**Women’s Committee meeting**

**June 5, 2019, noon-1 p.m., Bell House conference room**

Participants: Ann Dunlea, Véronique LaCapra, Leslie-Ann McGee, Dina Pandya

Committee news

Ann Dunlea has been hired as an assistant scientist in MC&G! Congratulations, Ann!

Women’s Committee Charter Amendment—results

We received 113 responses to our Survey Monkey vote on the Charter amendment, of which 110 were in favor of changing the Charter as follows:

*The Committee shall consist of eleven women: nine at-large members, one MIT-WHOI Joint Program (JP) student, and one postdoctoral researcher (postdoc). Each member shall be elected for a 3-year term with the option of standing for re-election. Students and postdocs may choose to serve for an abbreviated term of no less than 1 year. Each year, three at-large members shall be replaced by election.

If any member of the Committee wishes to cycle off before the end of their 3-year term, they must nominate at least one woman from their same career track as a potential replacement.

The Women's Committee should have as a goal to represent the full spectrum of women at WHOI through its membership, including at least one member of the administrative, technical, engineering, and scientific staffs, in addition to a JP student and postdoc.

Amended 1996 to increase size from six to eight women, and 2019 to increase size from eight to nine women.*

Women’s Committee Charter Amendment—next steps

Ann will add the amended charter text to our new website ([web.whoi.edu/womens-comm](http://web.whoi.edu/womens-comm)), and Véronique will email women@whoi.edu to announce the results. [Done]

To begin the new system of having three committee slots come up for election each year, we will solicit for nominations in September, and put the nominations to a vote in October. Leslie-Ann and Véronique will complete their three-year terms this year and can choose to stand for re-election in October, or cycle off the committee in January, 2020, once the new members come on board.

In the short term, Ann will talk to Janet Fields about finding a post-doc rep to replace her, now that she’s a scientist!

Looking ahead, our election schedule will be as follows (these members will cycle off the committee in December of the given year, or put themselves up for re-election in October):

2019: Leslie-Ann McGee, Véronique LaCapra, and a new at-large member

2020: Kaitlyn Tradd, Dina Pandya, Julie Huber

2021: Taylor Heyl, Colleen Tuson, Ann Dunlea (who will remain on the committee as an at-large member)

Ann will add a table to our new website with this membership schedule.

We talked about how we could handle committee roles, given the new member terms and election schedule. We propose that every January, once the new members are in place, we open a discussion about who will do what, in terms of offices (Chair, Treasurer, Secretary, and Webmaster).

Dina and Leslie-Ann suggested that we create a new position of Vice Chair, and limit the term of the Chair to one year. The Vice Chair would be elected by the Women’s Committee (like the other positions), but would automatically become Chair after one year, with a new Vice Chair being elected to take her place.

Next meeting

Our next meeting will be held on **Tuesday, July 2, at noon**, in the Bell House conference room. After this, we will meet on the first Wednesday of each month, at noon (location may vary). We changed the date in this case because of the July 4 holiday.

In our July meeting, we will discuss our Strategic Plan for the Women’s committee. This will include what we’d like to accomplish in 2020, how we want to allocate our existing budget, and whether we want to petition for an increase. The more specific our plans (and cost projections) can be, the better chance we’ll have of successfully lobbying for additional funds.

In the meantime, Leslie-Ann will send out a survey to get some input on which to base our discussion. Please complete the survey before June 21, so that Leslie-Ann has time to collate the results and share them with the committee before our next meeting.

Survey: <https://www.surveymonkey.com/r/WCSPE>

*End of meeting minutes*