

## **New Jersey Women's and Gender Studies Consortium Meeting - August 22, 2006 Minutes - Montclair State University**

Present: Ellen Freidman (The College of New Jersey), Mary Lynn Hopps (The College of New Jersey), Jyl Josephson (Rutgers-Newark), Sally McWilliams (Montclair State University), Lisa Mastrangelo (College of St Elizabeth), Joanna Regulska (Rutgers-New Brunswick), Catherine Raissiguier (New Jersey City University), and Anita Rosenblithe (Raritan Valley Community College).

### **I. Mission Statement.**

The group reviewed and revised the mission statement drafted by Catherine Rasissiquier. We discussed particularly the name of the group, how best to represent our membership, and how to incorporate the goals of the NJ Project that we are taking over while also differentiating this group from that project. The version we accepted is below:

The mission of the New Jersey Women's and Gender Studies Consortium is to ensure the continued strength, visibility and development of interdisciplinary women's and gender studies at universities and colleges in New Jersey. The Consortium stands as the formal organization of women's and gender studies programs, departments and initiatives across New Jersey. The Consortium serves as a network of WGS programs, departments and initiatives and provides collaborative space where WGS students, staff and faculty can share resources, knowledge and strategies for achieving our common goals of feminist, multicultural education, research and practices for social justice.

### **II. Structure**

We decided that the leadership of the Consortium would be "rotating co-chairs with staggered 2-year terms." We decided not to specify the number though two would probably be the usual practice. We will try to reflect in the choice of co-chairs the diversity of institutions and of program types around the state.

We need "by-laws" for the consortium which include the structures, membership etc.

**Task:** Draft by-laws for review at meeting in the fall.

Sub-committee: Wendy Kolmar, Catherine Raissiguier and Ellen Friedman

### **III. Budget and Membership**

Sally McWilliams told us that, when Paula Rothenberg closed out the accounts for the New Jersey Project, she turned over \$2,900 to the Consortium meant primarily for the continued support of the student awards. Sally now has a check for that amount but cannot deposit it through Montclair State because of overhead charges etc. The same would be true at other state institutions. We have two options, then, for handling funds for the Consortium: 1) an account at Wachovia Bank, which has expressed an interest in funded women's projects in the community; 2) a restricted account at Drew which would not have the same issues as such an account at a public institution.

**Task:** Sally will investigate the possibility of a Wachovia account; Wendy will confirm that we could set up a restricted account at Drew.

We also discussed the issue of whether or not to try to get institutions to continue the annual contributions that they were making to the New Jersey project. We agreed that we need to do this and to get out a letter to presidents very soon. We also agreed that, for this year, we would not ask individual programs to pay a membership fee but might consider that in the future, either as an annual contribution or as a fee for the conference.

#### **Task: Mailing to Presidents Requesting Continued Support**

- a. Get a list of all former institutional supporters (Lisa)
- b. Draft a letter to presidents (Joanna/Sally)
- c. e-mail to everyone telling them to talk to the President and Provost now (Sally & Ellen)
- d. create stationary and logo (logo coordinated with the web design)
- e. Mailing?

We do need to work out a budget estimating our expenses for the year, so that we can see whether we can cover them out of institutional contributions.

**Task:** Draft a Budget. Sally McWilliams and Ellen Friedman will take on this task as part of their work as co-chairs.

### **IV. Web Site**

The web site for the consortium is currently hosted by Bergen County C. C. and was set up by Maria Makowiecka. There were some issues last year with it not getting updated but this may have been because people were not sending Maria information.

We need to find out if Maria wants to continue to host the site. Joanna said that Rutgers might be able to host it if all it involved was updating the site with information submitted by others; she has a graduate secretary who could take care of that. But she also pointed out that we have to figure out if that is the task or if we want someone to be more proactive in developing the site. We decided that probably the main task will be regular updating and that it is the responsibility of individual consortium members to send information about events and of co-chairs and committees to provide information to be added to the site.

Who is the audience for the web site??

Consortium members (for information sharing)

Faculty & Administrators around the State (for speakers bureau info)

Administrators who support WGS

Web site content:

Main pages should be about the consortium and its activities

Speakers listing

Student essays

Links to all of the programs in the consortium

Other resources (or should they just be provided by members' sites?)

**Task:** Web site committee will meet to pursue these issues and decide where the web site should be housed and how it should be structured and maintained.

Sub-committee: Joann Regulaska, Mary Lynn Hopps, Maria Makowiecka, Wendy Kolmar

## **V. Conference – April 13**

The conference will be held this year at Montclair State, so Sally McWilliams is coordinating it. She has a four-member selection committee in place. The theme for the conference is "Local/Global" though we still need a title. However, as we agreed at NWSA, the topic for paper submissions will be open.

We had a long discussion of the process for selecting papers. We agreed that each campus would run its own selection process in whatever way faculty members on that campus decided. Each campus will select 3 papers for consideration for the prize. These papers will be presented at the conference. The paper selection committee will also put the panels together. Submissions should be, as with the NJ Project awards, from spring, summer and fall 2006 courses. Campus deadlines will be sometime in December and the deadline for submission to the consortium will probably be around Feb 1.

The keynote for the conference will be Nancy Naples. She has been promised a \$1000 honorarium + travel. We discussed how we would defray the costs of the conference and talked about the possibility of fees from Consortium members for submitting and participating as well as some modest registration fee for students.

**Task:** Conference planning, paper selection etc.

Sub-Committee: Catherine Raissiguer, Sally McWilliams, Ellen Friedman, Ieva Zake

## **VI. Speakers Bureau**

The Consortium will also be taking over the Speakers Bureau from the NJ Project. We agreed that we will have to operate in a different way given that we do not have a staff person who spends a large part of her time on this project. Catherine suggested that we simply have a list of speakers on the web site who are available. The consortium will maintain and update that list. On the web site, we will also have guidelines for presenters, and guidelines for hosting a speaker along with a suggested fee (\$200??).

We discussed the issue of trying to collect a share of the fee as the Project did for many years. We agreed that that would be voluntary. In the guidelines for presenters on the web site, we would suggest that speakers give the Consortium 25% of their speaking fee but we would leave it to individuals whether they do or not.

**Task:** Explore these issues and develop guidelines for presenters and hosting institutions.

Sub-committee: Jyl Josephson, Rebecca Basham, Arlene Scala, Anita Rosenblithe

**Next Meeting: Tuesday, October 17 11:30-1:00, College of Saint Elizabeth**

Main agenda item: By-laws

Reports and updates from Committees on:

Web Site

Membership

Conference

Mailing & Fundraising

Respectfully submitted,

Wendy Kolmar

Minute-taker du jour