

Women's Caucus
Executive Board Meeting
September 14, 2017
9:00 – 11:00 a.m.
Jastak-Burgess Conference Room

Minutes

Board members present: Kelsey Cummings (co-chair), Jodi Drake (interim co-chair), Regina Wright (treasurer), Katie Meier, Michele Kane, Diane Rogers, Meghan Davidson, Barbara Ley, Audrey Rossi

Excused: Amy Johnson, Megan Gaffney

Guest: Sarah Meadows

1. Informal discussion about staff policies related to leaves of absence and individual circumstances currently being affected.
2. Agenda adopted.
3. May minutes approved with one note as follows:
 - Karla Bell has left UD. LGBT Caucus is searching for another co-chair. No need to update previous minutes, just an FYI for the group.
4. Official secretary vote
 - Unanimous to continue Megan Gaffney's appointment
5. Reminder – Bios and Headshots
 - Jodi will send headshot files to individuals for approval. Everyone can then work with Sarah Meadows (new web content developer) to update photos/bios on website.
6. Publication
 - New roles
 - IR Data – Kelsey to reach out to John Sawyer
 - Feature – Katie to review current UDaily stories about women in new leadership roles; Regina, Meag and Michele offered to assist (and Diane has already posted Kudos via the website) with gathering additional information as necessary
 - Next steps – Katie to begin draft report and send follow-up email to group confirming assigned sections and detailing text needed
7. Sakai Site
 - Organizational strategies – Barbara provided an update on reorganization of filing system, which now features folders by content area (e.g., Annual Reports, Board

Meeting Minutes, Torch Award, etc.) instead of by date. Barbara and Katie to follow up separately re: annual report files.

8. Sarah Meadows – Introduction and Website (approx. 10 AM arrival)

- Shared test site: <http://sites.udel.edusarahem>
- We agreed to have Sarah move ahead with transferring content and implementing the new site design. Katie will follow-up directly with Sarah on original headshot photos on old site for transferal to new site.
- Discussed using MailChimp as a medium for sending future email communications so we can track analytics on our audience. Sarah will create a template and add Jodi, Kelsey and Katie as admins. Katie has experience with MailChimp and can offer training on its use as well.
- Discussed the possibility for opening social media accounts. Katie provided an update on current OCM process, and suggested we continue to share news and info directly to the main UD accounts and request data on engagement to determine if it would be an effective use of a caucus member's time to manage a unique account on an ongoing basis.

9. Priorities – Broad Discussion

- Ombuds Proposal – Amy has brought this to the Faculty Senate Executive Board for review and writing of a resolution. Update to follow after the senate meets.
- Family Leave/Childcare – Contacted Susan Williams, who recommended reaching out to Alan Brangman.

10. Additional Items/Updates/Interesting News