



BU Women's Guild

Advancing Women. Building Community.

Executive Board Report FY24



BUWG Officers 2023-2024



Women's Guild



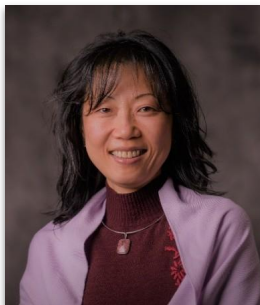
Honorary President:
Janice Freeman



President:
Amanda C. Urias



1st Vice President:
Suzanne Maselli



2nd Vice President:
Jin In



Treasurer:
Korinne Dizon



Secretary:
Holly Convser

BUWG Committees 2023-2024



Women's Guild

Women of Color Circle

Co-Chair: Zephyre "Tess"

Carrington-Waite

Co-Chair: Jennifer Lloyd

Secretary: Seferine Baez

Programming: Christa Rose

Recruiting: Rachelle Joseph

Tahlia Bragg

Karen Coleman

Kadambari Rawal

Awards

Chair: Elizabeth Flagg

Seferine Baez

Beverly Brown

Zephyre "Tess"

Carrington-Waite

Shayne Deal

Holly Conviser

Krystie Dickson

Linda Doerrer

Mary McCabe

Samantha Khosla

Kadambari Rawal

Communications

Chair: Maureen McCarthy

Co-Chair (thru Feb 2024):

Deidre Fisher

Web Specialist: Kara Mullen

Sam Macriss

Development

Chair: Patricia MacKinnon

Elizabeth Flagg

Amanda Urias

Finance

Chair: Korinne Dizon

Suzanne Kennedy

Caitlin (Cady) Steinberg

Fisk House

Chair: Judith Sandonato

Beverly Brown

Elizabeth Flagg

Nancy Geourntas

SandraJean M. Grasso

Jana Mulkern

Governance

Chair: Samantha Khosla

Beverly A. Brown

Debbie Bazarsky

Membership

Chair: Jin In

Holly Conviser (per bylaws as
Secretary)

Helen Flagg

Rachelle Joseph

Mariana Stoyancheva

LaNeia Thomas

Programming

Chair: Suzanne Maselli

Hannah Emmert

Christa Rose

- Report of the President: Year-end Report
- Report of the Secretary: Board Meetings
- Report of the 1st Vice President: Programming Committee
- Report of the 2nd Vice President: Membership Committee
- Report of the Treasurer: Financial Report and Fund Balances
- Women of Color Circle (WOCC) Report
- Awards Committee Report
- Communications Committee Report
- Development Committee Report
- Fisk House Committee Report
- Governance Committee Report
- For Vote: Proposed Revision to the BU Women's Guild By-Laws
- For Vote: Slate of 2024-25 BUWG Executive Board Officers & Committee Chairs
- Looking Ahead 2024-2025

BU WOMEN'S GUILD 2023-2024

2023-2024 was a year of new members, new ideas, new programs, new initiatives, and new awards. It was also a year of affirmation and renewal. We finalized and established a charter. We revised our by-laws. We offered exciting programming for our members and the BU community. And we held true to our mission to:

- Promote diversity and inclusion
- Build community, belonging, and friendship
- Promote the scholarly, intellectual, and professional contributions all those who identify as women make to BU
- Support BU students by fundraising for and awarding scholarships
- Support graduate students by serving as stewards of Fisk House and subsidizing graduate housing

In continuing to establish our governance legacy, the Guild made two important moves:

- Submitted our newly established charter to Provost *ad interim* Kenneth Lutchen with a request to be a formally recognized unit of the Office of the Provost
- Extended a formal invitation to incoming University President Dr. Melissa Gilliam to be the BUWG honorary president - Dr. Gilliam agreed to appoint a member of her presidential team to this role after her arrival in July 2024

In the following pages, you will find numerous details highlighting the accomplishments of the officers and committees, all volunteers, who support the work of the BU Women's Guild. I am proud to work alongside each of the volunteers who spend their time and energies to make the mission of BUWG a reality.

- Amanda C. Urias, BUWG President, May 3, 2024

BU WOMEN'S GUILD 2023-2024 - Highlights

- BUWG membership stands at 172
- Women of Color Circle membership is 47
- Conducted first Membership Survey
- Established inaugural BUWG Ambassadors program
- 16 events
- Monthly remote board meetings held via zoom
- \$4,500 raised toward the principal of the BUWG Endowed Scholarship Fund, now at \$142,000
- \$257,500 in scholarship awards will be made this May for the 2024-2025 year, \$120,000 more than prior year
- Fisk House residents fully established in BU systems with Financial Aid, Housing, Residence Life
- \$120,000 awarded in support for Fisk House graduate student housing in 2023-2024
- BU charter approved by the executive board and by-laws fully revised
- Guides, charters, and other governing documents and processes continue to be developed and refined for officer, chair, and committee roles to further support the structure and longevity of the Guild
- Robust and effective communications efforts supported all BUWG & WOCC programming and projects
- Fully onboarded administrative coordinator with 25% time dedicated to support BUWG events and operations

BUWG Executive Board Meetings 2023-2024

Executive board meetings of the officers, chairs, and committee members of the BU Women's Guild for 2023-2024 were held primarily via zoom and open to the entire membership of the BUWG and the Women of Color Circle (WOCC).

