



## **Women's Faculty Network Meeting Minutes**

Date: 11/19/2012      Hour: 9am -10am

Location: Harrington Tower Room 575

### **Presiding the meeting**

Jia Wang

### **Attendees:**

Jia Wang ( President )  
Christine Kaunas, MPH, (Director, ADVANCE Center)  
Jodie Lutkenhaus  
Lisa Campbell (Webmaster)  
Gabriela Marin Thornton ( Secretary)  
Loiuse Abbott (Treasurer)  
Jhenny Galan (conference call)

## **1. Welcome back!**

The President welcomed everybody. She informed the committee that WAN asked WFN to help sponsoring its November 27 lunch. The WFN Committee decided that given such short notice it will not sponsor, but it will send the announcement through its network.

## **2. General Business**

### **a. Treasurer's Report—Louise Abbott**

Louise provided the report: see Annex 1. She will update the report as soon as she gets new information in.

b. Mentoring Program: Jia informed the committee that Daria sent out invitations for mentor-mentee lunches. There are 50 pair mentor-mentees. Chris mentioned some mentoring programs that Advance has, particularly the internal advocates. In essence Chris proposed that the mentors get together for lunch once every semester: same for the mentees. Jia will inform Daria about Chris' proposal. Lisa talked about some strategies of improving the relationship between mentors and mentees.

- c. Website update: Lisa will update the website

### **3. Fall Luncheon Update**

Chris informed the committee Re: officials that agreed to attend the luncheon: President Loftin; Dean Benedik; NK Anand for Banks; Dean Palmer; Tassinary for Vanegas (Dean of Architecture) and, Becky Pettitt and Dave McIntosh for the Office of Diversity.

- a. Volunteers: Chris volunteered to take care of the decoration for the luncheon; Lisa will take pictures; Gabriela volunteer to come at 11 am and help.
- b. Registration: Louise will take care of the registration.
- c. Committee picture: Lisa will take the committee picture at 11:15am before the luncheon starts.

### **4. November Coffee Talk report:**

Jodie gave a report of the coffee talk of November 15. 15 people attended and everybody agreed that it was a very successful event.

### **5. Spring 2013 Event Planning**

a. Spring Luncheon Chris mentioned that 2013 is the 50<sup>th</sup> anniversary of the first woman in campus. Next year there will be lots of events to celebrate. Jia proposed to contact all College Deans and ask them to provide the names of the first women faculty or administrators in their colleges to be honored at the 2013 Luncheon. A tentative date for 2013 luncheon was set: April 19, 2013. A troika: past, present, and future organizers was proposed by Lisa in order to have smooth transitions. Chris offered an event planning document to help. Lisa will place the document on the WFN website. Ways to improve the collaboration with Galveston were discussed: basically it was agreed that we should have some of our women participating in the Galveston events.

b. Coffee Talk: Jia sent an email around about Diane Moore program and new coffee talks ideas were discussed.

### **6. Future Meetings**

First: It was agreed that members of the WFN committee that do not attend two meetings need to find a replacement. Second: upcoming April elections were discussed, as well as, the timing of WFN meetings next semester. Proposed timing: Mondays during lunch.

The Meeting closed at 10am

Annex 1

Women's Faculty Network

Account balances 11/19/2012

WFN Enhancement of Graduate Studies	+ \$ 0.00
WFN Workshop	+ \$ 3,286.89
WFN Mentoring Program Enhancement	+ \$ 4.67
WFN Improvement Fund	+ \$ 800.00
WFN Scholarship	+ \$ 100.00
Office of VP for Diversity	+ \$ 3,200.00
<b>Total</b>	<b>+ \$ 7,391.53</b>

Outstanding Bills:	- \$ 0.00
Plaque – mentoring award	- \$ amount unknown
WFN Fall luncheon	- \$ amount unknown