BWIS Board Meeting  June 18, 2014
Attendees: Vinita, Kathy, Vivian, Bernadette, Loralie, Yan, Kristine, Anna,

Agenda:

(1) Brief Reports:

1. TIAA presentation on “Financial Planning for Women” - Vinita
   • Thursday April 10
   • 22 attended (13 BWIS members)
   • This is 2nd in a series of four. Overall, it was considered useful; Kathy mentioned that personal meeting was not scheduled after she signed up.
   • Question was raised about whether BWIS should coordinate the 3rd and 4th, and perhaps also suggest some focused topics for the workshop/presentation.

2. Super salad Lunch – Charter vote – Kathy, Vinita
   • May 14th
   • Great success. 30-35 attended and approved the updated charter.

3. Chasman announcement at the NSLS/CFN Users meeting – Anna
   • Did not happen at NSLS/CFN Users meeting due to schedule conflict
   • Will be announced at the RHIC/AGS annual Users’ meeting on June 19th.
   • Flyers and poster are ready.
   • Flyers were distributed at the Zonta event May 28th. Peconic Bay Zonta and BWIS were going to split the cost for Diane Greenberg to attend - instead Suffolk Zonta paid for Diane.

4. Chasman reception on May 28 – Anna, Vinita
   • About 30 attended (half are men).
   • Did not have expected attendance from BWIS members, partly due to weather conditions, but it was also found as a general trend for events BWIS are organizing recently. Need ideas to promote visibility of BWIS and participation of BWIS events.

5. CARE workshop focus group activities – Yan Li
   • No updates.

6. Progress on BWIS website – Christina (did not attend the meeting)
   • Updates are available on BWIS website and please have a look.
   • We need articles about BWIS activities with pictures
   • It was suggested to inform the media office (e.g. Jane Koropsak) about our future events in advance so that they can cover them on BNL website.

(2) Discussion:

1. BWIS expenses
   • Approval and reporting procedures need to be followed by all board members
Surcharges (7.5%) were found to have been applied for services provided by travel office (e.g. buses) but not on food, poster/flyer etc. More specific guideline is needed from Charlie (Loralie will request).

2. Fundraising for scholarships (not discussed due to absence of Christina)

3. Archiving previous BWIS documents, e.g. BWIS board in the past and audio recording of past seminars (Kathy, Vinita, Loralie)

4. Updating BWIS pamphlet with new pictures, achievement and highlights.

**Upcoming events:**

1. Goldhaber award presentation and reception
   - Scheduled for 1st week of August
   - It was suggested to invite the winner(s) of Chasman award to attend

2. Follow-up to the CARE Workshops
   - We have a remaining balance of $969 from previous CARE workshops.
   - A one-day workshop is proposed for the week after Labor Day weekend, with tentative focus on grant writing (including DOE early career) and mentoring.
   - Vinita will check room availability. Need volunteers as organizing committee and start regular meetings for planning early on. Carrie-Ann Miller will be invited to participate.
   - Vivian suggested to print out poster and advertise it at BNL and SBU as soon as a date is fixed.
   - Vinita will ask Doon and others for opening remarks and highlight it on poster.
   - Need better channels to advertise the workshop at SBU, e.g. poster at SAC.

**End of year activities:**

1. BWIS budget request has to be submitted early August
2. Need slate of new officers – election should take place in September
3. Membership renewal in October
4. Wine and Cheese reception early November