



**Women's Committee Meeting  
November 17, 2017, 9-11 a.m.  
Denver Conference Room, 1800 Grant Street**

**Minutes**

**Attending:** Sarah Anderson, Maria Buszek, Polly McLean, Michael Ferguson, Shruti Poulsen, Kate Tallman, Lori Notestine, Grace Wagner, Ravinder Singh, Rian Cheley

**Approval of Minutes:** Meeting minutes from October 20, 2017, were approved as presented.

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

- Boulder representatives are actively scouting off-campus venue locations.
- Link to planning document: <http://tinyurl.com/boulderplanninggroup>
- Retreat Budget
  - o \$3k previous year's budget, which does not include liquor. The UCCS Chancellor donated \$1.2k to cover the cost of the bar.
  - o Polly to contact the Boulder chancellor to request a donation towards the bar, as well as swag items.
- Retreat Speaker
  - o Last year a gift basket was given instead of an honorarium.

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

- Gee Nominations
  - o One nomination has been received since the October 29 deadline.
  - o Rian Kerrane may have someone to nominate if needed.
  - o Melinda Piket-May is lead
- Donation Letters will be sent out the week of November 20.
- Swag Donations/Baskets Update
  - o Boulder – Kate and Polly checking with athletics, library, and chancellor
  - o Anschutz – Sarah
  - o UCCS – Leann and Lori
  - o Denver – Shruti checking with bookstore
  - o Donations from outside of CU are welcome
- Call for Proposals – December 8 Deadline
  - o One proposal is submitted. There will likely be more after Thanksgiving break.
  - o Graduate students are invited to present, as well.
  - o Submission link: <https://www.cu.edu/faculty-council/forms/call-proposals-16th-annual-cu-women-succeeding-symposium>
- Student Logo Contest – December 8 Deadline
  - o Thanks to Rian Kerrane for creating the call for entry design.
  - o Call for entries will be distributed the week of November 20.
  - o \$150 cash prize
  - o Entries should be sent to [rian.cheley@cu.edu](mailto:rian.cheley@cu.edu)



- Registration Fee
  - o Committee is in favor of a flat \$10 registration fee, which will be completed as a one-time credit card transaction through the registration system. Must receive go-ahead from Boulder Conference Services that the fee will not change the venue contract terms.
- Hotel arrangements for committee members that will need overnight stay is to be coordinated by Rian.
- Social Media
  - o Grace volunteered to coordinate.
  - o Incorporate event hashtag into marketing materials
  - o Sarah has access to the symposium Facebook page.

#### **CU Connections Committee Feature**

- November 29 is the deadline to submit an article on lactation pods. Leann and Sarah will draft the article and share with committee ahead of the deadline.

#### **Other Business**

- President Benson will be at Faculty Senate on November 30. Please send any questions you may have for him to Leann and Sarah.
- CU Online Proposal – appended.

#### **Adjournment**

As there was no other business, the meeting was adjourned at 11:00 a.m. The next meeting will be December 15, 2017, from 9-11 a.m. in the Denver Conference Room at 1800 Grant Street. A holiday luncheon will follow afterwards – location to be announced.