**The WHOI Women’s Committee Meeting**

**January 10, 2018 Watson 201**

**12:00 – 1:00 pm**

Present: Annie Bourbonnais

 Taylor Heyl

 Julie Huber

 Veronique LaCapra

 Dina Pandya

 Mallory Ringham

 Kaitlyn Tradd

 Colleen Tuson

Apologies: Leslie-Ann McGee

1. **Letter to new WHOI employees**: Dina suggested we send an email to the new women employees on behalf of the Women’s Committee before orientation this Thursday, welcoming them to WHOI. Veronique drafted an email and posted it on Basecamp for input. Taylor further suggested that *all* new employees receive this email from the Women’s committee, as it is important for male colleagues to be informed/advocate for women’s issues at WHOI.
2. **Women’s committee networking/social events in 2017** were summarized.
3. **Appointed new officers to the Women’s Committee**:
* Veronique volunteered to be the new chair (or co-chair).
* Colleen volunteered to be the new Treasurer
* Dina volunteered to be the new webmaster
* Taylor volunteered to be the new secretary (taking meeting minutes and posting them to Basecamp website)
1. **Discussed updating the Women’s Committee website**. It was agreed that a discussion of how best to begin updating/suggestions would be open on Basecamp. Once we have provided input, Dina will begin making changes to the website.
2. **Discussed updating the WHOI Wiki page.** 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. Veronique will contact Kathi Benjamin about this.
3. **What issues do we want to take on in 2018?**
* **Sexual Harassment Training for the WHOI community**
* **Annual dinner vs. supporting the next SWMS conference**
* **Tiny Teas** (originated at MIT and will be introduced to WHOI community by JP students relocating to Woods Hole this year).
* **Networking social –** maybe the next one could be organized as a happy hour at the Captain Kidd.

\*\*Need to check that they will remain open in the winter.

1. **Sexual harassment training update.** Veronique will contact Kathi Benjamin to get details of how sexual harassment training will be introduced to the WHOI community and how the Women’s committee can help in this new effort. Julie offered to be a point person/representative of the women’s committee in this effort.
2. **Gender neutral bathrooms update**: Kathi Benjamin is supportive of this and Veronique is awaiting an email response from her to begin the process of transforming existing bathrooms into more gender neutral rooms.
3. **Upcoming WHOI Events:**
* January 31st – WHOI Science Café, event for the public at the Quicks Hole Tavern, 7 pm.
* 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.

10. **Next Women’s Committee Meeting** February 7th, 12 noon in the village. Location TBD.