



	<p style="text-align: center;">Women's Faculty Network</p> <p style="text-align: center;">Steering Committee Meeting January 22, 2010 Room 307B Biological Sciences Building West</p>
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Approved Meeting Minutes

The meeting was called to order by President Ginger Carney at approximately 9:30 a.m. The members present were: Ginger Carney, Dominique Chlup, Val Coleman, Jia Wang, Louise Abbott, Elizabeth Umphress, Antonio Cepeda-Benito, Lori Taylor, Mindy Bergman, Marian Eide, Jyotsna Vaid, Veronica Sanchez

- I. Welcome!
- II. Approval of minutes from November meeting—Minutes approved.
- III. General Business for WFN Network
 - Treasurer's report- Lori Taylor
 - Fall Luncheon—In the Revenues column \$250 more than the currently listed \$846. listed here. 92 people attended the fall luncheon.
 - New Faculty Reception—This year lost a small amount of money on the reception.
 - Speaker Expenses—Honorarium request needs to be processed for \$1000. Ginger needs to write a request to Lori for it. The gift expense was turned in by Jia to Lori. Lori will process it.
 - Last year spring luncheon broke even—expect to break even again this year.
 - No activities on our main account, so we do have \$1600 sitting there. Ginger asked if we could pay the honorarium out of any of those accounts. Lori will find out if can potentially pay for it from the WFN improvement fund.
 - Discussion of the money given this year from the Dean of Faculties. Val Coleman put the allotted \$2500 for this year into a DOF operations account. Ginger sent the faculty reception receipt to Lori and said we were paying a 1/3 of it since it was co-sponsored—should have gone straight to Val. That \$2500 is not reflected in our accounts. Need to use it all each year as we can't carry a balance on the account.
 - Antonio made the point would prefer to pay directly rather than reimburse.
 - Lori requested a regular financial report from the DOF office. Antonio suggested that Laura from the DOF's office could send a notice when paying for things for the network and let us know how much money was remaining in the account.

- WFN Mentoring Award 2009-2010- Jia Wang
 - Antonio is going to sponsor an award of \$500 each year. He's increasing our allocation to \$3000 with the understanding that we'll reserve \$500 for the mentoring award. If the other Networks create a mentoring network that is as successful as ours he'd be happy to also pay a \$500 award. We didn't give an award last year. We have given the two years before that.
 - Dominique and Mindy volunteered to help out with the mentoring award. Discussion of the call for nominees' flyer. Discussed want a letter of nomination and support letter and then we'd solicit a personal statement from the nominee. Will distribute the call for nominees via the listserv and send to DOF office, so they can distribute to the department heads. Discussed adding a line that if you have won in the past 5 years not eligible. Also discussed making the first criterion the fourth.
- WFN website- Elizabeth Umphress
 - Archiving of past events. Once a semester (or as it comes up) pick one specific women and honor that specific person. The mentoring awardee would be one of the women we feature. Discussed also featuring women faculty who are making significant research contributions. Discussed taking a picture of all the promoted faculty members at the spring luncheon. Ask a Dean to donate someone who could take pictures—Ginger will ask her dean for this inkind contribution.
- Spring luncheon 2010 will be Thursday, April 22 from 11:30-1:30 in Koldus.
 - Drs. Loftin, Watson, Stanley, and Cepeda-Benito will attend. One standing microphone and one that can be moved around the room. Questions will be collected in advance to give the administrators a chance to prepare.
 - Agenda for the day's luncheon will include giving out the mentoring award. Recognizing promoted faculty—Ginger will write a dean's letter inviting them to the luncheon and asking them to pay for their promoted faculty to attend, steering committee elections, and the administration Q&A.
 - Veronica discussed menu choices—Decided on plated meal choices of chicken parmesan, salad, stuffed mushrooms (vegetarian meal).
 - Discussion to book the business school's room next year early as the room goes quickly.
- WFN Steering Committee Elections- Elizabeth Umphress
 - None of us can actually be in charge of the elections, so asking Sarah Bednarz to run the election.
 - Somehow have gotten the election process off track. Unfortunately, a few steering committee posts that have had individuals serving in them for a year are actually up for election this year. We will get back on track to be in compliance with our constitution, so even people who have only been on for a year will need to run again. This year's positions include Ag & Life Sciences, Architecture, Business, CEHD, at large place 1. We have an extra at large position (at large position 4). The person in this position will be notified and the position will be eliminated.
- Fall Luncheon 2010- solicit speaker recommendations—Ginger will send out an e-mail regarding this. Want to ask someone early enough to get our first choice.
- New WFN brochure--Needs to be updated. Last time it was very complicated had to go through science graphic artist. Mindy volunteered to spearhead. Want small, simple, trifold that can be reproduced as needed and inexpensively. Lori also agreed to help Mindy out. They will come up with something, and we'll look at and approve.

Mindy discussed her plan to have it mirror the website—yearly events—no dates and listing of the website address to get individuals to join the network.

IV. 2009-2010 Events

- January Coffee with the WFN
Friday, January 29, 9:00-10:00 am
Evans Library 204A
Featured speaker = Elizabeth Umphress
“Negotiations in the workplace”
- February Coffee with the WFN
Wednesday, February 24, 10 a.m.
Time and location-T.I.P.S building—Louise handling the booking of the room.
Featured speaker = Diane Moore, Mustang Financial
“Women, Money and Power”
- March Coffee with the WFN
Jyotsna Vaid
Time and location TBA—Discussion can have the DOF handle announcing it and having folks register for it.
Topic: Single parenting in the academy—panel discussion. Antonio made the point that we need administrators to attend as well as this topic is important for them to understand.
- Other Business
 - Jyotsna—OpEd project. Separate professional development to get women to write OpEds because 98% of OpEds are written by men. Discussed this might be a suitable event to suggest as a part of the professional development series sponsored by the DOF. Discussion would need to stress the importance of why writing OpEds are worthwhile other than more men write them.
 - Val—Update on mentoring program. A video on the mentoring program is in production. Recognition letters are being sent to mentors cc’ing dept. heads and deans. This spring will be adding the faculty club as a venue for mentors and mentorees to meet at. Val solicited the names of potential writing facilitators. Wendy Boswell, Pat Goodson, and Louise Abbott were all recommend. Val said we can send their contact information and anyone else we think of to her.

Meeting adjourned at approximately 10:55 a.m.