

NJWGSC October 17, 2006 Meeting MINUTES - October 17, 2006 - @ College of St. Elizabeth's

Attending: Johanna Foster (Monmouth), Ellen Friedman (TCNJ), Anita Rosenblithe (RVCC), Lisa Mastranglo (Coll St E), Wendy Kolmar (Drew), Deborah Drammdfisch (Centenary C), Sally McWilliams (MSU), Catherine Raissiguier (NJCU)

OLD BUSINESS:

Minutes from the August retreat were accepted.

NEW BUSINESS:

1. **Dissemination of minutes:** Minutes of past meetings will be posted to the NJWGSC webpage after they have been sent to the list.
2. **By-laws:** reviewed the proposed document prepared by Wendy and Catherine ("many thanks!!"); with minor revisions the document was unanimously adopted. Revised by-laws are attached to this email.
3. **Conference preparation:** Sally reported that the cfp has been sent to the list. She will send it out again soon as a reminder to faculty/administrators to reach out to their students.

Conference registration fees: much discussion happened on this issue as the Consortium can't afford to defray the cost of the conference without registration fee income (and due to the current fiscal constraints it isn't clear if MSU will contribute monies to the conference as has been the case by hosting institutions in the past). The group decided that we would charge \$25 per faculty attending the conference, \$25 institutional contribution per student presenter, and other non-paying attendees would have to pay \$5 per person for lunch (making a lunch reservation in advance).

4. **Speakers Bureau:** Anita reported that she and Jyl (RU-Newark) met on 9/18 to discuss the guidelines for speakers, guidelines for hosting institutions, and outreach. Wendy volunteered to assist in drafting language for a preamble to the speakers bureau link on the Consortium's webpage. The preamble will stress the clearinghouse capacity of the site, include suggested hosting guidelines along with other pertinent information regarding arrangements between hosting institutions and speakers. The subcommittee will present a draft of the preamble to the Consortium by the end of November. Ellen volunteered that her student assistant could begin work on updating the current list of speakers; we need to provide her with specific questions to ask speakers for this work to happen.

5. **Budget & Fundraising:** Ellen reported the proposed budget—

Expenses		Income	
Student asst. \$1000 (variable)		Institutional memberships	??
Supplies	100	Conference registration	\$750
Mailing	100	NJP money for awards	750
Conference	3500		
Student awards	750		
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Total	\$5450	Total	\$1500*

*without inst. Memberships

The expenses for the conference will necessarily be reduced if we do not receive adequate institutional memberships. We will reassess our budget situation in December.

The Fundraising letter is going out to 207 institutions/individuals thanks to the hard work of Lisa and her secretarial staff!! A copy of the letter will be sent out on the list so that faculty/administrators can speak to their presidents and provosts about supporting the Consortium’s work.

Sally will see about applying for a tax ID so that we can open a non-fee account at Wachovia.

Deborah suggested we look into outside sponsorships for the conference; Sally will investigate the Women’s Fund of NJ as a possibility. Deborah also mentioned the Garden State Women’s Magazine—someone needs to investigate this possibility.

Next meeting: hosted by Ellen at TCNJ, Wednesday, February 28, 2007, 10-11:30AM.

Meeting adjourned at 12:30pm.

Minutes submitted by Sally