

Women's Caucus Executive Board Meeting Minutes  
August 7, 2015  
DAR 83 E. Main Board Room

Board members present: Robin Andreasen, Heather Doty, Megan Gaffney, Karren Helsel-Spry, Shannon Lennon-Edwards, Christine Mangat, Katie Meier

Excused: Jodi Drake, Helga Huntley, Stephanie Kerschbaum, Margie Kiter Edwards, Elaine Salo, Susan Williams, Regina Wright

### **1. Adoption of the agenda**

Agenda was approved.

### **2. Approval of the minutes from the July 9, 2015 meeting**

Minutes were approved. M. Gaffney will post to caucus website.

### **3. Co-Chair report**

**a. Jennifer Daniels, OEI Liaison:** R. Andreasen and C. Mangat met with Jennifer Daniels. She is Associate Director of OEI and is the office's liaison to the Women's Caucus. R. Andreasen and C. Mangat provided a history of the caucus and the Commission on the Status of Women. J. Daniels is interested in working with the Women's Caucus and will attend the September board meeting.

**b. "The Fact Is" The Review ads (Mae Carter Funding):** The same ad will be run three times: once in September, October, and November. It will provide the definition of the "red zone" and national statistics about sexual assault along with resources for the UD community.

**Action Items: R. Andreasen** will draft the ad's wording then send it to **C. Mangat and K. Meier** for formatting. Once the ad is complete **R. Andreasen** will send to Jennifer Daniels, Ruth Fleury, and Angela Seguin for feedback.

**c. Sakai:** R. Andreasen uploaded historical documents to Sakai to a folder called 2015-2016. These documents include items that can be reused in future years, such as a screenshot of the 2015 election ballot. Nothing uploaded to Sakai duplicates content on the caucus website (such as minutes, annual reports).

**d. New subcommittee members:** OEI has forwarded several Women's Caucus interest forms to R. Andreasen and C. Mangat. One is interested in joining the childcare subcommittee.

**4. Torch Award Protocol and Procedures working time:** Not discussed.

## 5. Nancy Targett event

**a. Event details and timeline:** Fall general meeting is at the President's house on Thursday, October 29, 2015 from 12:00 – 1:30 PM. Lunch will be provided. The maximum number of attendees is 80 (the ideal number is 65). Susan Williams is handling the logistics. Proposed agenda:

12:00 Guests arrive, eat, and go to the main living space

12:30 Remarks begin: Board member introduction, about the caucus, about OEI, about all other caucuses (10 minutes); Nancy's remarks, Q & A (20 minutes)

1:00 Mingling and conclusion of event

**b. Special Invitations:** Attendees will be invited to RSVP in the following order: Women's Caucus Board, OEI and other caucuses, Women's Caucus listserv, UDaily if the event is not yet at capacity. Paper fliers will be distributed to Facilities to reach staff who do not regularly monitor email.

**Action Items:** **R. Andreasen** or **C. Mangat** will invite each caucus to send a woman to formally represent her caucus at the event. **M. Gaffney** will add all previous Torch Award recipients to the caucus listserv to make sure they are included in the invitation.

**c. RSVP procedure:** Google Form. An agenda will be included on the confirmation email.

**6. Elections Protocol:** To be discussed at September meeting.

**7. Other business:** None.

**Next meeting:** Thursday, September 10, 9:00 – 11:00 AM, Jastak-Burgess Conference Room

Meeting minutes submitted by Megan Gaffney