

Women's Caucus
Executive Board Meeting
February 20, 2020
10:00 AM - 12:00 PM
Gilbert Hall

Minutes

Attendees: Diane Goldsmith, Meaghan Davidson, Megan Wenner, Kelsey Cummings, Lauren Wallis, Michele Kane, Barbara Settles

Absent: Barbara Ley, Regina Wright, Tywanda Cuffy, Jodi Drake, Leah Dodd

1. Adopt Agenda - Approved
2. Adopt Minutes - Approved
3. Co-Chair Report - Co-Chairs are meeting w/ OEI Caucus chairs next week. Will bring up the Fireside Chat
4. [Annual Timeline / Master Calendar](#) - did not review
5. Discussion/News
 - a. Update to Parental Leave Policy (Diane) - HR updated policy to allow parents who take parental leave around the holiday break to get one additional week (this aligns with FMLA rules). HR website to be updated accordingly.
 - b. Mature Women's Health Brown Bag (Megan W.) - May or September. Add to next month's agenda.
 - c. WC Website suggested updates: Diane to discuss w/ Comm subcommittee
 - d. Update on EEOC pay data collection (Diane): UD is not an EEO-1 filer, so is not required to submit the pay data.
 - e. Annual Report (Kelsey and Diane)
 - i. Additions to Annual Report - We added a bit more commentary than in past years: Short paragraphs that describe underlying causes of gender inequity.
 1. Co-Chairs letter needed for intro for annual report
 2. Kelsey asked for feedback from the Caucus, what takeaways do you have from the Annual Report that we can give to Artika for question development.
 3. Anything in the AR that you think is too "tense"?
 4. Need comments by next Wednesday.
 5. We need to send draft to IRE for comment
 6. We decided to send a Data draft to IRE, and then we will send out annual report info as is (Data) with a Women's Caucus Commentary along side it, either in the form of a Blog, Whitepaper, Editorial, etc.
 - f. Update on Fireside Chat invite Artika to the next board meeting to discuss some of the questions.

- i. Panel - Finalized on 2/20/2020
- ii. Food - Bowls and Booze are ordered
- iii. RSVP - custom link : www.bit.ly/udfiresidechat
- iv. Torch Award - email for nominations went out last week. Exec Board needs to promote with their networks. Facebook, WC Website
- v. Power Point show to display on second screen
- vi. Crackling fire on first screen
- vii. Mock Panel - scheduled for 3/13, 1:30pm to 3:00pm, your assistance is needed!
- viii. Postcards are finalized and should hit mailboxes the week of 3/2
- g. Board Elections - Michele will organize. How many positions need to be filled, review rules/process, RECRUIT. Megan will look at timeline, policy/process for elections, who is rotating off and who will run again. We will have about half the board that will be brand new.
- h. Date for Spring General Meeting - Wednesday, April 29th, 12:00-1:00pm.
 - i. Need location
 - ii. Need catering - lunch or cookies. Need to look at budget.
 - iii. Need topic, agenda: Elections,
 - iv. Diane will post save the dates to FB and UD Events page.
- i. Brown Bag - March 11 - Dealing w/ Difficult People, noon. Faculty Commons.
- j. Day of Purpose Event - Employee Health & Wellness - March 25th. Ryan Shuler is looking for a female leader on campus to run a breakout session on "leading teams effectively". This does not need to be a senior person or faculty member.
- k. Rejuvenation Day - March 10th