Women's Caucus Executive Board Meeting Minutes  
April 15, 2016  
105 Hullihen Hall  

Board members present: Robin Andreasen, Heather Doty, Jodi Drake, Megan Gaffney, Helga Huntley, Stephanie Kerschbaum, Shannon Lennon-Edwards, Christine Scheirer Mangat, Susan Williams, Regina Wright  

Excused: Karren Helsel-Spry, Margie Kiter Edwards, Katie Meier, Elaine Salo  

Guests: Sage Carson, Frank Newton, Fatimah Stone  

1. Adoption of the agenda  
   
   Agenda was approved.  

2. Approval of the minutes from the March 2, 2016 meeting  
   
   Minutes were approved. M. Gaffney will post.  

3. Guest: Frank Newton  
   
   Discussion of constituent concerns about parental leave with Sage Carson, Frank Newton, and Fatimah Stone  

4. Announcements  
   - Update on Torch Event: J. Drake will work with Caffe Gelato on logistics.  
   - Update on General Meeting and Board Elections: J. Drake put down the Klondike Kate’s deposit and has booked the room from 12:00-2:00; will order food next.  

5. Parental Leave Policy  
   
   Working group will make updates to the document based on suggestions from S. Carson, F. Newton, and F. Stone.  

6. Torch Award  
   - Vote: Nancy Targett was unanimously selected as this year’s recipient. **C. Scheirer Mangat** will ask if Katy O’Connell will introduce her.  
   - Next Steps: J. Drake will book room, order food, and order award. **C. Scheirer Mangat** will submit webform for UD photographer and webform for Media Services (microphone and speaker). **C. Scheirer Mangat** will handle nametags.
Next year: Torch Award nomination period should open earlier (January?) to give people more time to submit their nominations. We might want one board member to be in charge of the Torch Award planning and nominations process.

7. **Publication**: not discussed

8. **Additional Items**: none.

**Next meeting**: Wednesday, May 4, 2:00-4:00 PM, Jastak-Burgess

Meeting minutes submitted by Megan Gaffney