

Boston University Women's Guild

Annual Business Meeting

Friday, May 3, 2024

1 Silber Way, 9th Floor, Kenmore Room

12:00 PM – Lunch

12:15-1:30 PM – Meeting

Zoom: <https://bostonu.zoom.us/j/96885701543?pwd=R3lFaVByam9HOghUYlpXaStZOElxQT09>

Attendees: Amanda Urias, Suzanne Maselli, Judith Sandonato, Jin In, Korinne Dizon, Beverly Brown, Janice Freeman, Maureen McCarthy, Kara Mullen, Patricia Castaldo, Elizabeth Flagg, Helen Flagg, Nancy Geourntas, Suzanne Kennedy, Carolina Gonzalez-Aller Winslow, Jana Mulkern, Jen Lloyd, Tess Carrington, Rachelle Joseph, LaNeia Thomas, Mary McCabe, Karen Murphy, Barbara Maratos, Holly Conviser

Report of the Secretary – Holly Conviser

- Present minutes from April board meeting
- Nancy made a motion to accept the minutes and Suzanne made a second motion. All were in favor.

Report of the President, Amanda Urias

- Showed list of officers and committee members, robust group of volunteers working on committees this year
- Report of the President
- Highlights of the year are in the written report, will let everyone else go into detail on their reports
- Has been a year of new programs, initiatives, ideas, board members
- Also been a year of affirmation and renewal, established our charter and revised bylaws, which will vote on in today's meeting
- Offered exciting programming for members and BU community, held true to mission identified in charter
 - Promote diversity, inclusion, and community
 - Build community belonging and friendship
 - Promote scholarly, intellectual and professional contributions of all who identify as women
 - Support BU students by fundraising and awarding, scholarships
 - Support grad students by serving as stewards of Fisk House and subsidizing grad housing
- Continued to establish our governance legacy
 - Submitted new charter to Provost ad interim, request to be a formally recognized unit of the Office of the Provost
 - Been volunteer organization for nearly 70 years
- Extended invitation to incoming President, Dr. Melissa Gilliam to be BUWG honorary president, she did not accept to personally fill the roll
 - She will appoint someone from her team to be honorary president and be her representative after she is formally here in July
 - She agreed to be keynote speaker for BUWG/ WOCC Allyship event in early 2025

Report of the Secretary, Holly Conviser

- Board Meetings Report
- 8 Monthly board meetings Sept 2023 – April 2024
 - Meetings to report on monthly and upcoming activities
 - Open to all members of BUWG and WOCC, attendance mostly officers, chairs, committee members

- Held via Zoom on Fridays at 1pm, will continue same schedule next year
- Average attendance: 19-20 pp (last year 14-15)
- Sept, Nov, Feb largest attendance

Report of the First Vice President, Suzanne Maselli

- Programming Report
- Main task is to oversee programming efforts, easy lift thanks to help of other committees: WOCC, membership, governance, Fisk House, awards
- 16 in-person events, up a bit from last year
- June 2023 board planning retreat helped provide framework for this year's events
- Carolina – administrative coordinator provided invaluable logistical support
 - Made revisions/ updates to the Event Host and Communications guides
- Recruited new committee member – Hannah Emmert
- Displayed list of all events, a few successful highlights:
 - Pay equity lunch & learn with 3 Deans
 - International Women's Day celebration
- One event on Medical Campus, would like at least two in coming year
- Annual awards lunch: Barbara Jones, Dean of the School of Social Work, will be speaker

Report of the Second Vice President, Jin In

- Membership Report
- Tripled committee membership: lots of collaboration, innovative ideas
- April 2024: 172 total members including 47 WOCC in 4 (condensed from 15) broad categories:
 - 107 staff, 8 faculty, 10 retired, 47 non-BU (friends and lifetime members)
 - Working on cleaning up data and starting fresh
- First ever membership survey with over 60% response rate
 - Topics of most interest – career development, pay equity and mentorship
 - Events held on both topics
 - Why joined BUWG - #1 networking and community
 - Most valuable reason for being BUWG member – networking and community
- New Ambassador program with 21 ambassadors
 - Displayed list of names
 - Meeting with them informally on why they joined and became ambassadors
 - Heartwarming and individual stories
- Ambassador toolkit with graphic design
 - Helen created it to symbolize ambassador program
 - Snapshot of mission, possibly add to nametags
- Discussion of ordering formal nametags for BUWG board, committee members, and ambassadors

Report of the Treasurer – Korinne Dizon

- Financial Report
- Stewardship for over \$1.4M in spendable monies, 18 funds and principle endowment funds
- 2023-2024 financials:
 - 2023 awarded \$135k in scholarships, awards and prizes
 - 2024-2025 will award \$257k in scholarships, awards and prizes, more aggressively planned spending of Kathryn Silber endowment