- September 15, 2023
- October 6, 2023
- November 3, 2023
- December 1, 2023
- January 12, 2024
- February 2, 2024
- March 15, 2024
- April 5, 2024
- May 3, 2024 - Annual Business Meeting (in person with hybrid attendance)
- TBD Summer 2024 - Board FY25 Programming & Strategic Planning Meeting (in person)

Report of the 1st Vice President: Programming Committee



Women's Guild

BUWG Programming Committee Year in Review

- June 2023 BUWG Board Planning Retreat provided framework for academic year events
- 16 in-person events, including contributions from WOCC, Membership, Fisk House and Awards committees
- Further revisions/updates to the Event Host and Communications Guides
- Recruited and welcomed committee member Hannah Emmert
- Administrative coordinator Carolina Gonzalez-Aller Winslow's logistical support has been invaluable

BUWG Events 2023-2024

June 15, 2023	WOCC Juneteenth Celebration with Faculty and Staff Community Network of Color
September 6, 2023	WOCC Networking Breakfast: Mumtaz Badshah Brown Assistant Vice President, BU Talent Development
September 27, 2023	Theatre Outing: POTUS @ the Calderwood
September 28, 2023	Lunch & Learn: The Power of Mentorship Panel
October 19, 2023	WOCC Fall Chat & Chew
October 20, 2023	Newcomers Lunch: In Pursuit of Breast Cancer Equity: Dr. Tracy Battaglia
November 3, 2023	Fisk House Reception featuring graduate student resident artists
November 16, 2023	Lunch & Learn: Climate Action at Center for Computing & Data Sciences
December 11, 2023	Annual BUWG Holiday Celebration at 43 Hawes St.
February 23, 2024	Medical Campus Breakfast Lecture with Dr. Neelam Vashi on Bold Glamour
February 27, 2024	Gallery Talk at the Stone Gallery
March 8, 2024	Pay Equity Lunch & Learn Deans Panel at the Howard Thurman Center
March 21, 2024	Women in Tech/Data Lunch & Learn with 2024 scholarship established in honor of Tracy Schroeder, VP and Chief Data Officer of Information Services & Technology
March 28, 2024	WOCC International Women's Day Celebration featuring music, dance, poetry, hors d'oeuvres, & vendors from around the globe
May 3, 2024	Annual Business Meeting
May 23, 2024	Annual Awards Lunch

Report of the 2nd Vice President: Membership Committee

CHAIR: Jin In

MEMBERSHIP: Holly Conviser, Helen Flagg, Rachelle Joseph, Mariana Stoyancheva, LaNeia Thomas

2023-2024 HIGHLIGHTS:

- Growth of the committee by triple fold, increasing capacity and diversity for targeted learning and inclusive programming, as well as innovating for our members
- As of April 2024, **172 total members, including 47 WOCC**: 107 staff, 8 faculty, 10 retired, 47 non-BU (friends and lifetime members)
- Conducted the first-ever BUWG membership survey with greater than **60% response rate** (see result summary below)
- Created a new program: **BUWG Ambassadors** (see below our 20+ Ambassadors)
- Spearheaded two key events identified from the membership survey as topics most interested in learning by our members: ***gender pay equity and mentorship***

Summary of BUWG Membership Survey

Why BU employees join the Guild:

#1 responses were networking and community

What's most valuable of being a Guild member:

#1 responses were networking and community

What topic(s) are of most interest to our members:

Career development, particularly pay equity, and mentorship

Full survey results are available [here](#).



Inaugural BUWG Ambassadors

Caroline Carbo, ENG

Kabrina Chang, Questrom

Emily Cherin, SHA

Tasha Coughlin, BUMC IT

Danielle Desjardins, Questrom

Helen Flagg, Financial Affairs

Nancy Geourntas, CAS

Jin In, Office of the President

Linda Jerrett, IS&T

Rachelle Joseph, DOM

Hannah Landsberg, SHS

Michelle L'Etoile, LAW

Barbara Maratos, University Libraries

Laura Nooney, BU Digital

Valerie O'Brien, DAR

Kadambari Rawal, GSDM

Judith Sandonato, Office of the Provost

Mariana Stoyancheva, BU Virtual

LaNeia Thomas, IRB

Lauren Thorman, Global Programs

Nitsa Tsiotos, ENG

BUWG Ambassador Toolkit



Gender Pay Equity Lunch & Learn convened on International Women's Day

How to Ensure Equal Pay? Women's Guild Event Takes On the Issue

Three BU deans address gender pay equity at sold-out event



FINANCIAL SUMMARY, 2023-2024

As of April 28, 2024, the BUWG has stewardship for over \$1.4M in spendable monies in 18 funds, along with the principal endowment funds from which 14 of the funds draw income. The majority of these funds are for scholarship/awards and the remainder are for the operating expenses and work of the BUWG. Fund balances and detailed notes are on the following pages.

In May 2023, the BUWG awarded \$135,000 in scholarships, awards, and prizes for 2023-2024. In 2024, the BUWG is projected to award \$257,000 in scholarships and awards (\$120,000 more than the previous year) as a result of more aggressively planned spending of the Kathryn Silber endowment.

From September 2023 through April 2024, the BUWG hosted multiple events, expenses for which total \$25,000 to date and is expected to total some \$35,000 by the end of FY24. BUWG operating expenses totalled \$1,300 and Fisk House operating expenses totalled \$2,100.

