

Attending: Ellen Friedman (TCNJ), John Landreau (TCNJ), Mimi Dumville (RaritanVCC), Marie Mele (Monmouth), Rebecca Basham (Rider), Dana Dilullo (TCNJ), Catherine Raissiguier (NJCU), Mary Lynn Hopps (TCNJ), Sally McWilliams (MSU)

I. Conference:

Sally updated the group on the conference budget and planning. Discussion followed about registration fees and posting of registration form on NJWGSC website.

ACTION:

- a) We decided that there will be a fixed \$15 registraton fee (for student presenters, too) for the conference; the fee will include lunch. Schools that have paid their 2006-07 Institutional Membership will receive two free registration tickets for the upcoming conference (tix will be mailed to each institution). Each registrant will need to complete an individual registration form; this form will be emailed to the NJWGSC list for copying and distribution by each institution, and will be posted on the NJWGSC website.
- b) Sally will send out requests for panel facilitators once the panels are organized.
- c) We agreed to hold our next business meeting during the lunch break at the conference.

II. Budget:

Sally reported that we have currently have \$15,931.88 in our newly established Wachovia checking account. [Note:\$2931.88 is earmarked for student awards due to the stipulations from the NJ Project when Paula Rothenberg generously passed those monies on to the Consortium.] We expect to spend approximately \$1200 from the general budget plus \$750 from the student awards allocation on the upcoming conference. Discussion ensued about how to plan for next year: do we want to hire a part-time employee (possibly a graduate student) to handle duties such as development of an e-newsletter, administration of the website, coordination the speakers' bureau, and coordination of a faculty conference and the summer retreat (all under the supervision of the NJWGSC's co-chairs)? Do we set aside a certain % of the budget for the conference?

ACTION:

- a) Dana offered to gather more information about filing for 501 (3c) status; she will discuss her findings with the co-chairs.
- b) Ellen agreed to find out more about hiring a part-time employee for the Consortium.
- c) It was agreed that we need to do some long-term planning for the Consortium at the upcoming summer retreat.

III. Website:

More information needs to be shared with Maria at Bergen CC who is currently updating the website.

ACTION: once we find out about a part-time employee we will revisit the issue of maintenance of the website.

IV. NWSA lunch table:

Ellen will coordinate organizing a lunch table at the conference.

V. Speakers Bureau:

We have had some requests for the SB listing; Sally has forwarded the last version of the NJP's listing to those asking for speakers.

ACTION: Dana will begin to work on updating the SB listing and the language for the website under Ellen's supervision

VI. Summer Retreat:

Marie offered for Monmouth University to host the upcoming summer retreat.

ACTION:

Please put this date on your calenders:

NJWGSC Summer Retreat--Thursday, June 21, 2007, noon-4pm at Monmouth.

Submitted by Sally McWilliams

Please join the NJWGSC for the 2007 Undergraduate Research Colloquium on Friday, April 13, 2007, at Montclair State University.