

WIE (PIC IV) Teleconference Minutes

January 19, 2021

1:00-2:00 pm EST

Meeting URL: <https://ufl.zoom.us/j/98333811496?pwd=czgwcGoyOSt1K0s1MHNaK0UxTTFtQT09&from=addon>

Meeting ID: 983 3381 1496

Passcode: 333921

Attendees: Bethany Brinkman, Janet Callahan, Jenahvive Morgan, Jessica Perez, Kristi Shyrock, Idalis Villanueva, Sandra Eskioglu

Excused: Claire McCullough, Lily Gossage, Brian Kirkmeyer

Absent: Krystel Castillo

1) Approval of minutes from December teleconference –

- *(December 2020 minutes approved on 1/19/2021)*

2) Bylaws Update- Janet

- **Talking Points:** The results from the ASEE WIE survey draft was shared with the officers on December 2020. A review of the results was briefly shared and discussed. A total of 116 individuals responded to the survey. Many provided advise to change the wording of the revised bylaws. Overall, there was an almost equal split between the name change of “Alliance for Engineering” and “Women in Engineering” division.
- **Actions to Take:** The WIE bylaws subcommittee composed of Jessica, Lily, Brian, and Idalis will evaluate the qualitative responses from the survey and share a report of the findings in the next meeting.

3) Awards Update– Lily

- **Talking Points:** Lily has asked (in written email prior to meeting) for additional volunteers for the awards and has agreed to order the swag for the Long Beach conference.
- **Action to Take:**
 - Jessica, Idalis, and Sandra have agreed to support Lily for the awards. Sandra will help in the Best Diversity Award and Jessica and Idalis will support both awards.
 - The award deadline was extended to match the ASEE 1-month extension announcement sent via email today. Bethany made this change on the website.
 - A budget of \$1,000 was approved for Lily to order the swag.

4) Diversity, Equity, and Inclusion- Claire

- **Talking Points:** In a written email prior to the meeting, Claire shared that on the fourth Thursday of the month (from 3:30pm to 5pm CST), running from January to May 2021. We will have a two-part virtual session: 30 minutes of guided networking, and 60 minutes of small groups for feedback on diversity, equity, and inclusion (DEI) related works in progress (WIP).
- **Actions to Take:** N/A

5) Update about ASEE Conference- Kristi

- **Talking Points:** Kristi submitted the CONECD panel (best diversity paper past awardees names) for the MIND panel and is waiting to hear back. She has asked for additional job posting and related announcement to include on the newsletter.
- **Action to Take:** Kristi will include Claire's written communication about the DEI virtual panels taking place on the fourth Thursday of the month (from 3:30pm to 5pm CST), running from January to May 2021. She will also include the details about the call for nominations from Jenahvive.

6) Treasurer's Report – Angela

- **Talking Points:** Nothing to report.
- **Actions to Take:** In a follow-up written communication with Angela, she clarified that Lily needs to provide an invoice from the company they want to order the swag from along with their ACH bank information and a BASS disbursement form so that ASEE can send the money electronically to them vendor.

7) Webmasters' Report – Bethany and Krystal

- **Talking Points:** Nothing to report.
- **Actions to Take:** Bethany will update the website with the new 1-month extension to the awards (refer to Lily's update). She will also include the details about the call for nominations from Jenahvive.

8) Other items – Idalis

- **Talking Points:** There was a question about our existing membership numbers and updates on DEI statements from the Full Board.
- **Actions to Take:** Janet will email Patti to get an update on the membership number information. Janet will email Beth to get an update from the DEI statements from the Full Board meeting.