

Monthly BWIS Meeting

November 19, 2018



Attendees: 16 + 1 on phone

- I. Call to order by: Anna Goldberg at 1210
- II. Comments or questions regarding minutes from last meeting: None
- III. Report on BWIS activities:
 - a) Director of Membership
 - i. Membership numbers
 - ii. Treasurer's report
 1. Lorelei met with the new/next Treasurer (Kelly Convery) to go over procedures.
 2. Online statements will be downloaded monthly and saved in the BWIS Share; a BSA and Financial sub-folder have been created in the BWIS Share.
 3. Lorelei will follow up on the PayPal situation.
 4. There is a new BSA form; Lorelei will post a link to the new form.
 5. When requesting reimbursement, please provide original receipt.
 6. There is also a tax-exempt form available for BWIS (BSA Account).
 7. All treasury-related questions should go to Kelly Anne Convery.
 8. Signature Authorization will be updated to include the current BWIS President and President Elect. (MOTION APPROVED)
 - iii. FY2019 budget update
 1. BWIS received a flat budget this year (same as FY18) but will request additional funding for FY19 due to the BWIS 40th Anniversary.
 2. Anna and Vivian will draft the memo request for additional funding for BWIS Anniversary as well as International Women's Day.
 - b) Director of Communications
 - i. Publicity status
 1. The Nov 8th Veterans' Day speaker (Bruce Kagan) went well with a nice turnout by BNL Veterans' Association members.
 2. Amber will ask Kagan if he is interested in receiving feedback.
 3. The next event is Nov 29th and features leadership development experts on increasing women in STEM.
 4. Amber will promote this event with the other ERG's.
 5. Amber has written an article, posted on the BNL calendars, and requested a poster.
 - c) Director of Programs
 - i. Past events
 - ii. Upcoming Events
 1. Speaker Series is booked for the rest of the year; this calendar was shared with those involved with practical support.

2. Vivian would like videos available on the BWIS website (Blue Jeans).
3. IWD needs a conference website; Vivian will reach out to Web Services (Chris Weaver) for assistance.
- iii. Work-life balance update
 1. Lorraine shared the minutes from the recent Work Life Balance Committee meeting, which recently resumed.
 2. Child care facility/services is a top priority for the Committee.
 3. Jen Abramowitz and Joe Gettler were nominated as co-chairs.
 4. Gail asked about the make-up of members; all affinity groups were invited; science is included as well as Facilities and Operations.
 5. There was some discussion on whether there will be a child care facility at Discovery Park. It was noted that this will be a non-federal provided service.
 6. Firoza will provide Marty Fallier's contact info to Anna.

IV. Open Issues:

- a) Open position: Social Media Officer
 - i. This position is still open.
- b) BWIS 40th Anniversary Celebration
 - i. Planning is ongoing.
 - ii. Amber provided an update last week. General agreement that we will use existing events to celebrate with the exception of hosting a BWIS Members Dinner or Reception (pending budget).
- c) Call for proposals from NPP
 - i. Marc-Andre will provide a description of this account to Anna.
 - ii. There has been confusion about an account dedicated to time spent on ERG activities.
- d) Go through BWIS boxes in Kathy's office
 - i. Anna will send a meeting invite to go through BWIS archives in Kathy's office (Lorelei also has several boxes).

V. New Business:

- a. BWIS Charter Section 8. Fiscal requires that the Treasurer "obtain a counter-signature from a President or a Trustee for any withdrawals" from the bank account. If the President and Trustee are not on the TFCU bank account, then their counter-signature is not meaningful.

Motion 1: Approve Kelly Anne and Loralie Smart to have signature authority for the TFCU bank account as the organization Treasurers as appointed by the Executive Board.

Status: MOTION APPROVED

Motion 2: Amend BWIS Charter:

- Section 8 Paragraph 3 Sentence 2 to read "The Treasurer shall have signature authority for the account and shall be required to obtain written approval from the President or President-elect for any withdrawals." This would allow the Treasurer

to make bank payments with an email or memo stating the approval of the President or President-elect.

- Add “Promotional Materials Officer shall:
 - Coordinate the purchase and storage of BWIS promotional materials.
 - Coordinate the delivery of BWIS promotional materials to and from events with organizing Officer(s), when requested.”
- Change 4.3.6.3.2. (Webmaster) to say: “Submit ITD requests for BWIS website changes, as required”

Status: MOTION APPROVED

- b. Quarterly I&D Steering Committee meeting update
 - i. Sexual harassment training providers are being looked into by the Committee;
 - ii. This training will be required for ALL lab employees and supervisors; supervisors will receive specialized training.
 - iii. Training will be scenario-based/interactive.
- c. Early Career Professionals at BNL Presentation update
 - i. Topics of interest to ECP and BWIS are hiring and retention.
 - ii. BWIS will work with Megan on collaboration on supporting these issues at the Lab.
- d. Directorate I&D Council updates
 - i. Each organization has its own I&D plan.
- e. Volunteer needs
- f. Other business
 - i. Vivian needs a check/payment for Bruce Kagan; she will follow up with Kelly.

VI. Action Items:

- a) Firoza will provide Anna with Marty Fallier’s contact info (Discovery Park development).
- b) Vivian needs a check/payment for Bruce Kagan; she will follow up with Kelly.
- c) There is a new BSA form; Loralie will post a link to the new form.
- d) Anna and Vivian will draft the memo request for additional funding for BWIS Anniversary as well as International Women’s Day.
- e) Amber will ask Kagan if he is interested in receiving feedback.
- f) Amber will promote Nov 29 event with the other ERG’s.
- g) IWD needs a conference website; Vivian will reach out to Web Services (Chris Weaver) for assistance.
- h) Marc-Andre will provide a description of NPP account to Anna.
- i) Anna will send a meeting invite to go through BWIS archives in Kathy’s office (Loralie also has several boxes).
- j) Vivian needs a check/payment for Bruce Kagan; she will follow up with Kelly.
- k) Lorraine to forward electronic minutes from Wok-Life Balance Committee meeting

VII. Adjournment at 1300