Financial Report: Fund Balances



Women's Guild

Operating Funds

Spendable Fund Name	Fund Number	Use	Source of Income	Notes	Expenses to date FY24	April 26, 2024 Balance
BU Women's Guild	9090010009	Designated General Funds	Membership Dues	-	(13,348)	(4,120)
Fisk House Operations	9090010982	Operating	Student Housing Fees	Will be phased out as housing moves to standard charging model with fees paid to Housing	(2,129)	62,154

Gift Accounts

Spendable Fund Name	Fund Number	Use	Source of Income	Notes	Expenses to date FY24	April 26, 2024 Balance
BU Women's Guild Scholarship	9300000115	Scholarship/ Award	Gift Donations	Being phased out of use - no longer identified as a public-facing fund to receive donations. All BUWG donations now channeled to BUWG Endowed Scholarship.	(920)	700
BU Women's Guild	9300011691	Work of the Guild, for instance, supporting fundraising for WOCC	Gift Donations	Not yet identified how to best utilize this fund, but has flexibility as a spendable fundraising mechanism	none	350

Financial Report: Fund Balances (continued)



Women's Guild

Endowment Spendable Funds - Work of the Guild

Spendable Fund Name	Fund Number	Use	Source of Income	Notes	Expenses to date FY24	April 26, 2024 Balance
Edith W. Gallagher	9250010829	Work of the Guild	Endowment	Currently being used for BUWG community events	(10,534)	1,112
Carpenter Fund	9250010831	Work of the Guild	Endowment	-	none	17,303
Women's Council	9250010832	Work of the Guild	Endowment	-	none	37,574
Women's Council	9250010833	Work of the Guild	Endowment	Supporting part of Admin Coordinator salary	(15,335)	39,406

Endowment Spendable Funds - Fisk House Maintenance, Construction, Furnishing

Spendable Fund Name	Fund Number	Use	Source of Income	Notes	Expenses to date FY24	April 26, 2024 Balance
Louisa Holman Fisk	9250010835	Fisk House - maintenance	Endowment	Fisk House costs are being supported by the University now, use of fund TBD	none	239,415
Alice W. Dorr	9250010830	Fisk House - construction, furnishing, maintenance	Endowment	Fisk House costs are being supported by the University now, use of fund TBD	none	151,018

Financial Report: Fund Balances (continued)



Women's Guild

Endowment Spendable Funds - Scholarship/ Award

Spendable Fund Name	Fund Number	Use	Source of Income	Notes	Expenses to date FY24	April 26, 2024 Balance
BUWG Endowed Scholarship	9250011823	Scholarship/ Award	Endowment	Raised \$4,760 in FY24 toward the endowment, which now has a principal balance of \$142,196.	none	10,014
Grad Housing Aid-Fisk & Other	9250012260	Grad Housing Awards	Endowment	Proceeds from Sale of Fisk House on Comm Ave totalled \$9,958,805 towards principal endowment. To fund housing awards for Fisk House residents & other grad students.	120,580	511,544
Katherine McLaughlin	9250011341	Scholarship/ Award	Endowment	-	(2,500)	4,796
Randall Prize	9250011340	Scholarship/ Award	Endowment	For graduate & undergraduate fiction writing prizes	(2,000)	1,941
Kathryn Silber	9250001248	Scholarship/ Award	Endowment	5-year plan developed in FY22 to spend down the balance of this fund, which has gone unused for a few years. Currently supporting scholarships.	(59,580)	257,691

Financial Report: Fund Balances (continued)



Women's Guild

Endowment Spendable Funds - Scholarship/ Award (continued)

Spendable Fund Name	Fund Number	Use	Source of Income	Notes	Expenses to date FY24	April 26, 2024 Balance
J.W. Wilbur	9250010826	Scholarship/ Award, then Fisk House	Endowment	-	(40,000)	52,246
New England Women's	9250010827	Scholarship/ Award	Endowment	-	(5,000)	12,348
Harriet Marsh	9250010828	Scholarship/ Award	Endowment	-	(10,000)	11,398

A Year in Review

- Executive Board
 - Co-Chair Tess Carrington (2021-present)
 - Co-Chair Jennifer Lloyd (Fall 2022-present)
 - Secretary Seferine Baez (Fall 2022-present)
- Expanded committee officers to assist with charter and annual report discussions, event planning, and new initiatives.
 - Membership Chair: Rachelle Joseph
 - Communications Chair: Tasha Coughlin
 - Programming Chair: Christa Rose
 - Committee members:
 - Tahlia Bragg
 - Karen Coleman
 - Kadambari Rawal
- WOCC Executive Board and Committee Meetings were held exclusively via Zoom
 - September 22nd, October 6th, December 21st, January 9th, March 11th, April 3rd, April 24th
- 47 registered members and 180 on the mailing list
 - Made efforts to reconcile our process for managing our list with the Women's Guild

2023-2024 Accomplishments

- Juneteenth celebration was co-hosted in collaboration with the Faculty and Staff Community Network of Color (FSCN) from the Diversity and Inclusion (D&I) department on Thursday, June 15th, 2023. Author and poet and current Theology Masters student, Amber Jogie, performed.
- Fall 2023 WOCC Networking Breakfast was on September 6th, 2023 and had 32 attendees. The Assistant Vice President for Talent Development in Boston University's Organizational Development and Learning team in the Human Resources department, Mumtaz Badshah Brown, was our speaker.
- "Chat and Chew" presented by the WOCC chairs hosted on October 19th - participants introduced themselves and shared their experiences working at BU and their reactions to current events.
- Successfully held an International Women's Day Celebration March 28 at the Howard Thurman Center for Common Ground. It featured performances by renowned dancers, musicians, and poets, a vendor market supporting women-owned businesses from around the globe, with artwork, handmade jewelry, holistic wellness products, and much more.

Looking Forward to 2024-2025

- A collaboration is underway with the Faculty and Staff of Color Network (FSCN) out of the Diversity & Inclusion (D&I) department to co-host the next campus celebration in honor of Juneteenth slated to occur on Monday, June 17th.
- We look forward to hosting our second annual Networking Breakfast in early September 2024.
- Ongoing conversations about partnering with the Organizational Development and Learning office to create a series of workshops specifically for the professional development of women of color are underway.
- In tandem with the official invitation to serve as the honorary president of the BUWG, a special invitation was sent to Boston University's incoming university president, Dr. Melissa Gilliam, to be the keynote speaker at our next Allyship event, who accepted the invitation to speak!

