AGENDA

- Housekeeping
- Roles - Helen gave brief review of last meeting and potential member roles.
  - Web/Lorum? Need to confirm
  - Treasurer - Leah
  - Secretary - Danie

Budget: We have a surplus of ~$200 from previous committee activities. ACTION: Helen will find out if the WHIO budget can be used.

- Committee Election:

- Web-based networking/community:
  - This was discussed more in depth in the form of a wiki. All agreed this was a good idea, but needed a focus or theme.
  - Need to brainstorm ideas. Last presentation by a female 'workforce negotiator' was good; so something similar?
  - Could we also purchase 1-2 min fridges for use by lactating moms? One could go in the lounge and the other in the 'lounge'
  - Potential Name: "Anything BUT Science"
  - Need to call facilities to install a door handle (locks you in!) and sink leaks.
  - Women's Committee for/about WHOI budget:
  - We have a surplus of ~$200 from previous committee activities. ACTION: Helen will find out if the WHIO budget can be used.

- Events:
  - Dinner and Speakers – This was thought to be the least successful and most costly in the past (difficult to attend, not much turnout, not sure reaching everyone, etc.)

- Coffee hour/LFG – This was generally thought to be a good idea, but need a focus or theme.

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ACTION ITEMS:

Meeting was adjourned at 11:16.

Friday April 4, at 10AM.

the WHOI room scheduler. Helen will check with her AP. Danie will schedule the next meeting for Bigelow 217 again, on

last item was discussing meeting locations and attempting to obtain login privileges for one of the committee members on

suggestion of mid-late June, on the Quissett Campus was agreed upon.

It was agreed that this type of kick-off, fund-raiser event was something the committee wants to pursue. Tentative

cookout or other type of social, TG-like event. Helen will get in touch with Steve (?) from The Buttery to get information on

establish for the wiki. It was suggested the WC sponsor a 'kick-off' event to gather people together who are willing to

resources site and gets updated more frequently. No family resources are provided on it, but it could be used to seed the

website lives. These would be good to review/leverage when thinking about the design of the WC wiki and newsgroup.

This led to discussion of the existing newsgroups at WHOI. Loral has been unsuccessful posting to the group. No one

These would be internal to WHOI. Helen will talk with CIS on the status of a wiki site.

Further discussion revolved around how we might advertise and solicit information to fill the resource categories we

ment of breast milk, curtains to replace the old vertical blinds, possibly a throw rug and new paint.

Derosier about the repairs needed in the Clark Women’s Lounge. Helen (?) Need confirming) will price out small fridges and

Danie reviewed update on the Redfield lounge adjacent to the first floor women’s restroom. Since her last email, she made

Discussion of website:

Laurel will update the website to reflect new committee members and to update the minutes, adding this year’s meetings.

Wiki:

Danie explained a community online resource, which was more of an open forum for any type of ISO request, news blast, event posting, etc. It used an online service site called ‘Big tent’ which was a membership management site offering tools for website hosting, blogging, calendars, file sharing, files, sharing, etc. We wouldn’t need all those capabilities, but something similar, where individuals could set a question or post an announcement, etc, would be helpful.

Helen recognized two types of web resources evolving:

One for newsgroups and dialog, being more dynamic/ephemeral

The Wiki containing a more static (but moderated and maintained) list of resources

These would be internal to WHOI. Helen will talk with CIS on the status of a wiki site.

Helen will look into getting an account on the WHOI room scheduler.

Melissa and/or Cara will try to get access to the student wiki for review by the group (it has more information than the external WHOI

This led to discussion of the repairs needed in the Clark Women’s Lounge. Helen (?) Need confirming) will price out small fridges and

Helen reported out on our current budget ($3,500) plus some surplus from last year. If we are not going to focus on a

This led into budget discussions:

Dawn explained her (and other WHOI staff) involvement with Big Brothers/Sisters program. Also Andrew Daily and the Harvest ball charity(?). Broader Impacts (student organized group, applies for small grants, etc.) may be another group we could tap into (e.g., girls STEM science fair, 2 day workshop for middle school girls). The group agreed that these outreach activities could be a great opportunity for the VC, and asked that such engagement might look like.

This led to budget discussions:

Outreach possibilities:

Dawn explained her (and other WHOI staff) involvement with Big Brothers/Sisters program. Also Andrew Daily and the Harvest ball charity (?). Broader Impacts (student organized group, applies for small grants, etc.) may be another group we could tap into (e.g., girls STEM science fair, 2 day workshop for middle school girls). The group agreed that these outreach activities could be a great opportunity for the VC, and asked that such engagement might look like.

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Meeting held at 10:00AM in Fye Conference room

Attending Members: Helen, Danie, Liz, Cara

AGENDA:

New Business:

Amy April (scientist in Fye) and her husband were looking into dependent care and initiating a policy for dependent care travel award.

