**Women’s Committee Meeting**

**February 11, 2020, 1-2 p.m., Bigelow 217 conference room**

**Participants:** Dina Pandya, Samantha Clevenger, Kaitlyn Tradd, Colleen Tuson, Hilde Oliver, Eily Allan, Mai Maheigan, Jessica Kozik, Brett Freiburger, Taylor Heyl

Extraordinary Women at WHOI

Brett Freiburger from the WHOI Archives gave a presentation highlighting women throughout history who have made significant contributions at WHOI. The Women’s committee would like to begin a project to showcase these extraordinary women throughout 2020, beginning in March for Women’s History Month.

Significant women throughout history mentioned:

* Mary Sears
* Ami Scheltema
* Cindy Van Dover
* Susan Avery (First Director of WHOI)

Discussion about how best to display this information:

* Women’s committee website
* Highlight fun facts/statistics about women
* Instagram was discussed as a platform for reaching the general public

Next steps:

Put together list of women – each member of the WC will submit names of extraordinary women. Members should try to come up with an anecdote for each WC meeting.

WHOI WIKI page

There was discussion about allowing access to this WIKI page, similar to Wikipedia. It was decided that opening the page in a public manner was likely not the most effective way to update and maintain the information. The WC members will each take a category to update and once this process is complete, the WC will approach HR to request that the ownership and responsibility for management of the WIKI page be transferred to that department.

Highlighting women at WHOI

On WHOI Employee Recognition day, someone from the WC committee will announce the winner of the Linda Morse-Porteus Award. It was agreed that the WC should make a list of awards and note the nomination timing for awards as a resource for people to nominate women at WHOI. “Know someone who deserves recognition at WHOI? Work with Awesome Women? Please submit a nomination on their behalf”… This could be sent internally through WHOI Headlines.

Other

Scientific Laboratory Open House – WC will hosts refreshments and people can tour WHOI labs to learn more about them.

Next meeting

Our next meeting will be held on **Tuesday, March 10, 2020 at 1 pm**, in the Bell House conference room. We will continue to hold meetings at 1 pm on the second Tuesday of every month.

*End of meeting minutes*