



Faculty Council Women's Committee Meeting

September 21, 2018, 9:00-11:00AM

Zoom Video Conference

<https://www.cu.edu/faculty-council/committees/womens-committee>

MINUTES

Attending: Sarah Anderson, Co-Chair (AMC), Melinda Piket-May, Co-Chair (UCB), Polly McLean (UCB), Michael Ferguson (UCB), Megan Bell (UCCS), Irina Kopaneva (UCCS), Stephen Hartke (UCD), Maria Buszek (UCD), Rian Cheley (SYS), Annie Melzer (SYS)

Approval of Minutes: Meeting minutes for August 16, 2018, were approved as presented.

Discussion Items:

1. Membership Update
 - a. CU Denver: Cristina Gillanders replaces Rian Kerrane on the committee. Stephen Hartke is attending in place of Cristina for this September meeting.
2. 2019 Symposium: February 22, 2019 at the UMC, CU Boulder
 - a. Theme & Keynote
 - i. Review the Google Doc with suggestions:
<https://docs.google.com/document/d/12iMRYt6SJiTHFjL8XeOXxJU7NMcm1K85LvH0sxbhkB0/edit?usp=sharing>
 - ii. Final theme selection: **Women Engaged and on the Move**
 - iii. Keynote selection: The final choices are Kathy Nesbitt and Patricia Foley Hinney. Rian will create a SurveyMonkey for anonymity and email the link to the committee listserv. Votes requested by September 26. Melinda can contact the keynote speaker after the vote.
 - b. Event Donations and Swag Giveaway
 - i. Wants to get letters out by mid-October (Melinda is out in November).
 - ii. Megan will serve as finance co-chair with Melinda.
 - iii. We want to push swag donations from external groups.
 - iv. Rian can send Melinda the donation list and letter from last year and \$ received.
 - v. We should all start thinking about our giveaway baskets. Traditionally, we have one from each campus. We can also have outside businesses donate items for giveaway.
 - c. Thursday Evening (Feb. 21) Retreat at Chautauqua?
 - i. Kate Tallman is working on it. Sarah will follow up with Kate since she is unable to attend this September meeting.
 - d. Staff Collaboration
 - i. CU Staff Council members willing to volunteer at the event. Annie is point of contact.
 - e. Event Registration, Logo and Advertising
 - i. Rian is handling digital registration and communication. She works with University Relations to set everything up and she will bring eComm dates to the next meeting once we get more event details solidified.

- ii. Annie can help Rian we sending eComm.
 - iii. It's important to verify that everyone receives eComm.
 - iv. Melinda will recruit her niece to design the event logo.
- f. Call for Proposals (for breakout session presenters)
- i. Rian will create the website portal using the format from last year.
 - ii. We'll need to plan an eComm announcing the call-out. Rian to coordinate.
- g. Elizabeth Gee Award Nominations
- i. We need to push nominations at UCCS—everyone is in agreement.
 - ii. It would be great to have an advocate on each campus that spreads the word.
 - 1. Megan can brainstorm names with the UCCS Women's Committee.
 - iii. Melinda will draft and send the call-out to the committee.

Action Items before the October meeting:

- Rian will send a SurveyMonkey link for everyone to vote on the keynote speaker.
- Melinda will draft and send the Gee Award call-out to the committee and members will share the call-out with their campus constituencies.
- Rian will work on setting the schedule for eComm—event registration, call for proposals, etc.—and report back at the October meeting. Annie is available to help with sending the eComm.
- Melinda will recruit her niece to design the event logo.
- Sarah will follow up with Kate about the retreat venue.
- Rian will send last year's donation information to Melinda for her and Megan to finalize this year's letter and contacts. Goal send date is mid-October.

Adjournment: The meeting was adjourned at 10:20 a.m.

Next Meeting: October 19, 2018, from 9–11 a.m. at CU System (4th Floor Pikes Peak Conference Room, 1800 Grant St, Denver, CO 80203) or by Zoom videoconference.