominee. The award will be announced June 28 at the Employee Recognition Celebration.
- There will be a Women's Committee Summer Social on Friday July 27th at 3 pm on the Redfield lawn.
 - Beth will schedule it and be in touch with meeting services for the set up. She will also order fruit and cheese for the function from Windfall.
 - Heather will put an announcement in Headlines for it in early to mid-July.
 - Can Ginny make a poster for the Clark lobby for it?
- Kim, Heather and Beth will have completed their two year appointments on the committee this year.

What needs to be done to recruit four new committee members was talked about.

- Heather will put an announcement in Headlines to solicit new committee member nominations in mid-July.
- A nomination box will also be set up at the Beer and Wine Social for new member solicitations
- Heather will set up a Survey for online voting

Election Procedure From Charter

The names of nominees may be determined by (a) open nominations, and/or (b) by a nominating committee chosen by the then-current Women's Committee. The names of those nominees willing to serve will be listed alphabetically on a ballot issued to everyone eligible to vote. If desired, nominees may be listed by categories. Each member of the electorate may cast up to four votes by secret ballot. The outgoing members of the Committee are charged with running the election and counting the ballots. Ties may be decided by lot, and if a duly elected member must step down, the person with the next highest number of votes (or next highest in the same category) shall replace her.

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July 2012



Women's Committee Minutes

July 20, 2012

In attendance: Kim Grodzki, Beth Ryan, Mary Murphy, and Amanda Spivak

Summer Social on the Redfield Lawn on Friday, July 27th

- Beth will bring beverages to Clark kitchen in the morning and put them in the fridge
- Mary will bring them from Clark to Redfield Lawn around 2:30
- Heather will pick up cheese and crudité platters at Windfall
- Set up will be between 2:15 and 2:30. Kim will be there to make sure they set up correctly
- Recycle bins and water have been ordered along with everything else
- Nomination box will be made by Beth
- Poster about nominations will be made by Ginny or Beth
- Kim will make name tags
- Meeting Services will clean up after the event at 5:00 for a fee of \$70.00

Committee Membership and Leadership

- Mary was voted next year's Chair. Next year's Co-chair, treasurer and webmaster will need to be discussed with Ginny Edgcomb and incoming members. Amanda Spivak was voted next year's Secretary.
- We now have three nominations for next year's Committee. More nominations needed.

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