

**Women's Faculty Association General Meeting  
January 9, 2009 Minutes**

The meeting was called to order at 12:05 by Shivani Maffi, WFA President. We had a very good turn out.

**Old Business:**

No report at this time.

**Committee Reports:**

Public Relations Committee: No report at this time.

Career Development Committee: No report at this time.

Science Fair Committee: No report at this time.

WFA Leadership Awards Committee: No report at this time.

Program Committee: No report at this time.

Membership Committee: No report at this time.

**New Business:**

We are seeking a Chairperson for the Awards Committee

**Program: "Time Management; Make It Happen!"**

Guest Speaker Dr. Robin Brey MD

Dr. Brey delivered an informative presentation discussing time management and the importance of knowing where you want to be and how to get there. She emphasized the importance of list making and prioritizing as well as avoiding procrastination. Additionally, the importance of knowing when to say no was discussed. We should limit our reading/responding to e-mails as they tend to serve more as a distraction than an enhancement to our efficiency. She also discussed managing others and creating a positive work environment. Be sure to minimize distractions, finish what you start, be disciplined, and be a positive force in your workplace.

There was a lively discussion for approximately 15 minutes following Dr. Brey's presentation.

The meeting was adjourned at 1:00 pm.