

# USC Women in Management – Board Meeting

July 22, 2009 – 12 PM

University Bookstore 4<sup>th</sup> floor conference room

## Minutes

**Present:** Tracy Kerr, Carol Gray, Cyd Anderson, Mary Wilson, Cecilia Carbajal-Chavez, Kerry Etheridge, Tika Martin, Donna Buchanan, Diana Seyb, Anna Chhabria, Nicole Kerns, Brenda DeLong, Carolyn Heine

**Absent:** Gretchen Villaluz-Picaszo, Char Ryan, Sara Thompson, Carol Schmitz

### Reports

#### **President:**

- Announcement of 09-10 meeting dates
  - See attached, note location in Doheny Library
- WIM's Focus for the year
  - “Empowering USC Women Since 1979”
  - Increasing membership
  - Attract Junior members
- HSC

There has been interest expressed in developing and promoting a WIM presence at the HSC campus. Some ideas mentioned were: 1) A satellite branch with an on-site Board; perhaps a smaller Board would suffice. 2) They could have their own meetings/speakers programs. 3) A good kick-off recruitment strategy would be a luncheon with a broadly appealing speaker.
- Scholarship Program
  - In the past, WIM has offered scholarship monies in the amount of \$1,000 either once or twice a year. Discussion ensued over whether to continue offering these scholarships. These scholarships have been available only to women not working at USC – this seems inconsistent with WIM's focus. There has historically been a very small pool of eligible applicants. It was noted that WIM is not a philanthropic organization.
  - It was unanimously agreed to re-direct these funds to support programs and goals more in keeping with the WIM mission .
    - **ACTION NEEDED – Remove mention of scholarship from WIM website.**
- Thank you notes to WIM Board members' supervisors/senior managers for allowing participation on WIM Board

A proposed draft was read to the board. It was suggested that the notes be optional and that the member may specify who she would like to receive it. It was suggested that the note include how WIM participation benefits the university as well as the WIM member.

## **Vice President – No Report**

## **Treasurer’s Report – No Activity to Report**

### **Program**

- See attached “Monthly Luncheon Series”
  - Venues have been found for all lunches – Discussion of advantages and disadvantages of Davidson Conference Center versus Town and Gown for November 10 Anniversary Meeting. Suggestion was made to tentatively reserve both locations until we are better able to estimate attendance.
  - Note change in dates for Jan/Feb and May/June to accommodate busy University workloads at those times.
  - Suggestion made to contact Public Relations representative in Marshall School of Business, School of Policy, Planning and Development and Annenberg School for possible on-topic speakers.

### **Professional Development**

- See attached “2009-2010 Professional Development Calendar”
  - Tika Martin volunteered to discuss further with Donna Buchanan on the topic of managing the workplace.
  - Kerry Etheridge and Mary Wilson will work with Donna on speakers regarding the budget.

### **Membership**

- See attached “Report of Membership”
- Membership dues may now be paid by credit card, but we want board members to test functionality prior to presenting this to the general membership.
- On the topic of payments, request was made to have receipts immediately available at the luncheons. Cecilia reported that there is a template that may be used.
- It was noted that any woman working at USC who wishes to attend a WIM event is welcome. There is no need to be invited, or to be anyone’s guest.
  - **ACTION NEEDED – Review and revise wording on website to make that clear.**

### **Public Relations**

- Upcoming Events:
  - Summer Olympics – there will be a table representing WIM
  - Student Affairs presentation – need to get more information regarding our participation

### **Historian**

- 30<sup>th</sup> Anniversary Planning Committee – report from Carolyn Heine
  - Theme: “Reflections on a Transformed Workplace”
  - Maria Shriver has been contacted to speak. There are other very desirable alternatives.
  - Next committee meeting is scheduled for August 3.

**Past President**

- Honorary Member Luncheon
  - Date will not be Oct. 13. Possible dates are 6,7,20 or 21<sup>st</sup>
  - A fifteen dollar discount on trophies was obtained
  - It was agreed that it is not a good idea to purchase trophies in bulk.

**President Emerita**

- Proposal from Emeriti Center for a video project on WIM founders – deferred to next meeting

Meeting was concluded with congratulations, and the presentation of gifts to Mary Wilson for her soon-to-arrive baby boy. A short entertaining game was played and cupcakes were enjoyed by all.

