



SWE-KC Executive Council Agenda

SWE-KC, FY19

August 16, 2018 at 6:00 – 7:00 pm

Panera

1128 W 103rd St, Kansas City, MO 64114

I. Call to Order – 6:00

II. Roll Call

SWE-KC Roll Call		
Position	Name	Attending
President	Amy Gum	X
Vice President	Kaitlyn Mores	X
Treasurer	Katie Bushong	X
Secretary	Jenny Lu	X
Events Committee Chair	Aswathi Pradeep	X
Membership Committee Chair	Myette Simpson	X
Awards Committee Chair	Andrea Legreid	
Professional Dev. Event. Co-Chair	Sunita Lavin	
Professional Dev. Event. Co-Chair	Jenna Harpole	
IGED Committee Co-Chair	Kristin Murray	
Outreach Committee Chair	(OPEN)	

III. Review/approve minutes for July

IV. Old Business

- A. Professional Section Officer Training – August 8th
 - Other trainings people attended that they got value out of?
 - a. Some did, got good background info on how SWE works on a larger organization level.
- B. Feedback for Fellow Reception
 - a. A few people responded to Amy:
 - i. Diastole Center works.
 - ii. Attendee will get more value with a motivational speaker or the Girls’ Scouts CEO speaker.
 - iii. If anyone else has any other feedback, send to Amy.
- C. FY19 Survey Review
 - a. Question 1: Add sub-box for respondents to say which event(s) they attended.
 - b. Question 4: Expand date options.
 - c. Question 5: Some would want speaker events, or any professional? Maybe split into 2 questions?
 - d. Added Instagram.
 - e. Question 10: Ask if companies will pay registration fees – we could perhaps advertise more to those companies.
 - f. Question 12: Narrow down more; link to survey?
 - g. Ask about demographic info?
 - i. Age, stage in career, etc.
 - ii. Type of engineering, degree, etc.
- D. Budget Feedback
 - a. Don’t have to approve until end of strategic planning session.
 - b. Are all the numbers going to hold for monthly events?
 - i. Numbers are carried over from previous years.
 - ii. Overestimates.

- c. Where do monthly ones fall?
 - i. Last year all grouped into one, changes were made last year.
- d. Printing: what is that?
 - i. For brochures, flyers, etc.
 - ii. Will keep budget for brochures, but will use for flyers. No more for brochures.
 - iii. Amy has copies of flyer.

V. New Business

- A. Welcome! Membership Chair – Myette Simpson, Awards Chair – Andrea Legreid
- B. Contact Information to Jenny (add to Google Drive)
 - a. Jenny will also make sure to get it onto the website.
- C. By-Laws Update
 - a. None, have been added to queue for feedback from SWE By-Laws committee.
- D. Volunteer List
 - a. Can also find a copy on Google Drive.
 - b. Volunteers specified type of events interested in and their availabilities.
- E. September Meeting – Call In – September 27th
 - a. Amy will set up meeting (WebEx).
- F. October Meeting – October 16th @ 6pm at Panera
 - a. Moved to accommodate for WE KC conference (Oct. 18).

VI. Officer Reports

- A. President
 - a. Organizational change: switch Awards and Membership
 - b. Amy will send out task reports for everyone to fill out.
 - c. Potential locations for call-in meetings: Corinth Square or Waldo libraries
 - i. Works for everyone.
- B. Vice President
 - a. Nothing to report.
- C. Treasurer
 - a. Budget Report
 - i. General reimbursements
 - 1. Katie is still trying to figure out process, please be patient.
 - 2. Overall goal is to write a process document.
 - 3. Use AirTable to request reimbursement – Katie will send out link to everyone.
 - b. Annual Conference
 - i. Amy and Katie have been working on conference policy, will send out conference how-to soon
 - 1. Sept. 14th deadline for applying to conference.
 - c. WE KC – Katie will check in on Hallmark's sponsorship with contact
- D. Secretary
 - a. Membership report
 - i. Current numbers: 81 paid
 - ii. Jenny will talk with Myette regarding what to do with membership reports.
 - 1. Look into demographics.
 - iii. Myette will run membership reports from here on out.
 - 1. Jenny will add Myette to admin.
 - b. Next E-blast: next Tuesday
 - i. Include SWE membership renewal reminder.
 - ii. Send with survey.

VII. Committee Reports

- A. Events
 - a. September Meet & Greet
 - i. Someone has offered to host.
 - ii. Deciding between Ceramic Night or Martin City Brewery.
 - b. October event: potentially sponsor a Trunk-or-Treat
 - i. There are many in KC, and one that is city-wide, one that requires SECC membership.
 - c. November event: Harvesters
 - i. Aswathi talked to Ozzy, and Harvesters has funding to sponsor gathering afterwards.
- B. Professional Development Event
 - a. Sponsors
 - i. Currently: Cerner, Hallmark, KU
 - b. Registrations
 - i. 87
 - c. SWE Membership Table – Jenny
 - i. Will be doing a raffle for free one year membership.
- C. Awards
 - a. WE Local Awards Webinar
 - i. Kaitlyn's feedback: very informative, but not a lot of tips, mostly a list of awards.
 - b. WE Local Awards are due September 30th
 - i. Sunita will transfer knowledge to Andrea.
- D. Membership
 - a. Jenny and Myette to meet to talk about switching running the membership reports.
 - b. Potential membership-oriented event in future.
- E. Outreach
 - a. Future Cities Sponsorship
 - i. Building competition in Lawrence.
 - ii. SWE has sponsored in past.
 - iii. Will recruit judges at some point.
 - iv. Forward info to Katie.
 - b. IGED Jr
 - i. Kickoff August 22nd, 2018 6:00-7:00pm @ Panera
 - ii. Still have a couple positions open on planning committee.
 - c. IGED
 - i. Will probably kick off in September or October.
 - d. All outreach emails go in President's inbox.

VIII. Recognition

- A. None today.

IX. Announcements/Important Dates

- A. WE KC Professional Development Event:
 - a. Thursday, August 23rd, 2018 4:30-9pm (Burns & McDonnell)
 - b. Sign up if you haven't already!
 - c. Registration closes Saturday!
- B. Strategic Planning: September 8, 2018 @ Cerner Innovations Campus Directions to follow
- C. WE18 Annual Conference: October 18th-20th (Minneapolis, MN)

X. Next Executive Council Meeting: Saturday, September 8th from 12-4pm @ Cerner

XI. Adjournment