February 13, 2008 Meeting Minutes  
10:00am, Patricia A. Doyle Women’s Center, 151 Doudna

Members present: Lyn Bouck, Teresa Burns, Carol Sue Butts, Deirdre Dalsing, Vickie Dreessens, Pat Foster, Katie Gabris, Jennifer Mandel, Tammy Salmon-Stephens, Deb Schulman, Alisha Slowey, Kay Wilkins

Members missing: Kate Kelley, Jean Olson

1. Motion made by Deb Schulman and seconded by Vickie Dreessens to approve the January 30, 2008 minutes. Motion passed.

2. Motion made by Kay Wilkins and seconded by Jennifer Mandel to approve the February 13, 2008 agenda. Discussion followed. The Update on the 2007 Woman of the Year Awards was moved to item #5 and the Celebrating the Achievements agenda item was moved to #6 on the agenda. Motion approved with the above editorial changes.

3. Tammy Salmon-Stephens is the recorder for the meeting today. Thank you Jean Olson for recording the last meetings minutes.

4. Treasurer Deb Schulman reported the following:

   A. The current fund balance in the Women’s Council fund in the Foundation is $1,299. This includes a 75% disbursement from the Carol Sue Butts Foundation fund: $729.38 was transferred to the Women’s Council fund on July 1, 2007.

   B. The remaining balance of $243.12 in the Carol Sue Butts fund may be used with matching funds.

5. Updates on 2008 Woman of the Year and the 2007 Woman of the Year Reception were provided.

   A. Kay Wilkins has been working on the announcement and nominations for the UWP Woman of the Year Award to the Women’s council web page and the Intercom. The announcement will appear in the Intercom starting Monday, February 19 until the deadline. Dr. Butts will announce the call for nominations at the Academic Affairs Council meeting. A request will be made to John Krogman to distribute the request for nominations via all campus Email the last week in February. Nominations are due March 7, 2008.
B. The Woman Student of the Year nomination form has been submitted and approved by the Women’s Council. Nominations are due March 7, 2008.

C. The reception for Carol Beals, the 2007 Woman of the Year is scheduled for March 5, 2-4pm in the Pioneer Student Center, Platteville East/West Rooms. The budget maximum was set at $350.00.

6. The council discussed many items related to the Celebrating the Achievements of Women Breaking the Glass Ceiling event on March 25, 2008.

A. The council discussed the list of women achievers. A final list was established based on the following criteria: Dean, Director, Coordinator, National Award and Campus award recipients. These women will be recognized in the event booklet.

B. The managers and division leaders responded well to the council’s request for sponsorship to the event for women in their division. Many managers and division leaders wanted to sponsor additional women from their unit whom were not identified according to the criteria in item A. A confirmation email to the managers/division leaders will be developed and then distributed to the managers/division leaders to confirm their sponsorship of both the women who meet the criteria listed in item A and others that they wished to sponsor.

C. After confirmation is established with the managers/division leaders, invitations to the women meeting the criteria listed in item A will be sent a letter of invitation to the event. Shortly thereafter, campus-wide publicity will be distributed.

D. The booklet honoring the women leaders on campus will include a photo of the honorees and will list their award and/or leadership position. The criteria for the women honorees will also be noted in the booklet. The Women’s council will be identified in the booklet along with a brief mission and purpose of the council.

E. The council discussed the meal options for the event. The council agreed that a sit down and served meal would be most appropriate. Discussion on the price per plate took place. Tech fees, setup fees, ticket fees, etc need to be determined before a final ticket price is determined. Tammy Salmon-Stephens, Deb Schulman, Jennifer Mandel and Alisha Slowey will meet with Deb Putnam to finalize the meal options. Tammy and Deb will collect information regarding other budget items and will present this to the council. A final cost per plate will be determined week of February 18.

F. The council agreed that the meals of the panelist and a guest will be covered by the Women’s Council.

7. The meeting was adjourned after 11:00 am. The next meeting is scheduled for Wednesday, February 27, 10:00 am in the UWP Women’s Center.