

ACE NY Network for Women Leaders in Higher Education
Executive Board Meeting Minutes

November 7, 2008

PRESENT on conference call: Marguerite Buseti, Janet Glocker, Maryruth Glogowski, Marta Newkirk, Sandra Susman Palmer, Clara Wajngurt, and Katrina Zalatan

Meeting was called to order at 4:00 p.m.

State Coordinator Maryruth Glogowski facilitated the meeting, addressing the following key agenda items:

1. Reviewed and approved minutes of October 3, 2008.
2. Marta Newkirk, Assistant Dean of Student Services, from Dutchess Community College was introduced and invited to review the OWHE activities of the Mid-Hudson Association of Women in Higher Education. They expect to have attendance of 210 at their annual fall conference in Poughkeepsie next week. Marta Newkirk was subsequently elected as a member of the executive board.
3. **Conference Report:**
 - a. The agenda noted what was confirmed to date:
 - Confirmed at Mercy College for April 3, 2009
 - Theme: Dance of Change
 - Speaker: Robin Denise Johnson, PhD
 - b. Marguerite sent Maryruth a mailing list of Presidents and VPs for publicity distribution. The board agreed that a letter should be drafted to make them aware of the upcoming state conference and solicit an institutional representative if they do not yet have one. No one was assigned to draft the letter.
 - c. Board members discussed the schedule for the conference and potential panelists for an academic and student affairs panel. The local arrangements committee members agreed to send the board members a draft schedule for review.
 - d. We need to determine costs for the keynote speaker Dr. Johnson (travel, lodging, etc.). Judy Kirkpatrick may have this information, as she was the board member who arranged the speaker.
 - e. It was agreed that the board would have a face-to-face meeting at the conference.
4. **Next Executive Board Meeting (conference call):** December 5th, 3:00 p.m.: local arrangement committee will give an update about the panels and the budget (assuming revenue from a fee of \$70 per person).

The meeting adjourned at 4:35 p.m.

Respectfully submitted,
Katrina Zalatan, Secretary