

Attendees: Vinita, Vivian, Linda, Bernadette, Christina, Yan, Arantxa, Kristine

Agenda Items:

1. High School Career Day
 - Date: March 20, 2014 (Thursday)
 - Location: Brookhaven Center
 - One additional Career Path presenter is needed. Three more volunteers are needed as the bus escorts. No training needed.
 - BWIS table needs to be set up at 8:30am. Exposition time is 8:45-9:45am.
2. CARE workshop and focus group update
 - A new focus group was established by Dr. Vatsal Bhatt (Sustainable Energy Technologies Department) on “Advancing Bench-Scale Concepts to Market”. A first discussion has been set on Feb. 21, noon-1pm at RSB room #1. Kimberley Elcess from TCP office will also attend. Invitation has been sent out to all focus group leaders and other groups/departments of interests.
 - A focus group on “Nanoscience” was proposed by Madhura Som (Ph.D student, SBU/MSE); help is needed to reach out to potential participants and speakers. Vivian suggested to include a senior mentor who can provide guidance on a regular basis. Another suggestion was to have the student work with a more senior group co-leader (postdoc or staff/faculty) so that early career scientists at other career stage can be included.
 - Alina Nazir has agreed to work together with Zulema Cabail for organizing focus group activities on “Life Sciences, Structural Biology and Environmental Sciences”.
3. BWIS website: Vivian noticed that some videos of past BWIS seminars did not show up at the BWIS website. Christina will work with Vivian and ITD to fix it.
4. BWIS member list and BWIS board list needs to be updated. It was suggested to advertise the board meetings on BNL event calendar (which will automatically link to BWIS homepage) instead of sending notification to all BWIS members.
5. Plans for a Women’s History month celebration
 - Date/time: March 8th (Saturday), 9:30am -12:30pm (tentative)
 - Seminars: 5 talks have been scheduled.
 - Event will be coordinated with WISE activity on-site (10-4pm) organized by Kristine. The WISE group may attend one talk during lunch.
 - Publicity: Jane at Media office is working on the press release; Vivian is preparing the poster. Invitations have been or will be sent to SBU/WISE, BNL/ASAP, Zonta, Long Island Physics Teacher Association, and BWIS members. It was suggested to send a lab-wise e-mail on the event. Vivian will check with Suzanne Davison about professional photography and taping.

6. Discussion of BWIS charter revision Committee draft
 - It was agreed that the board meeting minutes would only be circulated among and approved by meeting participants before final version is updated on the BWIS homepage.
 - Memberships dues have been discussed (see item 7).
 - More thorough reading and revision were requested for board meeting participants.
7. BWIS membership dues: it was agreed on that the fee for Full Membership and Affiliate Membership be increased to \$20/year. Life Membership will be a one-time fee of \$100. Vivian and Christina suggested to switch to more modern ways to pay the dues, e.g. paypal or Square in order to streamline the membership application and renewal process.
8. Sponsorship: Christina suggested to reach out to companies who are interested to support and sponsor activities/event associated with women in STEM fields, e.g. IBM, AT&T (<http://www.womenofatt.org/>). Big companies may need longer approval time for the budget while small companies may have more flexibility in terms of time frame.

Items planned but not discussed:

- Chasman scholarship – setup committee to rewrite scholarship guidelines
- Vote on BWIS logo

Action Items:

- Send e-mail to BWIS members (or board member only?) asking for volunteer as bus escorts on high school career day (Bernadette)
- Update BWIS board list and BWIS member list (Vinita)
- Fix problem with missing video on BWIS homage (Vivian, Christina)
- Send feedback on BWIS charter draft (all board members)
- Collect a list of companies as potential partners/sponsors for BWIS and seek for mechanisms for collaboration on future events (all board members)