- Question on clarification of the award: will it be to cover dependent care while a whoi employee is on travel, or dependent care if you bring your child (dependent) with you?
- Amy was not available, so this will be tabled for now.

Babysitting Co-op – “WHOI.Kids” provide forum for communicating babysitting opportunities, kid-friendly events, etc.

- ACTION: Helen to ask CIS to create a news group for “whoi.kids”

Old Business:

Redfield Room:

- Futon discussion – Cara couldn’t use it to lie down by putting arms down.
  - Decision was made to try to improve the existing futon, rather than buy an entirely new one or new cushion.
  - Suggestion to check with facilities on cutting a piece of foam to ‘add more cushion to the cushion’.
  - Should we look into getting a piece of plywood cut to provide more support under the cushion?
  - ACTION: Danie to measure room, plus dimensions of the seat cushion of futon.

- Fridge/Microwave – ACTION: Helen to order fridge and microwave (Danie will direct receiving to drop off both in the Redfield lounge).

- Curtains and Rug – ACTION: Helen to go to JobLot to look for rug and curtain together (get matching)

- ACTION: Helen to contact DR about putting up a curtain rod and painting and foam

Wiki:

- Helen, Cara, Danie met with Helen Gordon this week. Helen will develop a Wordpress site that CIS will admin, but WC members will be able to customize and author. Helen said to bug her around 5/12. In the mean time we can begin to gather content/information for the wiki – ACTION: (All) send suggestions for content to the women’s committee email.

- We need to begin thinking about categories of information (e.g., Daycare, Medical, Restaurants, Pets, General Services (contracting, vehicles, repair), Activities (library passes)).

- Suggestion to list all the benefits affiliated with being a whoi employee (currently these are all over the whoi site) together in one place, called “WHOI perks”.

- ACTION: Liz to make a Dropbox folder for the WC where we can put content. Possibly in sub-folders for each category?

- We’ll need to come up with a name for the wiki. Suggestions?

LMP Award nominations:

- ACTION: Danie to contact Tina Betti to ask if we can get nominations that were submitted a few years ago?

Forward Dicky Allison’s nomination on to the Vetlesen Award committee.

ACTION ITEMS:

- Helen to ask CIS to create a news group for “whoi.kids”
- Danie to measure room, plus dimensions of the seat cushion of futon.
- Helen to order fridge and microwave have them sent to Danie’s office (MS #36) who will make sure they get to the lounge.
- Helen to go to JobLot to look for rug and curtain together
- Helen to contact DR about putting up a curtain rod and painting and foam
- (All) to send suggestions for content to the WC’s Dropbox folder (which will be forwarded by Liz once created).

- Liz to make Dropbox folder for WC where we can put content, possibly in sub-folders for each category
- Danie to contact Tina Betti to ask if we can get nominations that were submitted a few years ago?
Overview | Charter | Members | Meeting Dates | Procedures
--- | --- | --- | --- | ---
Events & Announcements | Links & Resources | 2009 Women's Committee Survey

**Overview**

**Charter**

**Members**

**Meeting Dates**

**Minutes**

Events & Announcements

**Linda Morse-Porteous Award**

Links & Resources

2009 Women’s Committee Survey

**Procedures**

September 11, 2014

**AGENDA**

Old Business:

**Wiki Update:**
- review of mock up:
  - All like the front page and second pages
  - ACTION [for Katherine J]: we would like the categories on the side need to be collapsible
  - The quorum agreed to pay Katherine to finish populating (~$2,000)
  - Concern was expressed about access and way to control unwanted contributions without restricting use.
  - What about providing an admin with a daily digest of wiki updates. Helen Gordon prefers to maintain more control.
  - ACTION [Helen/Cara]: communicate to Helen G/Katherine to start with more access and provide a daily/weekly digest to a small group of admins.
  - ACTION (wiki subcommittee): Helen, Melissa, Cara and Dawn (communications/updates will go to the entire committee)
  - ACTION [wiki subcommittee]: Meet with Helen/Katherine on questions to continue. Helen F. to email and set up meeting.
  - Immediate resolution on URL—remove the who from ‘whoiki’ in URL
  - Have an event for the launch—with incentive to add content e.g., gift card to Pie, etc.
    - Plan launch event later

Women’s Lounge in Redfield Update:

- Any news on the work order? No news on work order—ask Janice?
- ACTION [Dawn]: email Janice on progress
- Is it time to buy fridge/microwave? We think yes!
- Scratching the shelf idea for now.

