



## Faculty Council Women's Committee Meeting

January 19, 2018

9:00 - 11:00 a.m.

Denver Conference Room, 1800 Grant Street, Denver, CO 80203

### Minutes

**Attending:** Sarah Anderson, Leann Morgan, Michaele Ferguson, June Gruber, Polly McLean, Kate Tallman, Grace Wagner, Rian Cheley

**Approval of Minutes:** Meeting minutes from November December 15, 2017, were approved as presented.

### Symposium & Retreat Updates

- Finalize symposium logo & share on social media
  - o Final revisions are being incorporated by Scottie Burgess (CU Denver student). Rian will share will Sarah once images are ready.
- **Registration #'s (as of 01/18)**
  - Boulder 40 – sold out, waitlist
  - Denver 10
  - Anschutz 27
  - UCCS 7
  - System 12
  - Total 146
  - o Registration was delayed until Jan. 15 since the event capacity had to be lowered to from 300 to 210. The mock set-up revealed that spaces were smaller than originally predicted.
  - o Committee members are pre-registered. If you didn't receive a confirmation email, or already registered and need a fee refunded, please contact Rian.
  - o All session presenters are notified and pre-registered.
- **Budget and Donor Funding**
  - o Donations \$10,000
  - o Registration revenue \$ 1,040
  - o **Available balance \$23,758 (FY17 roll-over, donations, revenue)**
- **Hotel rooms for committee members:** Rian will put a call out and then make reservations.
- **Retreat Logistics/Agenda** - <https://www.cu.edu/faculty-council/womensymposium-2018-restorative%20retreat>
  - o Confirm start time with venue – is 5pm okay?
  - o Guest Count: 80
    - Final guest count to the venue by Feb. 16.
    - \$12/person x 2 drinks – basic beer and house wine.
  - o Floor plan and event questionnaire are ready to return to the venue.
  - o Location: Chautauqua Grand Assembly Hall, 900 Baseline Road, Boulder, CO 80302
  - o Parking: Parking is very limited at Chautauqua; all parking is on a first-come, first-served basis.
  - o Activities: Boulder reps are responsible for the selection.
  - o Name change: "Women's Retreat" – remove "Restorative" – no longer fits with theme of event.



- Speaker: TBD – Polly has some potential contacts
- **Symposium Logistics**
  - Agenda: <https://www.cu.edu/faculty-council/womensymposium-2018-symposium%20schedule>
  - Workshops: <https://www.cu.edu/faculty-council/committees/womens-committee/cu-women-succeeding-professional-development-symposium>
  - Parking: <https://www.cu.edu/faculty-council/committees/womens-committee/cu-women-succeeding-professional-development-symposium-1>
  - Guest Check-In
    - Guests will write names on name tag – no printed badges or plastic holders.
    - Rosters–Rian
    - Test run the electronic OnArrival App for the check-in at the Retreat–Rian
  - Evaluations–Rian
    - Will use template from last year to create an electronic version.
  - 2018 Gee Award Winner
    - Jan Whitt (CU Boulder) has been notified.
- **Symposium food/beverage**
  - 7:00am – 11:00am Breakfast in the Williams Village Dining Hall
    - Meal cards given out at check-in
  - 10:30am – 11:00am Morning Break for 210
    - House Coffee & Decaf
    - Hot Water & Assorted Teas
    - Ice Water
    - Creamer & Soy Milk
  - 12:00pm – 1:15pm Lunch for 210
    - Soft Taco Bar
    - Lemonade
    - Iced Tea
    - Ice Water
  - 2:00pm – 3:00pm Afternoon Break for 210
    - House Coffee & Decaf
    - Hot Water & Assorted Teas
    - Ice Water
    - Creamer & Soy Milk
    - Snack option (ex. Granola bars) –other than granola bars? GF, V, etc.
- **Swag/Supplies**
  - Bags–Sarah
  - Mugs–Rian
  - Black folders–Rian
  - Event booklet–Rian
  - Williams Village map–Rian
  - Stickers–Rian
  - Pens–Rian



- Small writing pads–Rian
- Name tag stickers–Rian
- Markers –Rian
- Table Centerpieces –Leann
- Signage–Polly checking on approval form
  - Directional signs for parking lots, rooms, etc.
- Door Prizes
  - 3 prizes @ Retreat – Boulder reps?
    - Ideas: soaps/candles/spa-day kinds of things
  - 4 baskets @ Symposium
    - Denver – Shruti and the Auraria campus bookstore
    - AMC –Sarah
    - UCCS –Leann/Lori and the Faculty Assembly Women’s Committee
    - Boulder –Polly/Kate/June/ Micheale
      - Football tickets –Kate
      - Bookstore swag – Polly
  - Should be listed as “door prizes” and not “raffle”
- Bring swag/supplies to the event set-up on February 22.
- **Calendar Items**
  - Symposium Prep on Feb. 22
    - Noon-3pm at Williams Village
    - Please be sure to bring your swag/supply items as we will be assembling event folders, bags, etc.
  - Retreat Setup on Feb. 22
    - 4pm at Chautauqua - confirm start time with venue
  - Symposium Setup on Feb. 23
    - 7am at Williams Village
- **Notes for 2019 planning**
  - Evaluate whether to continue with the retreat.
  - Reserve space ASAP in the UMC or Alumni Hall. Polly shared a quote with Leann, Sarah and Rian.
  - Revisit T-shirts and scholarship idea – tabled for 2018.

### **Adjournment**

As there was no other business, the meeting adjourned at 11 a.m. The next meeting will be held on February 16, 2018, from 9-11 a.m. in the Denver Conference Room at 1800 Grant Street.