

President's Commission on the Status of University Women  
Executive Committee Meeting  
August 19, 2013  
Meeting Minutes

Attendees: Anne Camper, Diane Letendre, Tracy Sterling, Celia O'Connor, Christina Head

**Reports from Committee Chairs**

No committee chairs present.

**Other Discussion**

The committee discussed several items in preparation for the impending semester including membership.

Our membership list needs to be updated as there have been several changes. Ariel Donohue will replace Phenocia as the Diversity Awareness representative. Phenocia's position as the communications chair is vacant so the committee will need to ask for a volunteer and vote. Dr. Lynda Ransdell is the new dean member and chair elect. She will take over a year from this fall. For the Extension representative, we'll need to get in touch with Jill and find out who she wants to appoint. We should have everyone once we have that. Confirm Sara is going to be the family advocate this year. The Tenure Track Faculty Union President position is no longer in existence. Need to look at revising bylaws to update.

The committee brainstormed plans for the full commission meeting this fall. Christina will get dates established and set a two hour meeting. We have a lot of new members and could do a meet and greet at the Fall Commission meeting. We should prepare a welcome message for the new members.

In preparation for the fall meeting, the executive committee will look at our mission, goals and accomplishments. Items for an agenda may include: Overall review of last year, committee reports, standing committees and goals/priorities for the new year. These could include: Engaged leadership, partnering opportunities, how to get our info out on campus, biggest challenges for the commission this new year, and a theme or core.

A draft revision of the bylaws should be sent to the commission for review and comment prior to the fall meeting with a comment. The commission will vote on the changes at the meeting. We should plan to have these two weeks before meeting.

Christina will make required updates to the website including membership and important dates. Christina will notify the commission that she's managing the Women in Research and Teaching website since Audrey Thurlow's retirement. The committee will need to update periodically.

The schedule of elections was discussed. Elections are held the end of the spring semester the year before the members take office. Terms are even or odd years. Our year is fall to fall. Executive committee odd years. Elections in March 2015 for fall 2015.