February 27, 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, Kate Kelley, Jennifer Mandel, Jean Olson, Tammy Salmon-Stephens, Alisha Slowey, Kay Wilkins

1. Motion made by T. Burns and seconded by L. Bouck to approve the February 13, 2008 minutes. Motion passed.

2. Discussion about the proposed agenda. Announcements made here in lieu of adding “Announcements” to agenda. T. Salmon-Stephens reminded us to sign up for the WWHEIL conference. She also asked us if we wanted to continue inviting past nominees for the Woman of the Year award to resubmit their application. Discussion ensued over the possible confusion that may result from this, especially if we do not make it clear they need to revise their application. What should we do with the old files? We decided to have Tammy distribute the old folders back to the nominees.

3. T. Salmon-Stephens moved, and J. Mandel seconded, approval of the February 27 agenda. T. Burns will take minutes as D. Schulman is unable to attend.

4. Celebration budget: Tammy Salmon-Stephens, Jennifer Mandel, and Alisha Slowey have been working on the budget for the upcoming celebration. Tammy handed out several pages which included a spreadsheet put together by Deb Schulman and e-mails concerning the evolving budget process including costs for music.

A. Tammy explained the budget spreadsheet to other members of the Council, noting the different breakdowns on price per person based on number of attendees, and pointing out that the total remaining balance on the bottom of page one reflected all costs which would need to be paid by the Women’s Council, except for music. The directed us to the starred parts of the budget handout labeled “overall budget analysis,” noted the costs for the booklet based on estimates from Deidre Dalsing and the Publications office, and discussed what we have to work with in our account. She said we needed to decide how much of our funds we would like to use towards the event, with
40% of the total funding being about $477; 50% about $600; 60% about $715.

B. We looked at the evaluation of different prices for music expenses on the last page of the handout, and discussed payment and expectations for musicians. Jennifer has asked two students to perform, who would play from 6:00-6:30 then during dinner. After discussion, we agreed $150 was reasonable amount for musicians. We need to check on costs for moving a piano, if necessary. Jennifer will talk to the musicians about expectations and payment.

C. Other costs were discussed. We need to cover meals for the student musicians. Foundation money may pay for Chancellor Markee and his wife. The Women’s Council is purchasing tickets for the two speakers and their guests, but this is already worked in as a fixed expense, as are tech fees. Carol Sue has insisted on getting her own ticket, and is funding Women’s Council members. We still need to look at publicity costs, but other than the flyers, most of the publicity can be electronic. After discussion, the Council decided to spend 50% of available money, which based on the earlier budget analysis plus musician fees would be enough to cover most costs except perhaps flowers.

5. Final list of Honorees and timeframe for invitations:

A. We looked at the final list of honorees. Deb had had concerns about the long list from Student Affairs. Mick Viney has already gone over the list and actually added people to it. He had brought up the subject of Civil Service positions like the Chief of Police. Another issue was raised about Human Services positions, where managers were taken off of the list. Everyone should doublecheck the list with the Deans, and note that Deans and other supervisors could sponsor other people if they choose to, and many have already decided to do so.

B. Carol Sue will take care of the process of inviting honorees. Deidre will send the invitation she has so far to Tammy who will add to it and sent it to Liz Schaal, who will send out invitations and cc: the sponsoring unit. The letters will go out next week, and tickets will be available at the box office next Tuesday.

6. Ticket Purchasing Process: The sponsoring unit will need to collect dinner choice information before placing ticket orders with the Box Office, since the Box Office is handling meal choice information as well. They can handle internal transfer of funds for reservations. Should the invitation letter go to other units as well? Or should we send the letter to the managers? Carol Sue will talk about this at the Academic Affairs Council, so those in charge of sponsoring women in their units know that they need to collect the meal choices for each person before buying that person’s ticket.

7. Dinner/program:

A. Jennifer said we needed a deadline for reservations. We agreed on the 18th, one week before the banquet, as the last day to RSVP. Jennifer will contact Tiana (Box Office) and Deb (catering) about this.
B. Deidre said Publications is already assembling the booklet for the program from the lists. As far as the order of events, where do we want the Chancellor to speak? Ideally, we agreed, he should make the concluding remarks. Deidre brought up Jean’s earlier e-mail about the booklet cover and asked us if we thought it should be more colorful. We agreed to send Publications Jean’s feedback but defer to them on design.

C. Jennifer discussed the menu. We’re going to have three special dishes, rather than the listed selections from catering. She also asked about flowers, and is waiting for a response from Lisa Roe about prices, but this could increase the per-person charge by $2.50 a person.

8. Publicity: Flyers can’t be printed until the cover of the booklet is done because they will use the same design. Vicki, Lyn, and Kay are working on publicity. Carol Sue will also work with Barb Daus to get the press there.

9. Booklet Update: was given earlier while talking about the budget.

10. We will meet weekly until after the banquet.

11. The meeting was adjourned after 11:00 am. The next meeting is scheduled for Wednesday, March 5, 10:00 am in the UWP Women’s Center.

Respectfully submitted,

Teresa Burns
Scribe