CHAIR: Elizabeth Flagg

MEMBERSHIP: Seferine Baez, Beverly Brown, Zephyre “Tess” Carrington, Holly Conviser, Shayne Deal, Krystie Dickson, Linda Doerrer, Mary McCabe, Samantha Khosla, Kadambari Rawal

COMMITTEE CHARGE: The Awards Committee oversees the process of soliciting applications and selecting awardees for both BUWG and BUWC scholarships. Graduate students from all schools and colleges at BU may apply for these awards, which unlike many others scholarships, do not require U.S. citizenship or full-time enrollment.

The BUWG also administers the Florence Engel Randall Fiction Awards, made annually to one undergraduate student and one graduate student. The undergraduate award winner is selected by a short story competition open to all undergraduate women at the University. The graduate award is given to the outstanding woman in the Creative Writing Program, as selected by program faculty.

TIMELINE OF WORK:

In Fall 2023, the committee met to review the charter, the rubric, communications and website content for the 2024 application review period. Three new members were recruited to join the committee (McCabe, Deal, Rawal). The Chair is receiving administrative support for financial tasks associated with the annual lunch.

Finance Committee Chair and Treasurer Korinne Dizonne and President Amanda Urias met to review account balances in endowed scholarship funds and to make recommendations for total awards to be made for the 2024 cycle.

A broadcast email announcing the scholarship awards process was sent to all female graduate students on January 17, 2024. A total of 213 complete application files were received by the deadline. Application materials were compiled into shared files for committee members to review in teams of two.

A broadcast email announcing the undergraduate Randall Prize competition was sent to all female undergraduate students on January 17, 2024; 26 submissions were received by the deadline. The MFA in Creative Writing Program provided the department's nomination for the graduate-level award.

The Awards Committee met on April 18 to make award recommendations and 55 awardees were selected, in addition to the two Randall Prize awardees, for a total expected disbursement of \$257,500. The nominated awardees have been informed and the list will be sent to the Office of Financial Aid in early May. Winners were invited to attend the Annual Lunch.

The Committee Chair updated the awardee form, adding the "hear my name" option; the form has streamlined the process for awardees to submit bios and photos for publication on the BUWG website.

Communications: Website Development

- Refreshed pages & content for “Join Us in Giving” section.
- Created new “Ambassadors” page to highlight the initiative.
- Added event photos to site, including to the BUWG Photo Gallery.
- Continuous updates made to News section with event announcements and thought leadership posts.
- Created annual Award Winners page with photos, quotes, & bios.
- Maintained BUWG web calendar.
- Updated Events Archive to consistent format.



Join us in supporting BUWG on [Giving Day](#) on April 3, 2024!

In making a gift to BUWG, at any level, you are investing in the future of talented and hard-working women scholars. Contributing to the new endowment campaign means you are actively supporting women for decades to come.

Please join us in honoring BU women graduate students by contributing to the BUWG Endowment Scholarship fund.

\$137,436

55% raised of the \$250,000 goal

[Give Now](#)

Why an Endowment Matters

Since 1977, the BUWG gave one to eleven modest awards of \$500 to \$2,500 per year

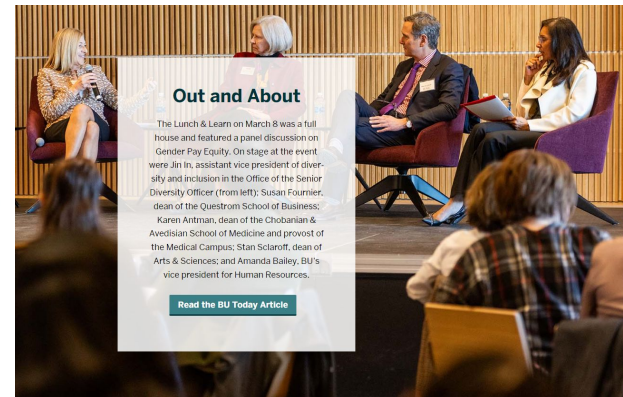
[About](#) [Women of Color Circle](#) [Awards & Fisk House](#) [News](#) [Events](#) [Join Us in Giving](#) [Become a Member](#)



BUWG Photo Gallery



Recent Times



Communications: Content Development

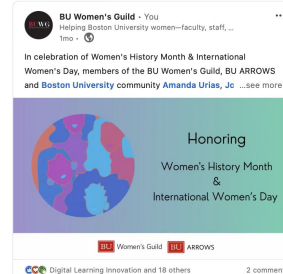
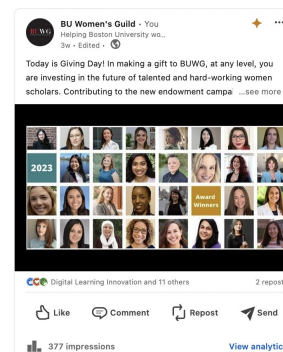
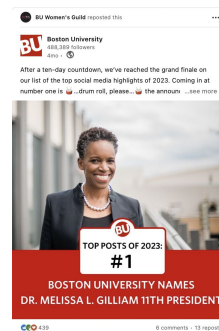
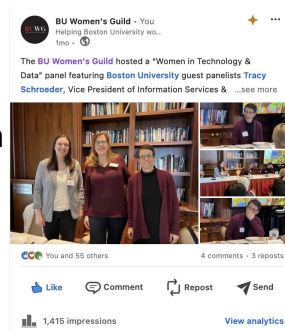


