**The WHOI Women’s Committee Meeting**

**February 7, 2018 Bigelow 306**

**12:00 – 1:00 pm**

Present: Annie Bourbonnais

 Taylor Heyl

 Leslie-Ann McGee

 Dina Pandya

 Mallory Ringham

 Kaitlyn Tradd

 Colleen Tuson

Apologies: Veronique LaCapra

 Julie Huber

1. **Letter to new WHOI employees** was sent January 10th.
2. Colleen gave an overview **Women’s committee budget**: Approximately $2500 plus another $1200 for speaker travel and per diem.
3. **Women in Deep Waters**

An email was received from Dave DuBois suggesting a WHOI hosted event featuring women who have participated in more than 9 Alvin dives. Veronique and Dina met with Joanne Tromp and Kathy Patterson to brainstorm about an event. March is Women’s History month and therefore one idea is to host an event/panel in Redfield Auditorium in the evening during that month.

Action items: Dina will circulate a list of “women in deep waters”. Due to time constraints (event would be in March), we should narrow the list of women and focus on inviting those who are local. Cindy Van Dover may be in Woods Hole within the next two months. Taylor will contact her about availability.

1. **Sexual harassment training update**

HR has reviewed online sexual harassment training and came up with one they think will work well. This training would include a 2-year contract so that employees will need to complete a course and completion will be required for annual WHOI evaluations.

The Workplace Climate Committee has taken on the task to regularly assess the workplace climate (through surveys and interviews, etc.) with the over-arching goal of improving the WHOI workplace climate.

Mark Abbot would like to have a Town Hall meeting focusing on sexual harassment training/issues.

Something to consider: For those employees who don’t have overhead and cannot charge time to this, sexual harassment training would have to be completed during free time, which is not ideal. Will HR provide a project number for this time?

1. **Gender neutral bathrooms update**:

Kathi has reached out to meet with Veronique. Bathroom updates were talked about at WHOI staff council meeting this week.

There are some issues with the bathroom signs and with converting men’s bathrooms to gender-neutral bathrooms because of added costs that would be incurred to remove urinals. Overall, this is moving forward.

**6. Tiny Teas**

We could easily organize a room, buy some cookies and tea and gather in the middle of the day (1 hour break). It was discussed the helpfulness in facilitating these meetings if we could coordinate them with monthly women’s committee meetings.

It was suggested that Workplace Climate Committee want might to co-host this kind of event.

It was agreed that we host our first Tiny Teas on Thursday, March 8th at 10 am after WC meets on that Wednesday (March 7th).

Some previous topics covered by Tiny Teas:

* Micro-agressions
* Active by-standing
* Difference in attitudes

Action Items:

\* Mallory will search for a list of possible topics from MIT Tiny Teas

\* Taylor spoke to Annette Govindarajan (WCC co-chair) after our meeting (because she works in the office next door) and she strongly suggested that we coordinate Tiny Teas with the Workplace Climate Committee because they also had plans to continue these events at WHOI.

1. **Discussed updating the WHOI Wiki page.**

During our January meeting, Julie suggested that because this Wiki page is a valuable resource for many people in the WHOI community, perhaps Human Resources would be the best option for maintaining it. At our most recent meeting, Leslie-Ann and others agreed that HR would be best to tackle this endeavor. Veronique will contact Kathi Benjamin about this.

**Upcoming WHOI Events:**

February 14th – WHOI Sustainability Task Force sponsoring event, **“Meet Your Match”** to pair people in the WHOI community by zip code in an effort to increase carpooling to work.

 **Tiny Teas** on Thursday, March 8th at 10 am after WC meets on that Wednesday (March 7th). Location TBD.

**Next Women’s Committee Meeting** March 7th, 12 noon on Quissett Campus, Watson 201. Taylor will send a reminder on BaseCamp.