

**USC Women in Management
Board Meeting – Minutes
July 11, 2008**

Present: Brenda Delong, Linda Rock, Glenda Franco, Kim West, Sara Tompson, Ivonne Romo, Mary Wilson, Carol Schmitz, Nicole Kerns, Char Ryan, Kerry Etheridge, Tracy Kerr

Absent: Anna Chhabria, Donna Buchanan, Juliana Huehn-Johnson, Carolyn Heine, Carol Gray

President's Report:

Brenda opened the meeting with congratulating Sara Tompson's promotion as the Associate Dean for Public Services with the USC Libraries and followed with an introduction of new WIM board members present for 2008-2009. Brenda provided a spreadsheet for the WIM program facility options for fiscal year 08-09 and explained to the board that the University Club utilization would now include \$175 room charge and more expensive entrée pricing thereby requiring the board review options. The spreadsheet detailed cost for possible venues including facility charges, menu, taxes, and cost per person. The September luncheon will most likely be moved to the Radisson Hotel. The program chairs will be working with Brenda to confirm recommendations to the board for future luncheons. Brenda also reported all transitional meetings have occurred and chairs have been met with at least once. There will be follow-up meetings with Program and Professional Development chairs to continue planning this year's effort.

Program:

There have been a lot of suggestions for upcoming speakers. Brenda is in the process of finalizing the date for the Honorary Members luncheon to be held in October. The date should be confirmed by the end of July. Also, the notion was brought up to possibly assign a board member to each of the tables during other monthly luncheon engagements.

Treasurer's Report:

No change as of last meeting.

Professional Development:

After hearing the results of the focus groups there was brief discussion about altering Professional Development to incorporate some of the changes mentioned. The idea of having the moveable brown bag lunches decreased in frequency to one every other month and exploring the possibility of having some professional development classes for WIM members tailored to specific topics were mentioned. Brenda will be meeting with the chairs to review thoughts with possible recommendations to the board.

Membership:

On July 8 and 9, a renewal email notification for WIM membership went out to members from 2007-2008. As of July 11th 31 members have paid annual dues. Also we have 23 Honorary members and total current membership is 54. The member roster is viewable online in the WIM directory.

There were also ideas shared about how to recruit new members including the insertion of a WIM postcard in new employee orientation packages in addition to setting up a WIM table during the benefits fair at both campuses (UPC&HSC)

Public Relations:

A summary of the focus group outcome was distributed (please see attachment). The board will decide on the key areas for concentrating WIM's objectives this year.

Historian:

A copy of the Constitution and Bylaws of U.S.C Women in Management was distributed to all members. Sara suggested these documents be put up on the WIM web site. Brenda agreed to make this request and include having the minutes made available on the web site too. The overall mission statement and purpose of USC WIM were briefly commented on.

Next WIM Board Meeting scheduled for 8/15/08