Women's Guild

Content Development

- Curated content for newly developed News section
- Create turnkey content templates
 - Pre- and/or post-event content
 - Thought leadership post with audio
 - *Her Voice. Her Message.*
 - Video Content
 - Giving Day Campaign
 - Women's History Month
 - Membership Campaign
 - Scholarship award recipient profiles
 - Community-building posts
 - News briefs with photo galleries

Promoted News posts via BUWG social media, BU Today++



New BUWG News & Thought Leadership Content FY24

- June'23 [Juneteenth is a Start](#)
- July'23 [With Gratitude & Reflection](#)
- Aug., '23 [Theatre Meetup: Sept 27 POTUS](#)
- Sept.'23 [Upholding the Shield: Celebrating
National Police Woman's Day, September 12](#)
- Oct.'23 [Newcomers Event](#)
[Fisk House Reception](#)
[Lunch & Learn: Climate Action & CCDS](#)
- Nov.'23 [My Fisk House Experience: Maria Gorret
Nampiima](#)

With Gratitude & Reflection

A Message from BU Women's Guild Honorary President Dr. Beverly Brown



New BUWG News & Thought Leadership Content FY24

Jan. '24

[WOCC Healing Hour](#)
[Membership Survey Results](#)

Feb.'24

[Art Gallery Reception](#)
[BUWG Breakfast at the Medical Campus](#)
[WOCC Healing Hour](#)
[International Women's Day Celebration](#)
[Lunch & Learn: Women in Tech](#)
[Lunch & Learn: Gender Pay Equity Panel](#)

How to Ensure Equal Pay? Women's Guild Event Takes On the Issue

Three BU deans address gender pay equity at sold-out event



March'24

[BU Today article: "How to Ensure Equal Pay? Women's Guild Event Takes On the Issue"](#)

April'24

[Highlights of International Women's Day Celebration + Video](#)

May'24

Scholarship Awards Video

June'24

Her Voice. Her Message. LGBTQIA+ Awareness Month [TBD]
Her Voice. Her Message. Juneteenth [TBD]

Communications: Social Media, Twitter/ X



Women's Guild

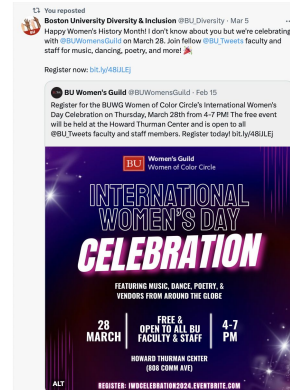
Promote **BUWG** Content X:

219 Followers

- Promote the Guild's content, news, and features to build awareness around programs, fundraising and scholarship activities, and elevate the value of a BUWG membership
- Campaigns:** Gender Pay Equity Panel Discussion, Women's Day Celebration, Membership, Giving Day, Scholarship Awards, *Her Voice*, *Her Message*, and more

Top Post: National Policewomen's Day, 3,912 Impressions

- With Gratitude: Dr. Beverly Brown
- Welcome Dr. Melissa Gilliam
- Gender Pay Equity Panel Discussion
- International Women's Day Celebration
- Save the Date: International Women's Day Celebration
- Membership Drive



Launched [BUWG LinkedIn](#), November 2021

Total Followers: 387

- Utilizing the BUWG current membership list, Communications continues to “connect” and promote BUWG content, news, and features via the professional networking platform.
- Utilize the LinkedIn platform to elevate and celebrate BUWG programs, fundraising efforts, and membership.
- **Campaigns:** International Women's Day Celebration, Gender Pay Equity Panel Discussion, Giving Day, Women's History Month, and more.

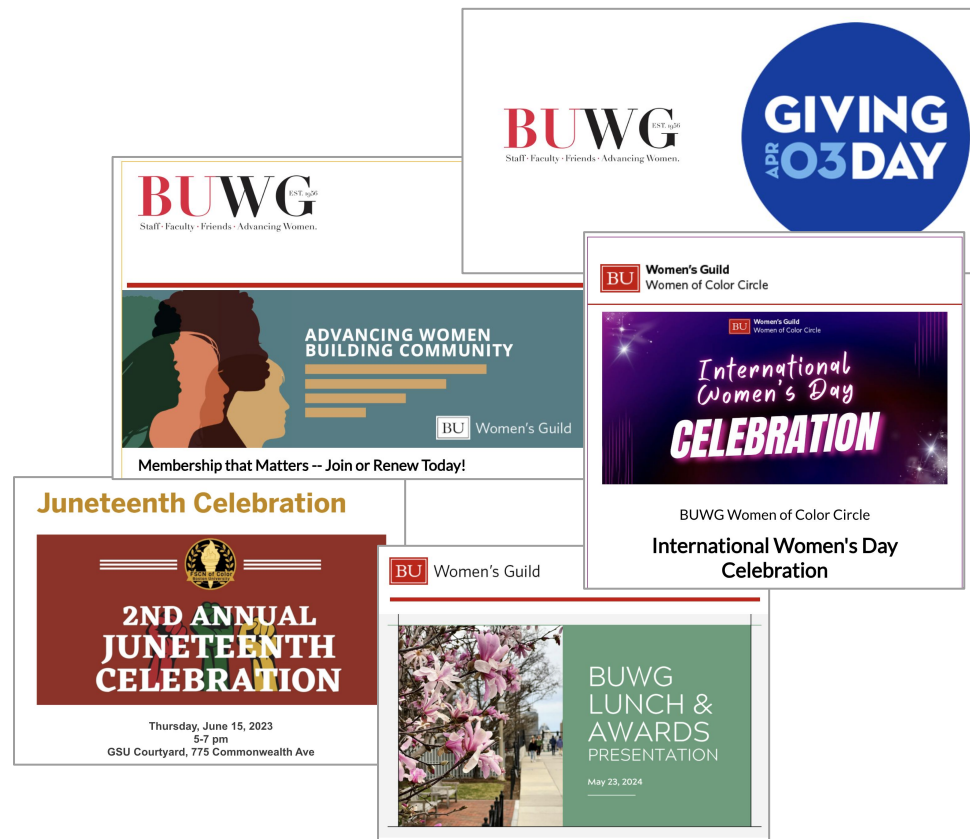
Top Posts:

