

USC Women in Management – Board Meeting

September 16, 2009 – 12 PM

Doheny Memorial Library – Room 110

Minutes

Present: Tracy Kerr, Carol Gray, Cyd Anderson, Cecilia Carbajal-Chavez , Gretchen Villaluz-Picazo, Kerry Etheridge, Tika Martin, Donna Buchanan, Diana Seyb, Anna Chhabria, Sara Tompson, Nicole Kerns, Brenda DeLong, Carolyn Heine

Absent: Mary Wilson, Char Ryan, Carol Schmitz

Reports

President:

- Planning is underway for WIM events to be held on the HSC Campus.
 - Breakfast brainstorming session on bringing WIM to HSC to be October 27, 8:30 – 9:30 in the Norris Medical Library

Vice President

- Progress report on Bryn Mawr Scholarship
 - Appreciation noted for Senior Administration's support of program
 - Discussion of number of possible awards
 - Beneficial impact of departmental participation in cost

Treasurer's Report

- Discussion of methods of verifying and producing nametags

Program

- General consensus on the success of the first event: Susan Heitman – “Typewriters to Twitter”
- Plan to request that future presenters either 1) bring their own laptop or 2) send presentation files ahead of time, in order to ensure a high quality of audio-visual support
- Majority of Senior Vice Presidents have confirmed for the March luncheon
- Cynthia Kennard confirmed for WIM 30th Anniversary Luncheon

Professional Development – No Activity to Report

Membership

- Report of Membership
 - 46 paid members
 - 28 Honorary members
 - Membership levels are about the same as previous years
- Discussion of ways to increase membership and encourage early payment of dues
 - Weekly reminders during month of renewal date

- Participation in raffle upon membership renewal
- Increase the price differential between members and non-members for events
- Develop a way to pay for both membership and luncheon by credit card on the website

Public Relations

- Reminder to take photos at WIM events
- Tika Martin to send thank you letters to guest speakers /participants
- Other discussion items deferred due to time constraints

Historian/President Emerita

- A draft timeline displaying WIM presidents in juxtaposition with key female historical figures was distributed
 - Suggestions were made of key female historical figures to be sure and include

Past President

- Honorary Member Luncheon
 - A rose will be presented to each Honorary Member
 - The centerpiece will be an arrangement of petit fours
 - Honorary Members will be announced in alphabetical order
 - “Save the date” announcement is to go out next week
 - Facilitators and alternates have been found for all Honorary Members