

**Commission on Women
Meeting Minutes
March 27, 2013**

Present: Sunshine Carter, Jessi Eaton, Fizz Forsey, Linda Klint, Susan Maher, Angie Nichols, Connie O'Brien, Paula Tracey, Gail Trygstad, Susana Pelayo Woodward

1. The meeting minutes from the 2/13/13 (GT/JEaton MSC), 2/27/13 (AN/SPW MSC) and 3/13/13 (FF/CO MSC with edit to SPW name) were approved
2. Decisions about the Luncheon were made
 - a. Entertainment: A pianist from the Music Department will play
 - b. Speaker: Susana Pelayo Woodward will be our guest speaker
 - c. Photography: We will ask Chris Davila to take photos
 - d. Flowers: JEaton will investigate our flower options
 - e. Announcements: We will not be sending out a postcard. Instead we will be sending out an e-mail to umd.biz and our cw.email listserv, along with an attached poster
 - f. Poster: JEaton will be designing a poster advertising the Luncheon
 - g. Chancellor & Connie Black: The luncheon is on the Chancellor's calendar. LK will be sending a personal invitation to Connie Black.
 - h. Program: FF will be working on the program. We are waiting to hear about the Take Our Children To Work event.
 - i. MC: Jessi Eaton will be the MC
3. Linda Larson Award
 - a. A new form has been developed for nominations: <http://z.umn.edu/lindalarsonawards>
 - b. The deadline of April 8, 2013 will be added to the form and will be included in the e-mail sent out to umd.biz, etc.
 - c. The spreadsheet will be shared with the CW members to review the nominations. Instructions on how to set up notifications will also be included in the e-mail.
4. Tea at the Tweed
 - a. CommuniTEA will be held on Wednesday, April 3. We've asked for people to tell us their story about how they came to be at UMD (which we will hang around the tea reception area. New employees (from truffle list) will also receive a personal e-mail. Paula is working on this tea. We will also have documentation about the CW, nominations and hopefully, a newsletter (PT working on).
5. By-Laws
 - a. The updated election form is ready to be distributed: <http://z.umn.edu/cwinterest>
 - b. Updated forms will also be sent out to returning CW members re: interest in officer positions and being a convener
 - c. Bylaws will be meeting next week to go over the Bylaws and offer any possible modifications to the group
6. CCT: We need someone from the CW to attend the April 3, 2013 meeting from 10-11:30am. Please let Linda know if you can attend in Julie's place.
7. Reporting Forum
 - a. Planning is underway with the many sponsors
 - b. The commission will be having a joint table at the event. Who can be our representative at the table on Thursday, April 4 from 12-1PM in Kirby Ballroom? Please let Linda know.
8. Take Our Children to Work Day: SPW is still waiting to hear about what programming will be offered by the UMD community for TYCTWD, which will be held on Thursday, April 25, 2013.
9. Take Back the Night: TBN will be held on Thursday, April 25, 2013, starting at 6:30PM at the Plaza downtown
10. Paula Tracey presented the Commission with the results of the 2012 Campus Climate Study (Student Focus Groups: GLBT, Women and Students with Disabilities)

Respectfully submitted,
Sunshine Carter