Elsevier Proposal Update:

- Amy is out of town. Discuss WoCo commitment in proposal?
  - What’s the workload, what’s the budget expectation for the WC? We need clarity on what responsibilities fall to the WoCo for the various components (administration of Travel assistance grant selection, local network/wiki admin, coordination of brown-bags and speakers, mentoring).
  - ACTION: investigate with HR or who manages current mentor program, also investigate if the post-doc mentoring program could partner with this peer program (however, this peer mentoring would remain a distinct program from post-docs)

New Business:

**Budget/Treasurer:**
- Leah Trafford stepped down from WoCo, we need a new treasurer.
  - Liz is new treasurer until April 2015
  - Helen passed cost centers to Liz
  - One cost center is shared with another committee, but the 3,500 is ours to use alone
  - Need current listing of proposed expenditures for the rest of the year (Women’s lounge fridge/microwave other supplies; Helen’s and Katherine’s time on wiki, proposed travel support for SWMS speaker, other proposed expenditures?)

**SWMS workshop:**
- Bethanie Edwards (Grad student in Helen’s lab) gave brief overview of SWMS workshop.
  - Conceived by Alexis Yelton—broad impacts of her NSF award (inspired by MPOWR)
  - Requesting funding for travel for speakers. Expected budget? Helen White is traveling from PA, she would be the main draw (in addition to any other local speakers’ expenses)
  - Tentatively offered $1,000 in travel support, but would like to know how much they’ll need…
  - SWMS has no connections to WoCo, but we’d like to promote the activities of the Committee during the workshop.
    - Design WoCo informational fliers for distribution during the workshop

Other Topics:

- Amy April is asking for WoCo to co-host a brown-bag, advertising, cookies, Stace Beaulieu is asking for WoCo support for a GEPAC speaker – just advertising
- Brown bag lunches/speakers? Need to revisit
- CSS Connection? (Danie added post-meeting) If we’d like to discuss a children’s scholarship with CSS (as mentioned in a previous meeting), we’ll need to get this in place soon/right fall for next summer. We’ll need to reach out to the CSS board. This should be an easy partnership, since CSS is looking to have a bigger connection to WHOI.

**ACTION ITEMS**

- All: Create small group of admins (wiki subcommittee): Helen, Melissa, Cara and Dawn
- Wiki Subcommittee: Meet with Helen/Katherine on questions needed to continue work
- Helen F. to email and set up a meeting.
- Communicate to:
  - [Helen J]: To start wiki contributions with more open access and provide a daily/weekly digest to a small group of admins to review content
  - [Katherine][H][wiki]: we would like the categories on the side need to be collapsible
  - Dawn: Email Janice on progress in Redfield Women’s lounge
- ACTION: Investigate with HR who manages current mentor program, also investigate post-doc mentoring program. (Danie can start this)

**Last updated: August 7, 2018**
October Joint GehCO-Womens Committee Meeting

Wednesday, October 22, 2014, 3-4 PM

Minutes of 2013-14 Women’s Committee

AGENDA

1. Sexual Harassment

2. Meetings & Resources

3. Women’s Committee Items:

   a. GEPAC item

   b. Open Discussion

   c. New members

   d. Redfield lounge

   e. WIKI page

   f. Who to contact

   g. Launch & advertising

   h. Get the word out


Suggested Date:

November 20th:

Dr. Mary Anne Holmes – 10-11AM, Clark 2-01 Fuglister – small group discussion for NSF ADVANCE, 12-1PM,

Danie Kinkade – 2-3PM, Redfield Fuglister – small group discussion.

Stace Beaulieu, GEPAC says:

GEPAC supports a self-defense in 2010 (run by Ginny Edgcomb) and is willing to continue

Next steps: Contact nominees, voting... if necessary!

Headlines request for nominations (4 positions to fill)

Maxine Chalela – 12-1PM, Redfield Fuglister – small group discussion for NSF ADVANCE.

Hani Rivera – 1-2PM, Redfield Fuglister – small group discussion.

New members for 2015

GEPAC Attendees:

- Dani Kinkade
- Dan Lizzarelde
- Helen Fredricks
- James Kinsy
- Loral O’Hara
- Redfield lounge, any news? we need curtains hung, fridge etc

Joint Women’s Committee- GEPAC Meeting Minutes

9 October 2014, 2PM, Bigelow 217

Members of GEPAC are meeting with us for

Loral O’Hara

Dawn Moran

Helen Fredricks

GEPAC Attendees:

Danie Kinkade

Hani Rivera

James Kinsy

Dan Lizzarelde

Topic: Sexual Harassment in WHOI Policy

Home 

Loral O’Hara

Dawn Moran

Helen Fredricks

GEPAC Attendees:

Danie Kinkade

Hani Rivera

James Kinsy

Dan Lizzarelde

Members of GEPAC and the Women’s Committee attended our Fall meeting on October 9th. In the discussion

AGENDA

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Dawn Moran

Helen Fredricks

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