**The WHOI Women’s Committee Meeting**

**March 8, 2018 Bell House**

**12:00 – 1:00 pm**

Present: Taylor Heyl

Julie Huber

Veronique LaCapra

Dina Pandya

Mallory Ringham

Colleen Tuson

Apologies: Leslie-Ann McGee

Annie Bourbonnais

Kaitlyn Tradd

1. **“Women in Deep Waters” event to take place March 20th at 7 pm in Redfield Auditorium.** The majority of our meeting time was spent giving a status of this event and the 5 confirmed speakers, and discussing logistics/promotion of the event.

* Dina is completing an event description/blurb for the WHOI newsletter to be released next week.
* There is a webpage dedicated to the “Women in Deep Waters” event, which is linked to the Women’s Committee website.
* There will be an RSVP button on this webpage and registration will be organized using Luminae (which is accessible by the database WHOI development uses for all events/promotions).
* A link to the event webpage will be placed on the front page of the WHOI website.
* It was agreed that the time limit for speakers should be reduced from 5 minutes to 3 minutes, allowing more time for questions and creating a more informal environment.
* To this end, Veronique will email the 5 speakers to ask for 2 slides: 1) a photo of the speaker in Alvin and 2) a response to “Why were you in Alvin?” (science effort). A potential 3rd slide focusing on “what was the most amazing thing you saw in Alvin” (these slides saved for later in the evening/if there is a lull in conversation.)
* Local high schools will be invited and there was a discussion of list serves and contact info to reach the widest audience possible.
* Buying an add in the Falmouth Enterprise was discussed (and the consequences of informing the community at large with regard to space in Redfield Auditorium – 150 seats).
* A graphic is needed for the event flyer and a potential Enterprise advertisement.
* Veronique will contact Nancy Clark to inform her of this event coming to fruition. Nancy’s requests were 1) to video tape the event and 2) to announce a “display of women” event in summer at the Spellman Museum, Regis College.
* It was suggested that a clipboard sent around at the event would log participants, get names and contact info for future WHOI events.
* Drinks after the event at the Captain Kidd or the Quicks Hole Tavern for those who want to meet/socialize with the “Women in Deep Waters” speakers and other WHOI scientists who have worked in Alvin.

**2. Sexual harassment training update.**  Julie was approached by an MIT student with questions about WHOI's hotline reporting system.

Below are the answers from HR:

* Who reviews the reports (no names needed; wondering how the review committee is selected)?
  + Initial notification from EthicsPoint goes to EEO Officer and VP, Legal and then the investigation panel would be decided upon based on the concern and based on our Investigation Policy.  Our Title IX Coordinator is pulled in as appropriate.
* How often is the tool used in general, and by whom is it most used?
  + Luckily, we don’t have a lot of use of EthicsPoint.  We seek to educate and have folks use internal resources if we can learn about things as soon as we can – we have the best results that way.
* What are the protocols for dealing with anonymous vs. non-anonymous reports?
  + Protocol is not different as it pertains to the investigation policy and procedure
* Is there any strategy for keeping records about both the (anonymous) person making the complaint and the person against whom the claim is made?
  + EEO Files are kept confidential and are not accessed by others

1. **Tiny Teas (now in conjunction with the Workplace Climate Committee)**

The WCC suggested setting up a sub-committee with the specific goal of setting up Tiny Teas. Mallory has agreed to be the WC representative for this sub-committee.