

BWIS Quarterly Meeting
with Laboratory Leadership

December 19, 2017



Attendees: Doon Gibbs, Robert Lincoln, David Manning, John Anderson Jr., Robert Tribble, Anna Goldberg, Kathy Walker, Wen Hu

- I. Call to order by: Wen Hu
- II. Comments or questions regarding minutes from last meeting: None
- III. Open Issues:
 1. Follow up on the last quarterly meeting action items
 - a) Robert Lincoln:
 - i. track attendance and feedback from implicit bias training;
 - Third round of implicit bias training starts in January, 2018 with two new videos. Robert Lincoln plans to present feedback of implicit bias training to BWIS members during next BWIS General Meeting (January 11th).
 - ii. provide instructions to BWIS for administrative tasks;
 - Working on it.
 - iii. set up a meeting about discipline and awards with BWIS
 - BWIS met Shirley, Joanna to discuss how to have women in the Brookhaven Awards pool of nominees. Robert Lincoln is going to present data of awards gender diversity to BWIS members during next BWIS General Meeting (January 11th) and update how to advertise the Awards.
 - b) Will Safer/ David Manning:
 - i. Work with BWIS on diversity website
 - Will Safer is working on the Diversity website and going to provide an D&I link on main page that bring to Diversity website; needs to discuss with BWIS on how to best address BWIS recommendations
 - ii. Work with BWIS on membership campaign and distribution
 - Will Safer worked close with BWIS in advertising this membership campaign. 56 members renewed or signed up during Membership Drive Month (October, 2017), and 8 new members signed up during Wine & Cheese networking events. The results show that media advertising (such

as Monday memo, Brookhaven this Week, News, sign on main gate, etc.) works well in attract people's attention and makes BWIS more visible.

- c) BWIS:
- i. Provide BWIS handout pdf to Maggie Sullivan for distribution with other affinity group handouts
 - Final tweaking of membership form, Anna Goldberg will give electronic flyer to Maggie Sullivan as soon as finalized
 - ii. Meet with Maggie Sullivan and Ivy Algazy on the possible workshop
 - BWIS met with Maggie and AAAG, working on a workshop with the Ivy Network. The workshop has been approved and it is a 4 hours training course on Women's leadership for 25 participants.

IV. New discussion topics:

- a) BWIS budget for FY2018 Speaker series (BSA account No. 7609)
 - i. BWIS request \$9,850 for ALLOWABLE Expenses and \$2,300 for UNALLOWABLE Expenses (BSA account No. 7609) as budget for FY2018 Speaker Series. Robert Lincoln committed \$9,850 for ALLOWABLE Expenses from ALLOWABLE Expenses of Diversity office, and will find out about UNALLOWABLE Expenses (No. 7609). Menzel Smith-Jones is the point contact for BWIS speakers' arrangement, and need to include BWIS (Vivian Stojanoff) in the arrangement and reimbursement process. BWIS need to monitor the usage of the budget during the year.
- b) Signature authorization for BWIS budget (BSA account No. 7617 and No. 7609)
 - i. BWIS gratefully acknowledge the FY 2018 BSA Funding (BSA Account No. 7617). The signature authorization for BSA account No. 7617 is given to Wen Hu, Kathy Walker, and Vivian Stojanoff. Same is expected for BSA account No. 7617. Robert Lincoln will find out.
- c) Status of the Work-Life Balance Committee
 - i. Lorraine Davis is the presenter of BWIS to attend meeting of Work-Life Balance committee. No meeting from this committee recently. Robert Lincoln will look at charter of Work-Life Balance Committee and works on how to restart this committee.
- d) A place for placing plaque of Brookhaven Women in Science
 - i. Lab leaderships approved this idea to have a wall of plaques at Berkner Hall, and suggest that Discovery Park is a better place when it completed. It was suggested

to include underrepresented minorities for the plaque wall, to which BWIS agreed. Jack Anderson will work with Tom Daniels and BWIS to find a proper location. Robert Tribble suggests to have a Suffrage Trail map.

V. Past and upcoming BWIS events

- a) 11 events on calendar since last quarterly meeting (3 BWIS General Meetings, 4 Talks, 2 networking events, 1 workshop, 1 membership drive event)
<https://www.bnl.gov/bwis/events/>
- b) 56 members renewed and signed up during Membership Drive Month (October), 8 new members signed up during Wine and Cheese networking event
- c) Received 9 applications for Renate W. Chasman Scholarship – Advertising is important
- d) Possibility to hold Luna Fest with partnership between BWIS, Zonta and Lab
 - i. BWIS is planning to host Luna Fest 2018 with partnership of Zonta and BNL. This unique film festival highlights women as leaders in society, illustrated through nine short films by women filmmakers. The films range from animation to fictional drama, and cover topics such as women's health, body image, relationships, cultural diversity and breaking barriers.
 - ii. In order to host this Luna Fest, BWIS is going to donate \$350 to Luna Fest main beneficiary, Chicken & Egg Pictures, prior to hosting. BWIS plans to host Luna Fest in March, 2018 (Women's history month) in Berkner hall. BWIS will sale tickets for this film festival.
 - iii. Lab leadership team mentioned that BWIS need to go through review process for hosting this event at BNL and then signing user agreement if approved. BWIS need to provide more information for review process, such as content of films.
<https://www.lunafest.org/>

VI. Action Items:

- a) Robert Lincoln:
 - i. Give a presentation during BWIS General Meeting (Jan. 11th) and update of implicit bias training and data of data of awards gender diversity. – COMPLETE: talk was given on Jan. 11 noon to BWIS members, about 25 mins.
 - ii. provide instructions for administrative tasks;
 - iii. Find out the status of BWIS budget request (BSA account No. 7609) – COMPLETED: received \$2,000 for unallowable expenses for Speaker Series

- iv. Look at Charter of Work-Life Balance Committee and working on restart this committee.
- b) Will Safer/ David Manning:
 - i. Work with BWIS on diversity website, and provide an D&I link on BNL main page
 - ii. Continues work with BWIS on advertising BWIS events and articles
- c) Jack Anderson:
 - i. Work with BWIS to find a proper location in Berkner Hall for the wall of plaque
- d) BWIS:
 - i. Set up next quarterly meeting – COMPLETED: 3/20/18 at 3:00 pm
 - ii. Provide BWIS handout pdf to Maggie Sullivan for distribution with other affinity group handouts
 - iii. Follow up with Maggie Sullivan and Ivy Algazy for leadership workshop
 - iv. Provide information of 9 short films of Luna Fest for review process

VII. Adjournment at 1550 PM