

Meeting date | time **9/8/2016 10:00am-12:00pm** | Meeting location **TMEC 140**

Facilitator Sheila Nutt

Note taker Diana Longden

Timekeeper Donna Lawton

Attendees:

Trina Burrous

Rebecca Caruso

Donna Lawton

Ellen McCarthy

Stephanie Mueller

Sheila Nutt

Sabune Winkler

Agenda topic **Administration**

1. Website

- Membership tab- remove language about being denied in the past
- Home page – add a one line about who we are and what we do
- Events page – make the date with an event stand out more
- Add a menu item “Archive” to post videos, materials
- Resources page – list by type instead of local/national etc such as Childcare, Career Development.

Add BWH and MGH Center pages, not just Office for Women’s Careers

Add in Dana-Farber and any other missing information

2. Videotaping of meetings

- We will not videotape Sept 15th.
- Talk with Carol/Jen about videotaping October. Some may not feel that they can participate in the conversation if videotaping is present.
- Diana to find out new cost when available. Currently media services has not put a price on the services with Telepresence.

3. Intern

- Diana will send a reminder about her updated proposal
- We would like to integrate twitter and facebook, intern can possibly help with this

4. October Sexual Harassment – Carol and Jen Ryan

- Diana will follow up with Carol and Jen about plans

5. Welcome brochure

- Remove all people’s names so that brochure does not have to be updated every year. Include an insert with names

- Include facebook, twitter, linked in information
- Add photo
- Ask Community Engagement to get a couple of quotes from members to use about how JCSW has helped individuals
- Add language from website about “who we are” above the vision statement. Move HMS values to the bottom with an asterisk.
- Remove communications office and career development office so this pamphlet is just about JCSW.
- Include description of leadership council instead of names. Names can be included on the insert.
- Diana will be in touch with Jim Gould about providing materials when he meets with new postdocs at his new roundtable sessions.

6. Committee Liaisons:

- Leadership Council member should be in touch with their committees to let them know they are liaison
- Diana will add Leadership Council members to the listservs
 - 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

7. Iris Bohnet is scheduled for Nov 29, 12:30-1:30 and reception from 1:30-2:00. Ellen is checking to see if we could meet with her and possibly join the Student women’s group when they meet with her.