



Faculty Council Women's Committee Meeting
Friday, February 16, 2018, 9:00 – 10:00 a.m.
Denver Conference Room, 1800 Grant Street, Denver, CO 80203

MINUTES

Attending: Sarah Anderson, Maria Buszek, Michael Ferguson, Irina Kopaneva, Polly McLean, Shruti Poulsen, Kate Tallman, Jane Kass Wolf, Rian Cheley

Approval of Minutes: Meeting minutes from January 19, 2018, were approved as presented.

Symposium & Retreat Updates

- Final retreat and symposium agendas are online: <https://www.cu.edu/faculty-council/cu-women-succeeding-symposium-2018>
- Retreat schedule is updated to now start at 6 p.m.
- Leann and Sarah will give the retreat introduction.
- A/V is arranged for presenters. Each room will be equipped with PC adapters, HDMI cord, and projector. Mac users will need to bring their own adaptor. There will be podiums in the main room, but not in the breakout rooms. If presenters want a table, they'll need to request one.
- Williams Village signage will be provided by conference services, or is already in place.
- Meal cards will be given out during registration check-in. Breakfast will be on the second floor so we'll need to clarify to guests the different locations for breakfast and opening remarks.
- Swag/supplies/prizes are in hand. Centerpieces will be created for the symposium only – Leann purchasing flowers from King Soopers. Everyone will bring their items to set up on Feb. 22 (Noon) at Williams Village.
- Hotel rooms are reserved – Rian sending confirmation #'s to individuals that requested a room.
- Website for retreat information needs to be updated to reflect the actual venue address (Morning Glory Drive – follow up with the venue).
- Shruti, Michael, and Rian will work the check-in table at the retreat.
- Jane can help with symposium registration table.
- Leann is working with the Gee award recipient and keynote speaker.
- Polly's panel needs 4 chairs, 4 microphones, and no table.
- Evaluations will be handed out with the event folders – paper copies. Rian will send last year's copy for the committee's review before printing copies for this year.
- Items to discuss for next year
 - Why February?
 - Which venue on Boulder campus?
 - Continue retreat?

Adjournment

As there was no other business, the meeting adjourned at 10 a.m. The next meeting will be held on March 16, 2018, from 9-11 a.m. in the Denver Conference Room at 1800 Grant Street.