- 16 events, expenses \$25k to date, \$30k expected by end of year
- Operating expenses \$1300, Fisk House \$2100
- Fund Balances
- Record keeping, make sure everything is charged in right place
- Some accounts we can transfer expenses to
- Carpenter Fund and Women’s Council funds – start charging for future events and transfer \$1000 overrun from Gallagher account
- Record keeping, expense tracking and consistency – very important
- Fisk House endowment – try to repurpose very large restricted balance for work with DAR, President’s office
- Kathryn Silber endowment carries large balance of \$257k, generates \$70k in revenue or interest income
 - Hoping to spend down this and other endowment funds in coming years
- Establish budget for events and initiatives, be transparent with expectations

Report of the Women of Color Circle (WOCC) – Zephyre “Tess” Carrington-Waite and Jennifer Lloyd

- WOCC executive board has stayed the same for the last year
- Expanded committee, added chairs to each committee
 - Membership: Rachelle Joseph
 - Communications: Tasha Coughlin
 - Programming: Christa Rose (last year), will need to fill position going forward
- Committee members: Tahlia Bragg, Karen Coleman, Kadambari Rawal
- Meetings held via Zoom
- 47 registered members, 180 on mailing list, trying to convert to members
 - Trying to align membership with BUWG annual membership
- Accomplishments:
 - Juneteenth: First year collaborating with Faculty & Staff Community Network of Color (FSCN)
 - Networking breakfast
 - Chat and Chew
 - International Women’s Day celebration
- Looking Ahead:
 - Juneteenth collaboration with Faculty & Staff Community Network of Color (FSCN)
 - Networking breakfast
 - Conversations re: partnering on workshops with Organizational Development and Learning
 - Allyship event: new President Dr. Melissa Gilliam speaker
 - Skipped allyship event this year due to lack of speaker

Report of the Governance Committee – Samantha Khosla

- Bev Brown reported on Governance 2023-2024
- Met this year as needed
- Organization is 68 years old, by-laws were last changed pre-pandemic, do not reflect Fisk House, many other deficiencies, needed modernization including language used for who is eligible for awards and membership, needed to be upgraded to be more inclusive
- Revised charter and overhauled by laws
 - Committee presented charter to the board for a vote at February board meeting
 - Discussions on by-laws at February, March and April board meetings
 - Board received draft of by-laws for first reading in March
 - Voted in April to approve and forward to membership for a vote at this meeting

- Charter is guiding principle of who we are, by-laws are the nuts and bolts - ex. who can be a member, term limits etc.
- Membership received text on April 19, two weeks prior to this annual business meeting
- Charter initially approved in spring 2023, text revised during 2023-2024 session, will be incorporated into by-laws as section II – Purpose
 - Board voted to approve revision at February board meeting, Khosla took comments and feedback into account and brought to committee and board for discussion
 - Board approved revision of charter, full charter was read today
- Difference in opinion about inclusive language to describe gender
 - Board settled upon “all who identify as women”
 - BUWG nearly 70 years old
 - Using word “women” with modification is meant to be inclusive
- Charter and by-laws are living documents, should be reviewed and revised regularly to adjust language aligned with our mission of inclusion
- In 2024-2025 – committee proposed to conduct focus groups with members of trans and non-binary community, possibly other groups also, discuss BUWG purpose and programs
- Goal to update by-laws to reflect our practices and make document clear and simple
 - Charters for committees and officers – descriptions of duties, operational guidance, timelines
 - Revised article V: University President or partner or designee invited to serve as honorary president of BUWG
 - Broadened choices for President’s office to be committed to BUWG
 - Quorum for executive board should be 51% and quorum for annual meeting should be 10%
- Highlights
 - Allow for standing committees to have co-chairs
 - Article IV, section 4 – fiscal year same as BU: July 1 – June 30
 - Article VII, section 5 – relax term limit for committee chairs
 - Article IX renamed “Awards – Annual and Housing”
 - Section 5 – Fisk House committee review applications and recommend awardees
 - Section 6 – Fisk House committee review applications for additional housing awards
- Committee presents 2024 by-laws to membership for consideration and vote
- VOTE: Updated BUWG Charter and By-Laws
 - Bev asked for a motion to approve, any discussion, all in favor
- VOTE: Slate of BUWG Executive Board Officers, Committee Chairs 2024-2025
 - Two committees will have additional chairs
 - Awards – Krystie Dickson
 - Fisk House – Sandra Grasso
 - Chairs and officers can change as needed, can bring to board at any time
 - Bev asked for a motion to approve, asked for a second, all in favor

Report of the Awards Committee – Elizabeth Flagg

- Expanded to 11 members, 5 teams of 2 members each
 - New members: McCabe, Deal, Rawal
- Solicit applications and select awardees for BUWG and BUWC scholarships
- Administer Florence Engel Randall Fiction Awards
 - Open to all undergrad and grad students
- Met in fall to review last year’s rubric and made updates

