



SWE-KC Executive Council Agenda

SWE-KC, FY19

October 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
Outreach Chair	Chelsea Pfaffly	x
Events Chair	Aswathi Pradeep	
Membership Chair	Myette Simpson	x
Awards Chair	Andrea Legreid	x
IGED Committee Co-Chair	Kristin Murray	

III. Review/approve minutes for September

- A. Approved

IV. Old Business

- A. Name Badges
 - a. Amy has all the ones that have not been given out yet, will bring them next time.
- B. By-Laws Update
 - a. Our submission was on hold due to removal of write-ins section. By-laws Committee will put it back in queue.
- C. Strategic Planning Recap
 - a. Document titled “SWE-KC FY19 Strategic Goals and Tactical Plan” is located on Google Drive, in “FY19 Leadership” folder.

V. New Business

- A. Welcome! Outreach Chair – Chelsea Pfaffly!
- B. First Robotics Lunch & Launch; KC, Lawrence, Sedalia
 - a. This year there are 3 regionals, at locations listed above.
 - b. First Robotics planning committee asked if we wanted to be at all 3 events. Amy responded that we only want to host at the KC event.
 - c. Chelsea will ask Julie if she would like to lead event again.
 - d. Consider engaging college students as mentors.
- C. Fellow’s Reception
 - a. Speaker – Joy Wheeler, GSKSMO
 - i. Area Girl Scouts CEO; topics: state of girls in area, GS & STEM
 - b. Thursday, April 4th Preferred, Wed April 3rd Alternate
 - i. EC concurs with April 4th date.
 - c. Location: HNTB (Downtown); reception in lobby area & speaker in adjacent conf. rm
 - d. Re-Naming & Branding
 - i. Ideas?
 - 1. Host with a session titled, followed by “presented by SWE-KC Fellows” or something similar (like WE KC)

- D. Future Cities Award & Ad
 - a. "Tech Savvy Award"
 - b. Ad 4" tall x 2.5" wide
 - i. Amy will create ad.
- E. Social Media Chair
 - a. To be determined – Jenny currently talking to a member about this.
- F. SWE-KC History
 - a. Historically hosted by Deb O'Bannon on her website.
 - b. Need to move to our website.
- G. Google Photos *moved pics from drive*
- H. New Calendars in Google Calendar
 - a. Two new calendars per requests from Strategic Planning Session:
 - i. Tentative events
 - ii. Administrative tasks

VI. Officer Reports

- I. President
 - a. Square Logo in logo folder on drive (B&W and Color)
 - b. Survey Results
 - i. Amy transferred the results to a more readable file in the Strategic Folder.
 - c. Community Read
- J. Vice President
- K. Treasurer
 - a. Monthly Report
 - i. \$18,000 in general checking account.
 - ii. We have gotten a lot of registrations, and IGED Jr stuff is up to date.
 - iii. Reimbursements are all done and up to date.
 - iv. Everyone review financial reports and let Katie know if you have any comments or concerns.
 - b. Key, PayPal, Taxes
 - c. Tumbler Sale
- L. Secretary
 - a. eBlast
 - i. Going out this week.
 - 1. Will wait for event info from Aswathi.
 - b. Website
 - i. Add all AirTable and survey links for more professional URL.
 - c. Strategic Goal Action
 - i. Plan for a resume review for late Jan/early Feb at UMKC.

VII. Committee Reports

- A. Events
 - a. Oct – Halloween Paint
 - i. Check with Aswathi on the signup numbers so far.
 - b. Nov – Harvesters' Event with ASCE
 - c. Dec – Cookie Exchange?
 - i. No location yet.
 - d. Boulevard Event on Nov. 17th (Sat)
 - i. We need 15 people.
 - ii. Cost?
 - iii. Include this in next eBlast.
 - e. Additional events (from Myette)
 - i. Smaller event focused on our members.

- ii. Aswathi and Myette planning a “Think & Drink” small event with two tables and a different topic with a facilitator at each table.
 - 1. Potential location: Katie’s company.
 - 2. Time: aiming for Jan or Feb.
- B. Awards
 - a. Submissions are in.
- C. Membership
 - a. Table at IGED Jr
 - b. Demographics
 - c. Renewable Progress; update FB Banner?
 - i. Final number: 110 paid members.
 - 1. Focus programming and communications on people on mailing list and all within our network.
 - 2. Myette will work on engaging new grads with December coming up.
 - 3. There is a folder on Drive of event attendances.
 - 4. Offer membership incentives/discounts (such as boulevard).
 - ii. FB banner can be changed back to original.
 - d. Member Welcome Email
 - i. Amy gave feedback.
 - ii. Will be sent to new members by Myette, new mailing list additions by Jenny.
- D. Outreach
 - a. Transition
 - i. Chelsea has met with Mandy.
 - b. Expanding Your Horizons
 - i. Jan 25th, 6:15-10pm.
 - ii. We generally always do balloon airplane.
 - 1. Chelsea has the materials for this activity in her car.
 - iii. Include in early December eBlast to ask for volunteers.
 - c. IGED Jr & IGED
 - i. IGED Jr.
 - 1. Had first workday.
 - 2. Mentors and students are all signed up and matched.
 - ii. IGED
 - 1. Still needs a Media Coordinator.

VIII. Recognition

- A. Happy Birthday Andrea!!!

IX. Announcements/Important Dates

- A. WE18 Annual Conference: October 18th-20th (Minneapolis, MN)
- B. Halloween Paint Night – October 23rd, 6pm @ Painted Clover
- C. Harvesters with ASCE – November 3rd, 8:30am @ Harvesters
- D. IGED Jr – November 9th, 8am-2pm @ UMKC
- E. *[community event]* “How do I become (an engineer)”, Nov. 10th @ Linda Hall Library
- F. Boulevard Tour – November 17th @ Boulevard Brewery
- G. IGED – February 22nd @ Bartle Hall
- H. WE Local St. Louis: March 1st – 2nd
 - a. Jan 30th or Feb 1st is the early bird deadline
 - b. Need to figure out budget and scholarship guidelines.
- I. WE Local Denver: March 15th – 16th

X. Next Executive Council Meeting: Wednesday, November 14th, 6pm @ Panera

- A. December Meeting – ugly sweater/festive greeting card picture taking to send out as a “Happy New Year” blast to our mailing list and for social media

XI. Adjournment