

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

Members in attendance: Leslie Emery (emeryl@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/Issues
 - 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. Discussed having a faculty member talk to either Bob or Nancy Cameron about change in responsibilities
 1. Leslie will create a list of our new responsibilities and our old responsibilities
 2. Also will bring up other organizations that do not have to organize all their events - Outreach, GTG symposium, summer talks, etc.
 - d. Genn typed up updated tutorial
 - i. Leslie to add to website privately
- II. Regular informal lunch/social events
 - a. Next meeting on Monday, May 16th at noon
 - b. Weekday brunch at Portage Bay Café to be organized
- III. Email announcements/Google calendar
 - a. Leslie will send out more email announcements about WiGS related events because several people are forgetting to attend events
 - b. Import Google calendar
- IV. NWABR High School Student Mentorship (CURE program)
 - a. July 5th from 2-4 PM in the Foege Building
 - b. Leslie, Genn and Melody organizing
 - c. Event includes lab tours, interactive sessions, short presentations
 - d. Remind students about volunteer research opportunities
- V. Spring Quarter Peer Review Lunch Discussion
 - a. Leslie organizing
 - b. Stan Fields will present on Thursday, May 26th at 10:30 AM in S110
 - c. Focus is on the process of publication
 - i. Discuss different types of publications, joint authorship issues, different writing techniques, etc.