

WiGS Organizational Meeting
2 February 2011 from 2:30-3:30PM in Foege S-448
Recorded by Gennifer Merrihew

Members in attendance: Leslie Emery (emeryl@uw.edu), Jenn McCreight (jmccreig@uw.edu), Gennifer Merrihew (genn@uw.edu), Melody Rynerson Palmer (mryster@uw.edu) and Jenny Wagner (jmwagner@uw.edu)

- I. Event Coordinating Responsibilities
 - a. Carlene will only be dealing with airfare, hotels and ground transportation from now on
 - b. WiGS will need to organize student lunches, faculty meetings, dinner, room reservations and posters
 - c. Will meet with Carlene for a short event coordinating tutorial
 - i. Genn will organize
- II. Alternative Career Seminar - Erin Cline Davis
 - a. Scientific Communications Director at Weber Shandwick PR firm, former scientific writer for 23 and Me
 - b. Jenny organizing
 - c. Friday, April 1st
 - d. Will hold dinner after beer hour
 - e. Room and time TBD
- III. Budget
 - a. Melody needs to get all receipts to balance budget
 - i. This includes anything that Carlene dealt with (hotel, airfare, etc.) if we were paying for it
 - b. Must keep dinner to \$32 per person (6 total including speaker)
 - i. Should email dinner attendees in advance about the monetary limit
- IV. Policy Seminar - Jenny Reardon
 - a. Melody organizing
 - b. Friday, May 6th
 - c. Room and time TBD
- V. Work/Life Balance Panelist Lunch Discussion
 - a. Jenn organizing
 - b. Panelists include: Christine Queitsch, Bonny Brewer, Jacob Tennessen and Alan Rubin
 - c. Date TBD - spring in S110 conference room
- VI. Spring Social Activity
 - a. Leslie organizing
 - b. Ideas included bowling, mini-golf, roller skating
- VII. Website Photos
 - a. Take another picture for website
 - b. Need to start taking pictures at WiGS events
 - i. Retreat, lunch discussions, etc.
- VIII. WiGS during Recruitment
 - a. Jenn will make a flyer about WiGS to include in grad recruits packets
- IX. Winter Quarter Peer Review Lunch Discussion
 - a. Leslie organizing
 - b. Online video of summer speaker to be added to website
 - c. Want to invite local people who have sat on several review boards to discuss biases, nepotism, etc.