BUWG Membership Post:	2031 Views
Welcome New President Dr. Melissa Gilliam:	1806 Views
Women in Tech Post-event:	1417 Views
Pride Month Her Voice. Her Message.:	1286 Views
Juneteenth Her Voice. Her Message. :	1019 Views
Women in Tech Pre-event:	1001 Views
Gender Pay Equity Thank You:	637 Views
International Women's Day Celebration:	578 Views
Fisk House Her Voice. Her Message.:	558 Views
Amplify Your Connections:	886 Views
Newcomers Lunch Post-event:	842 Views
Women's History Month Video:	793 Views
National Policewomen's Day:	707 Views

Email Campaign Support

48 Email Campaigns to promote BUWG events, fundraising, membership, and communication and connection efforts.

We bid farewell to Deidre Fisher as she retired in early 2024 and welcomed Sam Macriss who now manages email campaign support on the committee.



Email Campaign Support Summer - Fall 2023

Average Open Rate All Industries: 21% (+/-)

Education Industry: Average Open Rate 35% (+/-)

June 2023: WOCC 2023 Juneteenth Event with FSCN of Color
318 sent; 59% open rate

August 2023: WOCC Networking Breakfast Event
63 sent; 58% open rate

Fall Broadcast for New Employees

September 2023: Power of Mentorship Event
Initial Email: 211 sends; 65.4% open rate
Reminder: 292 sends; 48.1% open rate

September 2023: POTUS event
Initial Email: 226 sends; 57.2% open rate
1st Reminder: 263 sends; 52.3% open rate
2nd Reminder: 264 sends; 57.3% open rate

October 2023

Membership Survey
Initial Email: 213 sends; 69.4% open rate
Reminder: 212 sends; 61.5% open rate

GWISE fall luncheon invitation
211 sends; 57% open rate

WOCC October Chat & Chew
85 sends; 50.6% open rate

Newcomer Lunch October 2023
353 sends; 65.4% open rate

Communications: Event & Campaign Email Support

Email Campaign Support Summer - Fall 2023 cont.

November 2023

Fisk House and CDS Sustainability events

Initial Email: 237 sends; 55.4% open rate

1st Reminder: 206 sends; 52.5% open rate

2nd Reminder: 216 sends; 49.3% open rate

Correction email: 257 sends; 67.2% open rate

Giving Tuesday 2023

Initial Email: 2005 sends; 38% open rate

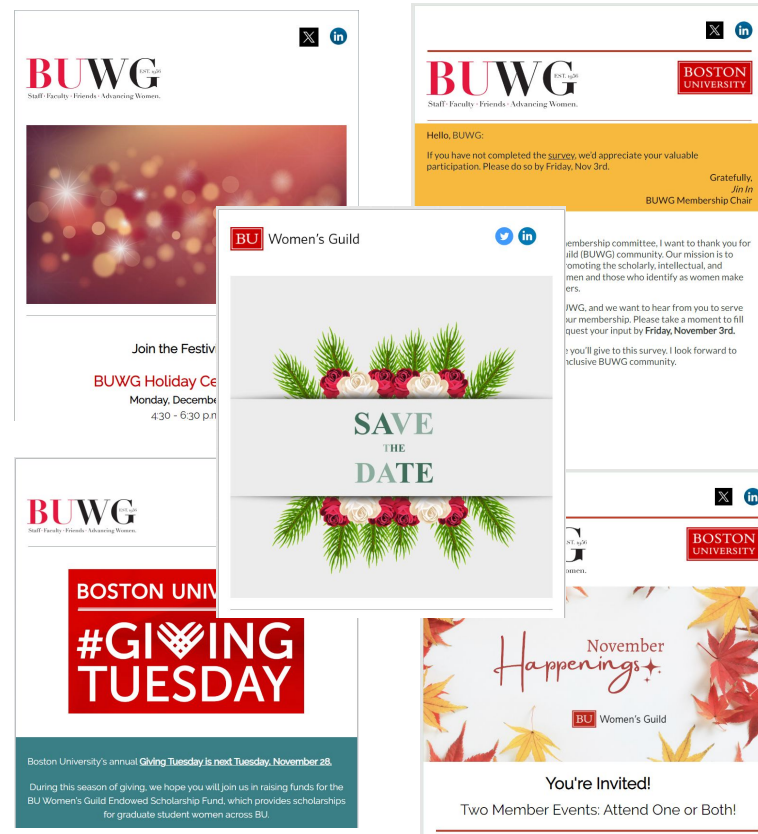
Reminder: 2002 sends; 34.7% open rate

December 2023: 2023 Holiday Party

Save the Date: 253 sends; 63.2% open rate

Initial Email: 258 sends; 54.5% open rate

Reminder: 212 sends; 64.3% open rate



Email Campaign Support Spring 2024

January 2024: Mailing List Update
103 sends; 64.5% open rate

February 2024
WOCC Healing Hour Virtual Event
Initial Email: 91 sends; 59.3% open rate
Reminder Email: 90 sends; 40% open rate

Painting at 855 Stone Gallery
Initial Email: 257 sends; 56.2% open rate
Reminder: 255 sends; 42.5% open rate

