

SUUWN Board Alignment Meeting  
January 5, 2017 12:00 – 1:00 pm  
Hunter Conference Center, Sage Valley Room

Present: Laura Davis, Jacqueline Russell, Nikki Koontz, Cecily Heiner, Cynthia Kimball Davis (via phone), Jennifer Leard, Linda Hudson, Trisha Robertson, Karen Ganss, and Alison Adams

1. Welcome and Updates
  - a. Excited about the new Dean's, four new females in leadership. President Wyatt did sign onto Move the Needle.
  - b. Utah Women in Leadership Project upcoming workshop on January 30<sup>th</sup>. Updates can be part of our mailing list?
2. Recap on Discussion with Mindy Benson
  - a. We need to prioritize promoting who we are.
  - b. President's Council is concerned regarding what's the difference between us and Faculty Senate and Staff Association. We should work together. Faculty and Staff representative will start attending senate and association meetings to represent.
  - c. Jacqueline and Jenn are having a lunch with the people we're having on our Spring panel. Discussion on what we would like to be brought to them?
3. Three Main Goals Discussion
  - a. Expand and raise awareness of what we do and why we manner. Need to strategize as a team.
  - b. Focus on professional development and build alliances with staff association and faculty senate.
  - c. Start planning for Fall 2018 now. Hoping to bring Monica Singh to speak, finding out the cost to bring her here to see if we can partner with other organizations.
    - i. Can we utilize people who are coming to campus already for women's network things?
    - ii. How do we figure out who is coming to campus?
      1. Lynn Vartan – Convocations
      2. Danielle Dubrasky – Tanner Center
    - iii. Webinars? Laura will have one of her committee members do some research.
    - iv. How do we add people to the mailing list?
      1. Place on the website to sign up?
      2. Submit to the SUU Bulletin
      3. Sending personalized emails to invite people to the meetings?  
Marketing and Communication has a new Internal Communication Specialist on campus, her job is to streamline communication to a central location.
      4. Nikki and Jen will meet to update the website.
4. Committee Updates
  - a. Survey is being updated
    - i. Discussion on things to add
      1. Nikki would like to add some things regarding awareness.

- ii. Nikki has random SUU Swag that can be given away. If you want to donate swag for a raffle to encourage people to take the survey, please take it to Laura's office.
    - iii. Jenn will start putting the survey in Google Form and will share it with all of this. Will be sent around for a final vote on January 26<sup>th</sup>.
      - 1. Checking to see if we need IRB approval or an exemption form.
    - iv. Laura is hoping the survey will help set the tone for the next couple of years.
  - b. Professional Development is taking over TED talks. Reducing them to once a month. Ideally focus the TED talk on what the survey shows needs are.
  - c. Professional Development and Outreach will work together to see where they fit together regarding outreach and professional development overlap. For example, talking to people who bring in speakers. Maybe have a clear vision.
5. Spring Social
- a. Will use General Meeting as the social.
  - b. Concern that the term General Meeting is a turn off. What about the panel and a social before or after. Will discuss terms to use via email.
  - c. Need to coordinate the date with the panel members as soon as possible. Jacqueline will find out with Mindy what the best way to decide is. Looking at March 5<sup>th</sup> – 8<sup>th</sup> from 3 – 5 pm.
  - d. Task list?
    - i. If Jacqueline puts up a task list can we just assign tasks to ourselves?
      - 1. Yes.
6. UWHEN Annual Conference
- a. April 6<sup>th</sup>, all day. We usually travel up the night before and come back after the conference. Jenn has worked to find money for women to go.
  - b. The proposal due date for presenters is January 12<sup>th</sup>.
    - i. Jenn sent out an email with the link to submit proposals.
  - c. If anyone has interest in doing an exhibit with Jacqueline on Mentorship Stories for the meeting please let her know.
  - d. If you're planning on attending and would like to volunteer let Jenn and Jacqueline know.
7. Idea for sending out information to supervisors to ask them to encourage women in their departments to attend.
8. January email letting people know what's going on. Jacqueline and Nikki will get together to discuss what should go on it.