

Meeting date | time **9/27/2016 10:00am-12:00pm** | Meeting location **Gordon Hall Bibring Room**

Facilitator Sheila Nutt
Note taker Diana Longden
Timekeeper Trina Burrous

Attendees:
Carol Bates
Trina Burrous
Rebecca Caruso
Ingrid Katz
Donna Lawton
Ellen McCarthy
Stephanie Mueller
Sheila Nutt
Elissa Wilker
Sabune Winkler

Agenda topic **Administration**

1. 10:00-10:10 October meeting - Sexual Harassment – Carol, Jen Ryan, Brigid Harrington
 - Jose Martinez, Brigid Harrington, Melissa Brodrick, Carla Fujimoto, Carrie Sylven to attend.
 - Carol and Jose will be available from 1-2pm to do in-person meetings
2. 10:20-10:30 Welcome brochure
 - Minor edits noted and Diana will print and bring to the next meeting
3. 10:40-10:50 Dean’s Award – Ingrid
 - Maureen Connelly and Nancy Tarbell will need to approve new award and then Dean’s award committee will draft a proposal to send to the new Dean. He is already meeting with people so perhaps consider reaching out to him before January with a few topics that are important to JCSW
 - We need to drum up more interest for staff award (and staff membership). Sheila could talk at a Town Meeting in the spring before we send out award announcement. Also target JCSW staff members to send in nominations.
 - Possible Event, “Best practices for Promoting Women”: Consider past awardees as speakers, and invite Department Chairs/Division Chiefs
4. 11:00-11:10 Potential speakers – ELAM Leadership
 - Invite past attendees to speak about their experience at ELAM.
5. 11:10-11:20 Carol- Professional Equity Updates
 - Committee would like to invite the Dean to their professional equity event in April.
 - Perhaps include past Dean’s Award recipients

6. 11:20-11:30 What does JCSW propose for interaction for new dean
 - Professional Equity would like to invite him to April Symposium
7. 11:30-11:40 Community Outreach- hospital liaisons
 - Sabune reached out to Bhanu about this role. She will create a job description and form emails to send to new members.
8. 11:40-11:50 Student AMWA president Samia Osman
 - We should invite her to attend a leadership council meeting
9. 11:50-12:00 Other business
 - Consider sending out surveys after events
 - Create archive of events on new website
 - November panelists confirmed:
 - i. Eman Ansari, MD, MPH (BCH)
 - ii. Nichte I. Mejia Gonzalez, MD (MGH)
 - iii. Amy Ship, MD (BIDMC)
 - iv. Sabra L. Katz-Wise, PhD (BCH)