Breakfast Program - BUMC Lecture
246 sends; 48.3% open rate

Follow-up to Membership Survey
250 sends; 43.2% open rate

March 2024

WOCC International Women's Day Celebration:
293 sends; 61% open rate

International Women's Day Celebration BU
Broadcast

BUWG Lunch & Learn
Save the Date: 1863 sends; 37% open rate
Initial Email: 1862 sends; 37.7% open rate
Reminder: 261 sends; 42.1% open rate

April 2024

2024 Annual Business Meeting
Initial Email: 267 sends; 41.9% open rate
Reminder: 275 sends; 37.9% open rate

2024 Annual Lunch and Awards Presentation
298 sends; 46.7% open rate

2024 Giving Day
1854 sends; 34.8% open rate

Giving Tuesday and Giving Day Successes



November 28, 2023 BUWG Giving Tuesday
Raised \$1,070 total from 12 donors for BUWG Endowed Scholarship Fund



April 3, 2024 BUWG Giving Day
Theme: 10 Years of Giving Day
Raised \$3,533 from 33 donors for BUWG Endowed Scholarship Fund

Completed Projects and Accomplishments

Continual year over year increase in donors for Giving Day

Giving Day stewardship - thank you letters to donors

Updated "Join Us in Giving" page on BUWG website

BUWG Endowed Scholarship Fund Endowment Campaign - 56.75% of \$250,000 goal met

Goals for upcoming year:

- Recruit additional members for Committee (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

CHAIR: Judith Sandonato

MEMBERSHIP: Beverly Brown, Elizabeth Flagg, Nancy Geourntas, SandraJean M. Grasso, Jana Mulkern

HIGHLIGHTS OF THE YEAR:

On November 3, 2023, the committee hosted “An Evening at the Fisk House” reception with BUWG members and Fisk House residents, which featured musical performances and art exhibits. The BUWG members who attended were impressed by the warmth, congeniality, and gratitude of the Fisk House residents and their desire to be involved with the Guild and attend future events.

In December 2023, Judith Sandonato established the spring application timeline with Residence Life Area Director Beza Begosew and finalized language on the application form. The per semester charges were added to the Fisk House webpage in order to be more transparent. The Communications Committee posted some wonderful point of view pieces by Fisk House residents on the BUWG website and on LinkedIn. The committee met to discuss the creation of an applications review rubric, so that there would be a holistic review of the applicants and their materials. Areas of evaluation are financial need, quality of letters of reference, and the applicant's personal statement on why they wish to live in Fisk House and what they hope to contribute to the community.

HIGHLIGHTS OF THE YEAR (continued):

In February 2024, BUWG President Amanda Urias, Fisk House Chair Judith Sandonato, and Treasurer Korinne Dizon-Miller held a meeting with financial and residence life administrators at the University (Steve Singer, Lucinda Lee, Beza Begosew,) along with Office of Housing executive director Nishmin Kashyap and director Steve Prue, and Sue Kennedy to discuss the housing charging process for summer 2024 and academic year 2024-2025. Each student account is charged in full for the Fisk House room fee, and then the Guild support is applied as a housing award to students to the account to offset a large part of the expense. The housing rate will increase in FY25: residents will pay \$2,100 per semester for housing in Fisk House for Fall 2024 and Spring 2025. Summer charges will be by month, as in the past, and are \$667 for 2024.

The committee worked with Residence Life staff member Beza Begosew to coordinate the application and selection processes throughout this spring. The application went live on January 1, with a deadline of March 31. The committee's review period was April 1 - April 15 (completing their rubric via Google docs), they met on April 16 to make final decisions, and then submitted the selected applicants' names to Beza Begosew later that day. The timing of mid April selections allows applicants to receive notice prior to May 1st of the status of their application (a date that is often the deadline to accept offers of admission and submit a deposit). There were nine vacancies to fill for 2024-2025, all in double rooms. Residence Life Beza Begosew coordinated the responses to applicants in the third week of April. In total there are 15 students and one resident assistant that reside in the Fisk House (8 singles, 4 doubles).

MEMBERS: Samantha Khosla (Chair), Debbie Bazarsky, Beverly Brown

MEETING FREQUENCY: The Committee met as needed. Nominees and current chairs were contacted directly to determine their willingness to serve on the board in 2024-2025

HIGHLIGHTS OF THE YEAR:

- In Fall of 2023, the Committee revised the Charter and overhauled the By-laws.
- In Spring of 2024, the Committee presented the Charter to the Board for a vote at the February Board meeting and led discussions about the by-laws at the February, March and April Board meetings.
- The Board received the draft of the By-laws for a first reading in March 2024 and voted to approve and forward to the membership for a vote in April 2024.

HIGHLIGHTS OF THE YEAR (continued):

- The Charter was initially approved in Spring 2023. The text was revised during the 2023-2024 session and will be incorporated into the By-laws as Section II. Purpose.
- The Board voted to approve the revision at its February 2024 Board meeting. After receiving additional feedback, Chair Khosla acknowledged her failure to take earlier comments into account during the drafting stage and brought the Charter back to the Committee and to the Board for discussion.
- The Board approved a revision to the Charter:

BU WOMEN'S GUILD CHARTER:

“The purpose of the Boston University Women’s Guild is to promote diversity and inclusion; to build community, belonging and friendship at the University; to promote the scholarly, intellectual, and professional contributions all who identify as women make to the University; to support students by fundraising for and awarding scholarships; and to support graduate students by serving as stewards of Fisk House and subsidizing graduate housing. Membership in the Guild is open to BU faculty and staff, inclusive of all gender identities and expressions.”

