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.