## Women In Management – FY 09-10

### **Monthly Board Meetings - tentative**

Looking at 3<sup>rd</sup> Wednesday

June 18, 2009	University Club	12:00 - 2:00
July 22, 2009	Bookstore, 4 <sup>th</sup> floor	12:00 - 1:15
August 19, 2009	DML, 110	12:00 - 1:15
September 16, 2009	DML, 110	12:00 - 1:15
October 21, 2009	DML, 110	12:00 - 1:15
November 18, 2009	DML, 110	12:00 - 1:15
December 16, 2009	DML, 110	12:00 - 1:15
January 20, 2010	DML, 110	12:00 - 1:15
February 17, 2010	DML, 110	12:00 - 1:15
March 17, 2010	DML, 110	12:00 - 1:15
April 21, 2010	DML, 110	12:00 - 1:15
May 19, 2010	DML, 110	12:00 - 1:15
June 16, 2010	DML, 110	12:00 - 1:15

## Women In Management – FY 2009-2010

Overall theme for this WIM year: “Empowering USC Women Since 1979.”

### Monthly Luncheon Series

#### (Tuesdays)

<u>Date</u>	<u>Proposed Venue</u>	<u>Proposed Time</u>
September 15, 2009	Radisson –	12:00 - 1:30
October 13, 2009	Town and Gown – Honorary Members	12:00 - 1:30
November 10, 2009	Town and Gown or DCC – WIM 30 <sup>th</sup> **	12:00 - 1:30
December 8, 2009	DML 240 – Open House	12:00 - 1:30
January 26, 2010	Radisson –	12:00 - 1:30
March 16, 2010	Vineyard Room (DCC) – SVP Luncheon	12:00 - 2:00
April 27, 2010	DML 240 –	12:00 - 1:30
June 1, 2010	Founders Park – Networking Luncheon	12:00 – 1:30

**\*\*Theme for the November 10 30<sup>th</sup>- Anniversary-Specific meeting: “Reflections on a Transformed Workplace.”**

**Possible themes for other luncheons (Sample of words taken from WIM 30<sup>th</sup> brainstorming meeting):**

Developing a professional attitude, creating a personal brand  
Leading/Managing strategic change, sustaining motivation and innovation  
Advancing technology: from typewriters to Twitter / from typing to texting or tweeting  
Honoring the past, reinventing the future  
Networking: shaping opportunities and strengthening relationships  
Pursuing dreams, inspiring action  
Sharing stories, building legacies  
Overcoming challenges, embracing risk  
Restoring harmony, promoting work-life balance  
Reaching up & reaching out: achieving success through mentorship  
Finding purpose, discovering possibilities  
Improving productivity: Exposing workplace incivility and building morale

**USC WOMEN IN MANAGEMENT  
2009-2010 Professional Development Calendar**

Date	July 29, 2009	Aug 5, 2009	Sept 16, 2009	Oct 7, 2009	Feb 9, 2010	April
Topic	Managing USC's Resources	Managing USC's financial resources	Expanding USC's financial resources	Managing USC's financial resources	Managing the workplace	Managing our Professional Marketability
Proposed Speaker	Sustainability <b>Matthew Oden</b> , Sustainability Manager, CAPS	Expenditure Policy—Related to Budget <b>Jane Thurgood</b> , Financial Reporting/ Projects Mgr  Juliana	Grant Writing Workshop <b>Carolina Castillo</b> , Exec. Dir. Planing & Development Government and Community Relations	Dept. Budgeting Workshop <b>Maria Lam</b> , Dir. Finance & Acct. Financial & Business Services	<b>Tika Martin</b> Employee Relations Manager, Employee Relations	<b>Diana Seyb</b> , Personnel Specialist, Employee Recruitment Keeping Resume Updated
Speaker Status	Confirmed			Confirmed		Confirmed
Venue	Confirmed UGB 210 Rhonda T.					
Co-coor- dinating		Jane T.-Sent Mary W.7-9 Juliana -Kerry	Cecilia	Cyd	Tika will help coord.	Diana

**Luncheons (Tuesdays)**

- September 15
- October 13
- November 10
- December 8
- January 26
- March 16
- April 27
- June 1

**Professional Development (Wed)**

July 29  
August 5  
Sept 16  
Oct 7  
  
February 9<sup>th</sup> (Tues)  
April

**Anniversary**

Nov. 30



## **Women In Management**

### **July 22, 2009 Report of Membership**

- Currently there are 10 members with paid dues (these are members who joined in March – June and their dues carry forward for this year).
- We have 28 Honorary members.
- Total current membership: 38
- The renewal notice for membership will be sent out by Aug. 1<sup>st</sup>.