BU WOMEN'S GUILD CHARTER:

There are differences of opinion about inclusive language to describe gender. The Board settled upon “all who identify as women” because the BUWG is nearly 70 years old. Using the term “women” without modification might not communicate to the reader that the word is meant in the inclusive sense. The Charter and the By-laws are living documents and should be reviewed and revised regularly to adjust language as appropriate to align with its mission of inclusion.

In the 2024-2025 session, the Governance Committee proposes to conduct focus groups with members of the trans and non-binary community to discuss the BUWG's purpose and programs. The Board may also want to consider holding focus groups with other communities as well. This may be an item for discussion during the summer 2024 planning meeting.

BU WOMEN'S GUILD BY-LAWS:

The Governance Committee's goal is to update the By-laws to reflect our practices and to make the document clear and simple.

The BUWG Charters for Committee and Officers will house the detailed descriptions of their respective duties and provide operational guidance, e.g. the list of all BUWG accounts, timelines for committees to complete their work and submit reports, etc.

The Governance Committee posed several questions to the Board at the February 2024 meeting and submitted the By-laws for a first reading at the March 2024 meeting and a second reading at the April 2024 meeting. The Board voted to approve the By-laws and advance the document to the membership for their consideration and vote at the Annual Business meeting.

Per the By-laws, the membership received the text on April 19, two weeks prior to the meeting.

BU WOMEN'S GUILD BY-LAWS: HIGHLIGHTS

Revised Article V:

The University President, or partner of the University President, or the President's designee, shall be invited to serve as the honorary president of the BUWG.

Comment: The Governance Committee wanted to broaden the choices to ensure that someone who is invested in our purpose and also connected to the President's office is involved with the BUWG.

Based on the feedback from the Board after the Feb. 2 meeting, the Governance Committee proposes that the quorum for the Executive Board should be fifty-one percent (51%) and the quorum for the annual meeting should be ten percent (10%).

BU WOMEN'S GUILD BY-LAWS: HIGHLIGHTS

The Governance Committee proposes to amend the By-laws to allow for standing committees to have co-chairs, if needed or desired.

Art. IV, Section 4, amended to note that our fiscal year is the same as BU's fiscal year, July 1-June 30.

Art. VII, Section 5, amended to relax the term limit for Committee Chairs, but they have to be nominated for re-election by the Governance Committee, or from the floor at the annual meeting.

Article IX has been renamed "Awards – Annual and Housing" and added sections 5 and 6.

Section 5. The Fisk House Committee shall review completed housing applications for housing awards and recommend awardees to the Office of Housing, or to its successor office, to be residents of Fisk House.

Section 6. The Fisk House Committee, contingent upon funding, shall be responsible for reviewing completed applications for additional housing awards.

PROPOSED REVISION TO THE BU WOMEN'S GUILD BY-LAWS

The Governance Committee presents the 2024 BUWG By-laws to the Membership for their consideration and vote.

Questions or Comments?

The vote was put forth and accepted by unanimous vote of the membership present on May 3, 2024.

PROPOSED SLATE OF BUWG EXECUTIVE BOARD OFFICERS & COMMITTEE CHAIRS, JULY 2024 - JUNE 2025

<u>POSITION</u>	<u>OFFICER</u>	<u>COMMITTEE/ POSITION</u>	<u>CHAIR/ CO-CHAIRS</u>
President	Amanda Urias	Awards	Elizabeth Flagg & Krystie Dickson
1 st Vice President	Suzanne Maselli	Communications	Maureen McCarthy
2 nd Vice President	Jin In	Development	Patricia Castaldo
Secretary	Holly Conviser	Finance	Korinne Dizon
Treasurer	Korinne Dizon	Fisk House	Judith Sandonato & Sandra Grasso
		Governance	Samantha Khosla
		Membership	Jin In
		Programming	Suzanne Maselli
		Web Specialist	Kara Mullen
		Women of Color Circle	Zephyre “Tess” Carrington & Jennifer Lloyd

The slate was presented and accepted by unanimous vote of the membership present on May 3, 2024.

What's Next?

- Welcome a new honorary president - Dr. Gilliam agreed to appoint a member of her presidential team for this role after her arrival in July 2024
- Hold a summer programming and strategic planning meeting for 2024-2025
- Further establish the BUWG Ambassador program to improve membership recruitment and retention
- Pilot new graduate student housing award with excess Fisk House endowed funds
- Present a budget to the board, discuss financial priorities and standards, and establish system for financial requests beyond budget norms
- In consultation 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 other areas beyond event support
- Move all BUWG files from Google Drive to MS Sharepoint/ Teams, train board and committee members
- Continue to refine and develop committee charters and other process documents as legacy documents for the work of the Guild

Upcoming Plans for the 2024-2025 Calendar

May-July 2024

May 23: Annual Lunch & Awards Ceremony

Keynote Speaker: Barbara Jones,
Dean of the School of Social
Work

June 17: Juneteenth Celebration

Hosted by the Women of Color
Circle and the Faculty & Staff of
Color Community Network

**TBD: Executive Board FY25
Programming & Strategic
Planning Meeting**

Fall 2024

Membership Drive

Newcomers Lunch with new Honorary President

**Lunch & Learns, other events -
speakers TBD**

**WOCC Chat & Chews & events
Holiday Celebration**

***Her Voice. Her Message. Thought
Leadership Posts***

**November Giving Tuesday
Campaign**

Spring 2025

TBD early 2025: WOCC & BUWG Allyship Event:

Keynote Speaker: Melissa
Gilliam, incoming University
President

April Giving Day Campaign



BU Women's Guild

Advancing Women. Building Community.

Executive Board Report FY24

