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

Members in attendance: Leslie Emery (emeryl@uw.edu), Caitlin Gamble (cgamble@uw.edu), Tanya Grancharova (tgranch@uw.edu), Jen McCreight (jmccreig@uw.edu), Gennifer Merrihew (genn@uw.edu), and Melody Rynerson Palmer (mryner@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. Our new responsibilities require a lot more time and organization
      i. Have 2 people help plan for each event instead of 1
      ii. Genn will talk with Nancy Cameron about new responsibilities – we would be willing to forgo some money from our budget if we could have help in event organization
   d. Genn will type up updated tutorial
      i. Poster description and distribution
      ii. Faculty meeting organization
      iii. Room reservation, seminar refreshments, etc.

II. Policy Seminar – Jenny Reardon
   a. Melody and Tanya organizing
   b. Friday, May 6th in T-733 at 11:30 AM
   c. Need to make map of location
   d. Dinner TBD

III. Work/Life Balance Panelist Lunch Discussion
   a. Jenn organizing, Melody helping with Purchase PATH
   b. Panelists include: Christine Queitsch, Bonny Brewer, Jacob Tennessen and Alan Rubin
   c. Monday, May 2nd in S110 at noon
   d. Discussed having questions ahead of time for panel

IV. Regular lunch social events
   a. Plan on meeting every 3rd Monday for informal lunch
      i. First event will be on Monday, April 18th

V. Adding officer profiles to website
   a. Have officers put a short bio and picture on website

VI. Spring Quarter Peer Review Lunch Discussion
   a. Leslie organizing
   b. Stan Fields will present in mid/late May
   c. Focus is on the perspective of individual being reviewed