



## SWE-KC Strategic Planning Agenda

SWE-KC, FY19  
 September 8<sup>th</sup>, 2018 at 12:00pm-4:00pm  
[Cerner Corporation - Innovations Campus](#)  
 8779 Hillcrest Rd, Kansas City, MO 64138, USA

I. Call to Order – 12:00 pm

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 Chair	Aswathi Pradeep	X
Membership Chair	Myette Simpson	X
Awards Chair	Andrea Legreid	X
IGED Committee Co-Chair	Kristin Murray	
Outreach Chair	OPEN	

III. Lunch, Introductions, & Lay of the land (15 minutes)

IV. Business Meeting (30 minutes)

- A. Review & Approve Minutes for August
    - 1. Approved by all.
  - B. Old Business
    - 1. Event Recaps
      - a) Professional Development Event (WE KC)
        - (1) SWE Membership Raffle
          - (a) Amy has gotten in contact with winner.
          - (b) Jane Knoche donated 2 more, will be recognized in next newsletter.
        - (2) Photographs
          - (a) There is a lot – what should we do with them?
    - 2. Bylaws Update
      - a) SWE bylaws committee has extended deadline to December 31<sup>st</sup>.
      - b) We still need to hear back from bylaws committee.
    - 3. SWE Annual Conference (WE18)
      - a) Who's going?
        - (1) Amy – yes
        - (2) Kaitlyn – maybe
        - (3) Jenny – on waitlist for Honeywell
      - b) Scholarship Applications (deadline: EOB 9/13)
      - c) *Include on next E-blast to have a meet-up/get-together for SWE-KC members at WE KC.*
        - (1) Will also include meetup during STEMMY awards.
- C. Officer Reports
  - 1. President

1. Vice President
2. Treasurer
  - a) Reimbursement process
    - (1) Katie is in the process of streamlining everything.
    - (2) On Google Drive along with process for WE18 scholarships.
  - b) Account / Budget Report
    - (1) Katie will get a budget report for next month.
3. Secretary
  - a) Name Badges (+1 IGED)
    - (1) Not yet submitted.
    - (2) Will wait until after IGED kickoff next week.
  - b) Communication Plan
    - (1) To be discussed during Strategic Planning portion.
  - c) Newsletter (deadline date, contact information of EC members)
    - (1) All articles due to Jenny by 9/30.
    - (2) Will aim to send out around 10/5.
4. Events
  - a) Sept – Nov Events
    - (1) Sept 18 – Meet & Greet at Martin City Brewery
    - (2) Oct – Aswathi wanted to do a Trunk & Treat, but is having issues finding an organization to accept SWE-KC joining.
      - (a) Alternate options:
        - (i) *SWE-KC host our own Trunk & Treat.*
        - (ii) *Host a donation drive during that time if close enough to Harvesters' event.*
        - (iii) *Change Oct. event to a Wine & Paint or Crafts night.*
    - (3) Nov 3<sup>rd</sup> (8:30am-10:30am) – Harvesters' event with ASCE booked.
    - (4) Dec – still planning on Cookie Exchange, but would like to change venues to a more intimate setting (e.g. a SWE member's house).
      - (a) Previous venues have been at Burns & Mac and at Black & Veatch.
5. Membership
  - a) Membership Demographics
    - (1) Myette was just added to leadership roster on SWE website today – will have more to report next time.
    - (2) Would like to talk to new graduates coming to work in Kansas City.
      - (a) There is a way to get this list from SWE; Amy will look into it.
  - b) Renewals (targeted emails?, FB header?)
    - (1) There is a SWE toolkit that Amy will send to Myette.
    - (2) Myette can also do targeted emails to push for renewals.
6. Awards

- a) WE Local Awards
        - (1) Deadline: end of this month (September).
        - (2) About: New this year since there are no more regions. Submissions are sent to the society, with a committee deciding where awards will be distributed.
        - (3) Nomination plans:
          - (a) Kerrie Greenfelder for WE Local Legacy
          - (b) Amy Gum and Sunita Lavin for SWE Local ELiTE
          - (c) IGED Jr + IGED for Outstanding Outreach Event Award
  - 7. Outreach
    - a) IGED Jr
      - (1) Had kickoff already with a full committee.
      - (2) Mentor and student registrations open until Oct 12<sup>th</sup>; registration information will be on next E-blast.
    - b) IGED
      - (1) Kicking off on Sept 13<sup>th</sup>.
- D. Recognitions
  - 1. Society Awards
    - a) Distinguished New Engineer: Adriana Porter
    - b) Spark Award: Kerrie Greenfelder
    - c) Suzanne Jenniches Upward Mobility Award: Cindy Wallis-Lage
  - 2. No other recognitions to report.
- E. Announcements
  - 1. WE18 Annual Conference: October 18th – 20th (Minneapolis, MN)
  - 2. IGED Junior: November 9th , UMKC Atterbury Success Center
    - a) Registration is Open for Mentors, Volunteers, and Students! Please share within your companies and other places which may have interest!
      - (1) Jenny will share email template with everyone.
  - 3. [Community Event] "How do I become (an engineer)", November 10th, Linda Hall Library
    - a) Audience: HS & College Students, See [lindahall.org](http://lindahall.org) for details
  - 4. WE Local Conference: March 1st-2nd (St. Louis)
    - a) *Scholarship details TBD (Katie and Amy).*
  - 5. WE Local Conference: March 15th – 16th (Denver)
    - a) *Scholarship details TBD (Katie and Amy).*
  - 6. IGED: February 22nd, 2019
- V. **Administrative Training (30 minutes)**
  - A. SWE & SWE-KC Overview
  - B. Organization Chart
  - C. Google Drive
  - D. Other Tools
  - E. Branding
  - F. Fact Sheet Update
  - G. Section Sponsorship
  - H. SWE Resources
- VI. **Team Building (1 hr)**
- VII. **Strategic Planning (1.5 hr) – review powerpoint presentation for details**

- A. Pre-planning Budget Review
- B. Society's Strategic Goals
- C. SWOT Analysis
- D. Brainstorming
- E. Planning

+ Future EC Meetings Approval

- Proposed

- \* Tuesday, Oct 16th @ Panera State Line
- \* Wednesday, Nov 14th @ Panera State line
- \* Thursday, Dec 13th @ Panera State line
- \* January mid-year planning - TBD
- We'll decide spring EC Mtg Schedule here.

**VIII. EC Meeting & Budget Approval Process**

**IX. Wrap – Up**

- A. EC will meet again to finalize goals.
  - 1. Amy will send out a doodle to decide 2 hour follow-up meeting.
  - 2. Amy will send a brainstorming board for everyone to contribute before follow-up meeting.

**X. Next Executive Council Meeting:** Thursday, September 27th at 6:00pm (Conference Call)

**XI. Adjournment – 4pm**