

Women's Caucus Executive Board Meeting Minutes
July 9, 2015
164 S. College Ave, first floor

Board members present: Robin Andreasen, Heather Doty, Megan Gaffney, Margie Kiter Edwards, Helga Huntley, Shannon Lennon-Edwards, Katie Meier, Christine Scheirer Mangat, Susan Williams, Regina Wright

Excused: Jodi Davis, Karren Helsel-Spry, Stephanie Kerschbaum, Elaine Salo

1. Adoption of the agenda

Agenda was approved.

2. Approval of the minutes from the June 11, 2015 meeting

Minutes were approved.

Action Items:

M. Gaffney will post to Caucus website.

H. Doty will provide administrative access to WordPress site to all board members.

3. Bylaws review

Further discussions of the bylaws were tabled. Questions that need to be answered: Do we hold a special election when a board member resigns? Are we going to attempt to stagger board terms again?

Action Items:

S. Lennon-Edwards will update the current draft to say that the Election Committee will be composed of the secretary and one other board members, and at no time shall both members be up for election.

The board will vote on the updated bylaws in August.

4. Subcommittee report-back

a. Leave policies: Subcommittee co-chairs were not present. Questions have come up about leave policies for new adoptive parents: the subcommittee will be charged with reviewing current policies and proposing changes if appropriate.

b. Childcare: Subcommittee chair was not present.

Action Items: C. Mangat and R. Andreasen will invite Leave Policies co-chairs to all future board meetings. Report-back will be first on the agenda.

5. Budget working time

Jennifer Daniels, new associate director in the Office of Equity and Inclusion, sent an introductory email to caucus chairs and asked for FY16 budget requests. Women's Caucus FY16 budget requests will include catering and movers for fall and spring general meetings; annual postcard mailing; Torch Award; and brown bag events. Budget will not include professional publishing for Annual Report.

Action Items:

S. Williams will ask K. Helsel-Spry for final numbers from the Torch Award event.

All receipts from FY15 should be sent promptly to S. Williams so she can close out last year's budget.

R. Andreasen will contact Angela Seguin to collaborate on the Fall 2015 series of ads in the UD Review.

Fall general meeting will include flip boards around the room. Each board will list an area of focus for the Women's Caucus. Post-it notes will be provided so attendees can write down their concerns, suggestions, or questions anonymously.

6. Miscellaneous

Tabled until August meeting.

7. Torch Award Protocol and Procedures working time

Not discussed.

Next meeting: Friday, August 7, 2015, 2:00-4:00 PM, Development and Alumni Relations Main Board Room

Meeting minutes submitted by Megan Gaffney