

Meeting date | time **8/16/2016 10:00am-12:00pm** | Meeting location **Bibring Room**

Facilitator Sheila Nutt
Note taker Diana Longden
Timekeeper Carol Bates

Attendees:
Carol Bates
Trina Burrous
Maria Kontaridis
Donna Lawton
Sheila Nutt
Elissa Wilker

Agenda topic **Administration**

1. Sharing Leadership Council Minutes
 - Consensus is that it is OK to share minutes on our website. Some notes may be closed and those will be provided separately to Leadership Council by email.
2. Website
 - Diana attended a training in order to roll our website to a new platform. There is more functionality that will give the site an updated look/feel. Diana to continue populating the site.
 - Newsletter or news paragraph for home page. Update on upcoming events. Recognize members for promotions, monthly news, share career- related articles
3. Intern
 - Diana to talk with Bhanu about the intern's duties. Perhaps helping out JCSW members with their lab websites. Priority to be established based on attendance.
4. September meeting – topic and speakers
 - Community engagement, committee updates and plans for the year. Gail Gazelle will start meeting off with networking and communications tools, give each committee 5-10 minutes to introduce committee and what strategic plan has laid out for them for the coming years. What goals will they focus on for AY2016-2017? Interested in joining a committee, they should reach out during second half hour.
5. Sexual Harassment potential October topic
 - Carol and Jen Ryan to speak about the policies and procedures.
6. Website - committee descriptions
 - Diana will use strategic plan committee sections to post on website. Verify with committee co-chairs that they do not have any updates.
7. Salary Equity Article
 - Resend article to salary equity committee

8. Post-presidency year

- Ingrid and Rebecca to stay on for additional 3 months. Need update to bylaws to update having a post-presidency year for consistency in leadership.

9. GME orientation

- Great opportunity for community engagement committee to talk to the hospitals. Carol and Maria spoke at BIDMC orientations, but we should do this at all of the hospitals. We can provide slides and ask members of community outreach committee to speak at their home institutions.

10. JCSW library display

- Articles written by JCSW women on display in the library? Include in quarterly newsletter? Diana will check back in library staff.

11. National WIMs groups

- See emailed data. Most WIMS groups are not communicating by social media. Email is the most popular way.

12. Other: Committee Liasons:

- Carol – Professional Equity, Restructuring/Rebranding
- Elissa – Work/Life
- Trina – Dean’s Award
- Maria - Restructuring/Rebranding
- Sheila - Restructuring/Rebranding
- Ellen – Career Advancement
- Stephanie – Professional Equity
- Sabune – Community Engagement
- Donna- Restructuring/Rebranding, Dean’s Award