- Carolina supporting annual awards lunch
- Doubled amount of funds able to award
- 213 complete applications
 - 55 awards: most are \$5000, some are \$2500
- Total disbursement of all awards: \$257,500
 - Likely do award similar amount for few years while we spend down Kathryn Silber fund
- Awardees are informed, collecting their info, invited to annual lunch event
 - Request awardees to submit photos and bios for BUWG website

Report of the Communications Committee – Maureen McCarthy, Sam Macriss, Kara Mullen

- Kara reported: website: reflection of work everybody does
 - Refreshed pages and content for “Join us in Giving” section
 - New Ambassadors page
 - Added event photos and included BUWG photo gallery, growing photo library
 - News section
 - Annual award winners page
 - Web calendar
 - Clean up events archive
- Maureen reported: content development
 - Newly developed news section
 - Turnkey content templates
 - Pre and post-event, thought leadership, video content, giving day, women’s day, membership campaign, scholarship awards, community building, news briefs with photo galleries
 - List of BUWG news and thought leadership content monthly or bi-monthly since June 2023
 - Social Media, Twitter/ X
 - 219 followers: promote content, campaigns
 - Top post: National Policewomen’s Day – 3912 impressions
 - LinkedIn
 - Total followers: 387
 - Top posts:
 - BUWG membership post: over 2000 views
 - New president welcome: 1806 views
 - Women in Tech post event: 1417 views
- Email support: 48 email campaigns
- Deidre Fisher retired, welcomed Sam Macriss
- Email campaign support
 - Average open rate, all industries – 21%
 - Average open rate, education – 35%
 - BUWG open rate – 50 to 60 to 70%, audience engaged

Report of the Development Committee – Patricia Castaldo

- Two very successful development efforts
 - Giving Tuesday – November 28
 - Raised \$1070 from 12 donors for BUWG endowed scholarship fund
 - Giving Day – April 3
 - Theme: 10 years of giving
 - Raised \$3533 from 33 donors for BUWG endowed scholarship fund
- Thanks to Communication Committee

- Increased number of donors for past 3 years
- First time sending thank you notes to donors
- Updated “Join us in Giving” page on website
- BUWG endowed scholarship fund campaign – 56.75% of \$250,000 goal met
- Goals for upcoming year:
 - Recruit additional committee members – 3 asks out now
 - Enhance stewardship activities
 - Explore match and challenge opportunities for Giving Day with board participation
 - Planned giving initiative to aid in meeting campaign goal
 - 70th anniversary approaching – perhaps messaging around that to meet fundraising goal

Report of the Fisk House Committee – Judith Sandonato

- November evening at Fisk House event: wonderful, heard from residents, shared their stories, student performances
- December – established spring application timeline with Residence Life area Director Beza Begosew
- Fisk House charges added to webpage
- Fisk House residents’ point of view pieces on website and LinkedIn
- Discussed creation of applications review rubric – areas of evaluation: financial need, quality of reference letters, personal statement on why they wish to live in Fisk House and what they hope to contribute to community
- February – met with financial and residence life administrators and housing directors to discuss housing charging process for summer 2024 and AY 2024-2025
- Student account charged in full then BUWG housing award applied to offset large part of expense
 - FY 25 housing rate increase, students pay \$2100 per semester
 - Summer 2024 monthly charges - \$667
- Application went live January 1, deadline March 31
 - Review period: April 1 – 15, review April 16, students notified May 1
 - 9 vacancies for 2024-2025
 - In total: 15 students and 1 RA reside in Fisk House (8 singles, 4 doubles)
- In future – capture headshots and quotes of residents

Looking Ahead 2024-2025 – Amanda Urias

- 2024-2025 Projects and calendar highlights
- Welcoming new honorary president
- Summer strategic planning meeting for 2024-2025
- Further establish BUWG ambassador program
- Pilot new graduate student housing award with excess Fisk House endowed funds
- Present budget to board, discuss financial priorities and standards, establish system for financial requests
- With General Counsel, convert purpose of Fisk House endowed operational funds to support the work of the Guild
- Maximize use of administrative coordinator support in areas beyond event support
- Move BUWG files from Google Drive to MS SharePoint/ Teams
- Continue to define and develop committee charters and other process documents as legacy documents for the work of the Guild
- Upcoming plans:
 - May 23: Annual awards lunch
 - June 17: Juneteenth celebration

- TBD: executive board FY25 programming & strategic planning meeting
- Fall 2024:
 - Membership drive
 - Newcomers lunch
 - Lunch & Learns
 - WOCC Chat & Chews
 - Her voice, her message, thought leadership posts
 - November Giving Tuesday campaign
- Spring 2025:
 - BUWG & WOCC allyship event
 - April Giving Day campaign

New Business

None

Adjourn