

**USC Women in management
Board Meeting-Minutes
December 12, 2008**

Present: Brenda Delong, Glenda Franco, Linda Rock, Char Ryan , Nicole Kerns, Mary Wilson, Carol Schmitz, Kim West, Kerry Etheridge, Donna Buchanan, Carol Gray

Absent: Ivonne Romo, Anna Chhabria, Sara Tompson, Juliana Huehn-Johnson

President's Report:

Brenda opened the meeting with the on-line web-site feature to RSVP for the monthly luncheons. Members are able to access the link on the USC WIM main page and RSVP. We are hoping members will access their online reservation for January's luncheon meeting. This new feature is customized to run reports, track payments and set up an on-roll calendar. Donna would like to use this new web-feature for the first Professional Development with student affairs for members to RSVP. Also the feature can be set up to take Paypal payments and set it up for auto-mail for the near future. The board briefly spoke about changing the Honorary Member gift that is given to each member when they join. Will look for an alternative gift from Unlimited Stationary for the WIM Honorary member gift.

Vice President:

Linda reported that one package has been sent out and will send another half a dozen by the break. A reminder will also be sent out before the break indicating the deadline of the applications. It is expected to see an increase of applicant's in the beginning of the year.

Programs:

Char reported feedback from members from the December event:

- Nice Venue
- Some members asked to change the time to 2:30 informal networking then networking
- More Networking

The majority of the attendees enjoyed the event. Possibility to have the next event catered or have an open buffet was mentioned by the board.

Membership:

3 new members have joined since last report, totaling a count of 119 members. Emails and calls will be placed for members who have not renewed membership. Nicole developed a book to keep record of members.

Treasurer:

Mary passed out the treasurer's report and reported on the totals.

Professional Development:

Donna reported that they are working on the Master Plan and a tour with the Dean of School of Medicine at HSC. They will go into more details as soon as confirmation is set for these events.

Public Relations:

No report

Scholarships:

Sueellen did mention one person did apply and met the scholarship guidelines. The notion to get the scholarship exposed and announced for 2009 was mentioned. Will speak about it in the next meeting and brainstorm on the idea.

Historian: No Report: