

**Women's Caucus Board Meeting
Meeting Minutes**

Date: April 18, 2013
 Location: Office of Development and Alumni Relations- Meeting Room
 Time: 9:00 – 11:00 am

Board members present: Rebecca Davis, Marcia Nickle, Gretchen Bauer, Shannon Lennon-Edwards, Sue Stewart, Megan Gaffney, Christine Scheirer, Helga Huntley, Stephanie Kerschbaum, Deborah Kirwan, Karren Helsel-Spry, Heather Doty, Robin Andreasen, Sandy August

Excused: Christine Grott, Patricia Sloane-White

Topic	Main Discussion Points	Actions and Follow-ups
Agenda	Agenda was approved	None
Meeting Minutes	Amended meeting minutes from March BOD were not sent out so an email vote will be taken to approval	S. Lennon-Edwards will send email
Introductions & Welcome	Newly elected board members were introduced and welcomed	None
Chairs report	<p>R. Davis reported.</p> <ul style="list-style-type: none"> a. Next board meeting scheduled for 5/16 from 10-12 in the development conference room. Discussed holding summer meetings. Board members will provide co-chairs with blackout dates. b. Notes from Spring General Meeting: <ul style="list-style-type: none"> - Investigate national organizations to partner with - Salary review and questions on the process - Performance appraisals: who reviews and where do they go. D. Kirwan reported that the HR Leadership Council met on 4/5 and is interested in addressing these issues. - Ombudsperson memo: R Davis will discuss further with M. Andersen. She has updated the PDI website. Not much else will happen on this issue until the new Provost starts. Memo will be shared with new board members. 	<p>Board members submit dates unavailable.</p> <p>R. Davis will investigate other organizations. D. Kirwan will follow-up on appraisal issues</p>
Spring Social Event	<p>To be held May 14 from 4-6pm in Bayard Sharp Hall</p> <ul style="list-style-type: none"> a. Logistics: 2 parking spots available and one will be reserved for M. Carter. The hall contains a stage with podium and screen. M. Nickle will bring a projector to play a powerpoint presentation with pictures and history of Mae Carter. Grad student available to assist with lighting b. Food provided but bar is cash c. Board member dinner at Iron Hill following event 	M. Nickle will get M. Carter to event
By-laws discussion	Formed ad-hoc committee to review by-laws. H. Huntley brought forward a proposal for review. The following members volunteered to serve on this committee: M. Nickle, S. Kerschbaum, H. Huntley, R. Andreasen, S. Lennon-Edwards, M. Gaffney, K. Helsel-Spry.	Develop a proposal and submit to co-chairs

Elections	<ul style="list-style-type: none"> a. Co-chair: C. Scheirer b. Treasurer: D. Kirwan c. Secretary: M. Nickle 	None
Sub-Committee reports	<ul style="list-style-type: none"> d. Publications: H. Huntley reported that the sub-committee met on 3/28 to discuss fall publication. Will have similar format as last's year but include a 40 year anniversary longitudinal perspective on the CSW. Committee has 2 new members and work on the publication will occur over the summer. Draft by early August and publication in September. This subcommittee needs priorities from the board. e. Leave Policies: D. Kirwan stated that the subcommittee is waiting to continue work on leave bank pending new HR director. D. Kirwan handed out packet from HR Leadership Council meeting which focuses on many issues including maternity, sick leave, leave of absence, etc. f. Childcare: S. Stewart reported that the subcommittee is still doing research to see what is/is not available. Goal is to generate a white paper and have a list of questions for HR to be included in a future climate survey. g. Staff Promotion and Development: C. Grott was not present. h. Website: S. Kerschbaum would like to have a "kudos" section and celebrate accomplishments by women on campus. Soliciting suggestions. H. Doty volunteered to help with website. 	<p>Reflect on priorities for publications sub-committee.</p> <p>None at this time</p> <p>Finalizing questions and research</p> <p>None at this time. Creating new sections on website</p>
Institutional Research Meeting	H. Huntley reported that a few board members met with the new director of IR, John Sawyer on 4/11. He is very open to sharing the data with us and we made a request for the data we would like to have.	Waiting for data from IR
Priorities for 2013-2014	Tabled.	None
Speakers at Board Meetings	R. Davis would like suggestions on speakers to come and meet with us at future board meetings	None.
New business	None at this time.	

Meeting minutes submitted by S. Lennon-Edwards