

SUUWN Board Meeting

September 4, 2018; 11:00 a.m. - 12:00 p.m.

Hunter Conference Center: Charles Hunter Room

Present: Laura Davis, Jacqueline Russell, Nikki Koontz, Jennifer Hunter, Deena Marchal, Angela Pool-Funai, Ali Siahpush,, Aimee Kaiser, David Tufte, Mindy Benson, Leilani Nautu

Absent: Shalini Kesar, Kaleigh Bronson, Ann Marie Allen

1. Minutes from the August 1, 2018 Board Meeting were presented and approved by the Board.
2. Previous Assignments: All assignments from prior minutes were completed -- Jacqueline was still working on the UWHENGrants.
3. Welcome and Updates -- Jennifer Hunter
 - a. Tessa has taken a new position with the SWATC. Nikki will serve as the Outreach Chair and Web Liaison.
 - b. Our Student Liaison, Kaleigh Bronson, is not able to fill that role. Suggestions were made and it was decided that the Executive Board would reach out to the runner-up candidates and see if they are interested in filling that role.
4. SUUWN Budget -- Angela Pool-Funai
 - a. Angela discussed the progress she and Jennifer had made meeting with various individuals regarding the budget.
 - i. All female executive leaders are contributing money from their individual budgets to the SUUWN budget. Thank you cards were distributed and signed by all Board members to be given to them (Mindy Benson, Shauna Mendini, Mary Pearson, Jean Boreen, Ann Marie Allen, Schvalla Rivera, and Debbie Corum)
 - ii. On-going funding is a formal process where requests are linked to specific Strategic Plan Objectives. Angela created a worksheet that ties the funding to certain objectives (attached), which emphasize broader campus initiatives such as diversity and inclusion and quality of education.
 - iii. A copy of the proposed budget for 2019 in the amount of \$3,000.00 (attached) was provided.
5. Educational and Professional Development -- Laura Davis
 - a. Ted Talks are now called "Critical conversations". They will be held monthly as follows:
 - i. September 11 - Laura - will plan one around the "5 ½ mentors that will change your life" (TedTalk)
 - ii. October 9 - Emily - will one around the idea of women empowering each other
 - iii. November 13 - Caitlin - on work/life balance
 - iv. January 15 - Cynthia - on belongingness
 - v. February 19 - Emily - diversity
 - vi. March 19 - Laura - on leadership
 - vii. April 2 - Festival of Excellence Presentation - TBA
 - viii. June 18 - Caitlin - Shaking Hands Around the Room with Debbie Corum
 - b. eNewsletter - all events will be included in the main SUU newsletter. However, Laura will gain access to the group email and create drafts of emails which will be reviewed and sent by Jennifer.
 - c. Fall Event - October 30 - Charles Hunter Room of the Hunter Conference Center
 - i. Jacqueline/Shalini/Jen will invite panel presenters (Jean Boreen will be one of the presenters and other community/SUU presenters will be identified and invited.)

- ii. The Board agreed that there should be gifts given to any presenters
 - iii. Planning meetings will be held during the month of October until the event takes place.
- 6. Social & Welcoming - Ali
 - a. One issue -how to combat the exclusion of males in a women's network? Some things may be addressed in assessing the Bylaws and Constitution.
 - b. Meet and Greet Social - September 20th (4-5 p.m.) at the Alumni House
 - i. All faculty and staff are invited.
 - ii. Each Board member will bring a potluck item - finger foods.
 - iii. The event will be advertised in the weekly SUU Newsletter.
 - iv. There will be an email sent - each member is encouraged to add 10 people to the list prior to sending.
- 7. Constitution and Bylaws:
 - a. The Constitution and Bylaws were distributed prior to the Board meeting and all weighed in on changes. A shared document was opened and Jennifer made suggested modifications to both documents per the discussion and the same will be passed along to Ann Marie and her committee.
- 8. Assignments & Action Items for Next Meeting:
 - a. **Nikki:** Post approved minutes, manage SUUWN Calendar, facilitate advertising in the SUU Newsletter for upcoming events..
 - b. **Angela and Jen:** Submit budget modifications and follow-through of funding pledges from female executive leaders. Manage Budget.
 - c. **Ann Marie:** Review suggest changes to Bylaws and Constitution, have draft ready for approval by next Board Meeting.
 - d. **Jacqueline:** Apply for UWHENGrants, Assist with Fall Social - Meet and Greet.
 - e. **Deena:** Minutes for Board Meeting, Submit prior minutes to Nikki for publication on the SUUWN Web Page; Check SUUWN Email periodically.
 - f. **New Student Liaison:** Executive Board will find and nominate a new student liaison for SUUWN.
 - g. **Ali** - Put together Meet and Greet on September 20th; continue to identify ways to recruit male participation in SUUWN.
 - h. **Laura Davis** - Continue to put together and facilitate Critical Conversations; Work with Shalini to identify speakers for Fall Event and Event Planning logistics.
 - i. ALL:
 - i. Increase email reach by adding 10 names of people to reach out to and include in future emails.
 - ii. Bring an appetizer for Meet & Greet

Meeting Adjourned at 12:00 p.m.