



Women's Committee Meeting
October 20, 2017, 9-11 a.m.
Denver Conference Room, 1800 Grant Street

Minutes

Attending: Sarah Anderson, Maria Buszek, Rian Kerrane, Polly McLean, Leann Morgan, Shruti Poulsen, Kat Tallman, Lori Notestine, Jane Kass Wolf, Rian Cheley

Approval of Minutes: Meeting minutes from September 15, 2017, were approved as presented.

Symposium "Retreat" on Thursday, February 22, 2018 (Location TBD)

- Update on off-campus venue location in Boulder
 - o Restaurant, something close to campus, 60-70 capacity
 - o Speaker, networking activity, other arts/craft activity
- Boulder representatives will take lead in planning
 - o Action: Leann to contact June and cc Boulder representatives and Sarah

Symposium Contract "The Villages" at CU Boulder on Friday, February 23, 2018

- Keynote Speaker—Jean Dubofsky
- Gee Nominations—deadline is October 29
 - o Melinda Picket-May sent the Call for Nominations
 - o If you have ideas for nominations, please reach out to your department heads to recommend a nominee (WC members cannot submit a nomination).
- Breakfast options—Sarah Anderson to follow up with Boulder event services
 - o Food Court—sectioned-off for symposium guests?
 - o Catered in room—with busing vs. without busing (preferred option)?
- Donation Letters out by November 15 (Leann and Rian C.)
- Donation Items from campuses—Committee outreach
 - o Baskets
 - UCCS – Lori and Leann
 - AMC—Sarah
 - Boulder—Kat (contact bookstore for items)
 - Denver—?
 - o Swag
 - Action: Kat to inquire if the Boulder bookstore can donate campus folders
 - Rian C. to order WC mugs from Tops of Rockies, Staples small writing pads
 - o Deadline for all items is the retreat set-up on February 22.
- Call for Proposals (Rian C.)
 - o October 27 announcement and go live—Rian C. to send CFP draft to Leann and Sarah.
 - o Staff and faculty are encouraged to participate.
 - o December 8 deadline.
 - o Review and selection process: proposals will be divided into two groups and emailed to the committee. Proposals will be selected at the December 14 meeting.



- Selection notification: include that speakers receive free-parking for the event.
- \$25 charge option for “no-shows”
 - All in favor of holding deposit that can be waived for special circumstances
 - Action (Rian C.): arrange with registration and follow up with any issues.
- Parking
 - All in favor that guests can pay for own parking
 - Promote reciprocal parking passes, public transportation
 - Action (Sarah): confirm removal of parking from the event contract.
- Committee hotel arrangements (Rian C.)
- Student logo contest (Rian Cheley and Rian Kerrane)
 - Create a Call for Entry for a logo design to go with “Empowered Women, Empowering CU”
 - December 8 deadline
 - Logo to be used in marketing materials and t-shirts
 - \$150 cash prize
- T-shirts
 - Sell shirts, with the logo design, during the event to collect donations.
 - Action (Sarah): inquire if event services allows

Lactation Pods

- Committee members to write feature article for system communication
- Crucial to discuss access and maintenance in tandem with the promotion.
- Action (Leann): contact Jay Dedrick at CU Connections for deadlines.

Other Business

The December 14 meeting will be at 1800 Grant St. from 9-11 a.m. Members will be invited to lunch afterwards at a location to be determined. The Brown Palace was put forth as a potential suggestion.

Adjournment

As there was no other business, the meeting was adjourned at 10:30 a.m. The next meeting will be November 17, 2017, from 9-11 a.m. in the Denver Conference Room at 1800 Grant Street.