

## Women's Caucus Board Meeting

### Meeting Minutes

Date: July 26, 2011

Location: 305 Hullahen Hall

Time: 12-1pm

Board members present: Marcia Nickle, Stephanie Kerschbaum, Shannon Lennon-Edwards, Gretchen Bauer, Sandy Wenner, Deborah Hill

Topic	Main Discussion Points	Actions and Follow-ups
Bylaws	<p>Latest version of bylaws were reviewed and slightly edited.</p> <ul style="list-style-type: none"> <li>- Minimum number of board members increased to 5</li> <li>- Votes require 2/3 majority</li> <li>- Email votes are acceptable</li> </ul>	Bylaws were sent to board to vote for approval
Website	<p>Christine and Stephanie are leading the website committee.</p> <p>Website content needs to be completed by early August so it is part of new faculty orientation later in the month</p> <p>Reviewed LGBT website for ideas for ours.</p> <p>Website will include mission, list of board members, history (provided by Ann Boylan?), calendar with future meeting dates, links to archived documents on Commission of Status of Women</p>	Stephanie will meet with Christine; follow up on suggestions for website and ask Becki for pictures for website
Caucus email address	<p>Discussed identifying a person(s) who will be the main contact for inquiries. Decided that a general email should be created i.e. <a href="mailto:womenscaucus@udel.edu">womenscaucus@udel.edu</a>. Should go to officers and they will forward to rest of board if necessary</p>	Marcia will investigate setting up email
Listserv	<p>Discussed pros and cons of establishing a listserv and how it will be used. Will discuss further in a future board meeting</p>	Marcia will investigate this to see if it is feasible
Future board meetings	<p>Board will meet in September. Tuesdays or Thursdays appear best. Will locate another conference room to accommodate all of us</p> <p>General meeting will be in October (secretary will email all women regarding this). Need to find room large enough to accommodate 70 people that is potentially free of cost</p> <p>Spring board meeting to be held in Feb or March. General meeting will be in April due to elections</p>	<p>Marcia will send out meeting wizard request to board for future dates</p> <p>Deb will look into rooms</p>