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2021 Virtual CFW Summit Planning Meeting October 27, 2020

Illinois Wesleyan University

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2021 Virtual CFW Summit
Planning Meeting
October 27, 2020
Tara Snow and Adriane Powell

- Based on recent conversation the thought is to keep Summit focused on internal work among council plus activities with students.
- Focus council conversations on mission/purpose, especially around racial injustices
- Partner with Marketing Committee about connections with student groups
- Incorporate fun or relaxing breaks throughout the day with yoga, music, Kahoots Trivia, etc.
- Discussed possibility of mailing packets to registrants with small gift or emailing tips on how to make dorm rooms and homes more conducive to online learning/working.
- Discussed delivering scholarship awards to students on video during scholarship award event.
- Possible panel on Women in STEM
- Possible panel or speaking on Women in Startups
- Kasey is interested in leading the planning for a showcase for Friday evening. This could include a short performance, spoken word, monologue, etc. I am passing along names of student members and others to include in planning.
- Tara will reach out to Engagement Committee and Marketing Committee to schedule a planning meeting for creating the Summit framework.

Summit Proposal for Engagement and Marketing Committees

Friday, February 19

12-1 Possible keynote speaker

1:20-2:20 p.m.

Alumna to Alumna Connection - Need Title

Alumnae Only

Internal

Lead Organizers:

1:30 - 3:30 p.m.

Practice Virtual Interviews with Council Alumna

Practice interviewing skills with alumnae in hiring positions and receive immediate feedback to be used when meeting with prospective employers.

Lead Organizer:

Interviewers: (Need to find out how many slots might be available in a virtual format)

Students must pre-register at www.iwu.edu/career-center/handshake/

2:20 Yoga or Dance Break

3-4 p.m.

Summit Lounge

Alumni members only.

Join us for a facilitated large group session to process the events of 2020 and how they changed us.

Lead Organizers:

4-5 Dinner on own

5-7 p.m. CT

Titan Showcase (needs another title)

IWU women share their stories and talents through monologues and performances, including music and spoken word.

Lead Organizer: Kasey Evans

7 pm ?Wind down

Saturday, February 20

10-11:15 a.m.

A. Mentoring Activity

Lead Organizers: Amy DeBoer '15

Assistants:

B. 10-11:15 a.m.

Women in Startups Panel

11:30-12:30 p.m.

Scholarship Award Ceremony

Keynote Speaker (Possible speaker - Gianina Baker, Central Illinois Woman of the Year, about the Champaign resolution declaring that racism is a public-health crisis that negatively impacts students, school staff, families and the community. [See this Titan Talk](#) and [this article](#).) (Rosetta also had an idea for a speaker who could help with unity.

Scholarship Award Presentations: Laura Ehrhart '84 and the Scholarship Committee

12:30 p.m. Kahoots or Trivia Break?

1-2 p.m.

A. Adulting 101

Learn important, lifelong skills in job searches, salary negotiations, finances, budgeting, insurance, and contracts. Are there other skills you're interested in? Leave a comment in the box provided <where?> and we'll try to include it!

Lead Organizer:

B. Women in STEM Panel (co-sponsored and organized by Students of Color in STEM?)

November-December (Focus: Summit)

- On-boarding call for new members
 - [See folder](#) for past on-boarding materials. Amy is working on updating them for this year.
- Leaders of all committees and staff liaison attend and talk about the work of each committee and the council role within the university. All members are invited to attend to get a refresher and to welcome new members, but it is not required.
- Finalize Summit speakers and schedule
- Summit planning committee meets to discuss possible themes. Theme options deadline: November 20 to discuss and choose during late August conference call.
- Touchpoints with focus on Summit planning
- Scholarship process begins:

Timeline for [scholarship application](#) process

- November 22 (or when theme is confirmed): send application to students
 - December 15: follow-up email reminder
 - January 8. follow-up email reminder
 - January 13: Scholarship deadline
 - January 20: Send applications (student names removed) to Scholarship Committee. AE staff liaison sends applications to four sub-committees (one for each class year).
 - February 7: Winners chosen
 - Certificates printed and signed by AE staff member and Scholarship Chair (Brenda has template)
 - February 17: Winners contacted by staff liaison or CFW president. Or implement plan to surprise winners during virtual summit online. Scholarship committee is discussing ideas.
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- Finalize session titles and presenters
 - Initiate promotional poster designs/websites/social media
 - Build volunteer sign ups
 - Outreach to students who signed up willing to assist in planning

Mid-December (Focus: Summit)

- Build registration website (need all session information and leads)
- Finalize promotional posters/websites/social media

January (Focus: Summit)

- IWU Alumni Engagement: Open Summit registration
- Outreach by CFW/ODI/Student Involvement to student groups/teams/RSOs to encourage attendance
- Marketing committee begins promoting Summit through social media

Early February (Focus: Summit)

- Finalize all Summit event details with committees and presenters.
- Build survey

Late-February (Focus: Post-Summit)

- Send survey
- Summit summary for Touchpoints