



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

Date: 10/8/2012      Hour: 9am -10am

Location: Harrington Tower Room 575

### **Presiding the meeting**

Jia Wang

### **Attendees:**

Jia Wang (President)  
Daria Panina  
Gabriela Thornton (Secretary)  
Jill Zarestky  
Christine Kaunas, MPH, (Director, ADVANCE Center)  
Lisa Campbell (Webmaster)  
Louise Abbott (Treasurer)  
Mary Beth Hueste  
Nancy Klein  
Sherecce Fields  
Antoniotta Quigg  
Jhenny Galan

### **1. Welcome back**

Meeting started at 9am. Jia Wang welcomed everybody.

### **2. General Business**

- a. Treasurer's report: Louise Abbot presented the account balance as 8/27/2012; see attached document at the end of these minutes. Louise specified that no bills were submitted yet. Referring to the Fall Luncheon she pointed out that there are 2 vegan

requests so far. For those who do not pay in advance cash and check in the exact amount will be taken prior to the luncheon at the door.

- b. Mentoring program – Daria Panina volunteered and is now in charge of WFN mentoring program. Some email problems are still outstanding, but Daria is working to fix them.
- c. Website update – Lisa Campbell reported that she updated the WFN website. Lisa posted the previous WFN minutes in PDF and suggested that she could add information re: mentoring program. Also she offered to make an archive page.

### **3. Fall Luncheon**

Jill informed everybody that the luncheon would take place in MSC; it would be a buffet lunch; the price of the luncheon 10 dollars per person; \$100 would be paid for the room. Chris suggested getting some gluten free meals.

- a) Registration Update- Louise Abbot informed us that 35 people signed up; expectations are that around 100 will attend.
- b) Program- Jia Wang; Jia will do the program and Louise will print it up and get reimbursed.

Program (tentative)

1. Jia opens the luncheon by welcoming everybody and recognizing Chris Kaunas
  2. Darian Panina will recognize mentors and mentees
  3. The Mentoring Award is presented – Mary Beth will make remarks
  4. Celebration: The President opening remarks
  5. Jill will announce the newly promoted women faculty
  6. Jen will introduce the panel: 3 speakers 5-6 minutes each and then Q&A. Focus of the panel: tips for success.
- c) Name Tags: sticky notes will be used. Jia will get them.
  - d) The following volunteered to help with the luncheon: Jia, Priyanka, Sherecce, and Daria.
  - e) Dean’s support: Jia has sent emails to the Deans of Colleges inviting them to the luncheon; 5 Deans already responded that they or their replacements will attend. Jia will continue her efforts to get more Deans to attend. It also has been determined that each luncheon table will have an administrator sitting at, if possible
  - f) No other issues were raised

## 4. Outstanding Mentoring Award

Mary Beth announced that there were only two nominations for the mentoring award. The actual award plaque is in the making. Then the discussion centered in recognizing people that are outstanding mentors but not part of the WFN. Various strategies were explored such as sending emails out to all mentors; lunches, coffee talks. However, Antonietta argued that WFN needs to keep the mentoring award for its members only. Bottom line: relations with non WFN mentors will be closer, but the award will remain only for WFN members.

## 5. Coffee Talk

- a) Jodie not present to report. However, Jia mentioned that to the best of her knowledge everything is on track. Coffee talk will take place November 15 at 1pm.
- b) The present members looked over Diane Moore list of topics – submitted by Jia- that could be of interests to our members. The following topics were chosen:
  - Identity Theft: How Do I avoid this?
  - 10 steps to Financial Success
  - Wills, Trusts and Estate Planning

## 6. Future Meetings

Next meeting will take place at the same location on November 19, from 9-10am.

Procedures closed.

## Annex 1 Louise Abbot WFN Account Balances 8/27/2012

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

**TOTAL +\$ 7,391.53**

Outstanding Bills: -\$ 0.00

    Plaque- mentoring award -\$ amount unknown

    WFN Fall luncheon -\$ amount unknown