I. 10:30 – 11:30 - Escape room!

II. Call to Order – 11:45

III. Roll Call

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Attending</th>
</tr>
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<tbody>
<tr>
<td>President</td>
<td>Ragan Gum</td>
<td>X</td>
</tr>
<tr>
<td>Vice President</td>
<td>Kaitlyn Mores</td>
<td></td>
</tr>
<tr>
<td>Treasurer</td>
<td>Katie Bushong</td>
<td>X</td>
</tr>
<tr>
<td>Secretary</td>
<td>Jenny Lu</td>
<td>X</td>
</tr>
<tr>
<td>Outreach Chair</td>
<td>Chelsea Pfaffly</td>
<td>X</td>
</tr>
<tr>
<td>Events Chair</td>
<td>Aswathi Pradeep</td>
<td>X</td>
</tr>
<tr>
<td>Membership Chair</td>
<td>Myette Simpson</td>
<td>X</td>
</tr>
<tr>
<td>Awards Chair</td>
<td>Andrea Legreid</td>
<td>X</td>
</tr>
<tr>
<td>IGED Committee Co-Chair</td>
<td>Kristin Murray</td>
<td></td>
</tr>
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IV. Roles & Responsibilities Recap

V. Teambuilding discussion – 11:45
A. How did the escape room go?
   a. Escape room activity went well, finished with 12 minutes to spare.
B. What did we learn that we can apply to our SWE leadership team?
   a. We worked well together in general. Exercised recognizing when to ask for help/questions.
   b. Importance of staying organized – knowing where clues were used when.

VI. Review/approve minutes for December – 12:00

VII. Old Business - 12:00
A. By-Laws Update
   a. Still in progress. By-laws committee is currently unresponsive.
      i. Will put out for voting if Ragan does not hear back from committee in a few weeks.
B. Activity Log – PLEASE UPDATE
   a. [Reminder] Everyone remember to update after activities.
C. WE Local Denver and St. Louis
   a. Still open for registration (early) and scholarship application window is still open.

VIII. Officer Reports – 12:10
A. President
   a. Exec meeting schedule – 2nd Tuesdays, 6 PM, New Stateline Panera
      i. Next month’s (February’s) will be at Cerner for LCC.
   b. Vitality Assessment Review
      i. Action: Please comment with feedback, needs to be submitted by end of the month.
c. Begin thinking about FY20
   i. Any members attending multiple SWE events that may need a nudge to consider a leadership role?

B. Vice President
   a. LCC topic will be “Spanning Different Generations”. February 12th, 6 PM, Cerner
      i. 2 hours long.
      ii. Program will combine three different topics of interest.

C. Treasurer
   a. Accounting Report
      i. Katie will finalize by the end of the month.
      ii. [Reminder] When submitting reimbursement form, be specific and include event and details in the notes.
      iii. Do we want to reallocate budgeted money from travel grants to fund FIRST Robotics luncheon (in case we do not receive PDG grant)?
          1. Vote: yes (unanimous)

D. Secretary
   a. Social Media, e-blast, newsletter
      i. Next e-blast going out next week: Mocktails and Mingle, WE Local meetup, Jan event, SWE-Talks fellows event Save-the-Date.
         1. Action: Aswathi and Myette send event details to Jenny.
      ii. Newsletter going out next month.
      iii. Social Media
         1. [Reminder] Email event pics to Jenny or Olivia to upload onto Twitter/Instagram.

IX. Committee Reports – 12:20
A. Events
   a. RBG movie event update
      i. Meet & Greet next Sunday, January 27th at Alamo Cinema & Drafthouse.
      ii. Discussion at the Chesterfield afterwards.
   b. Update on KCPT conference (January 28th)
      i. Ragan and Aswathi will be going, presenting on getting and keeping students interested in STEM.

B. Awards
   a. Society Individual Awards
      i. Professional Awards are open.
      ii. Action: Let Andrea know if you want to nominate anyone.

C. Outreach
   a. Expanding Your Horizons
      i. Chelsea, Jenny, and Katie Lin will be volunteering.
   b. Classroom/Student Engagements
      i. Chelsea reached out to responses about algorithmic bias talk request and has gotten responses, but needed more info from the organizer.
      ii. UMKC has not responded on their event.
      iii. Chelsea meeting with Girl Scouts on Tuesday about what event they would like to do with us.
      iv. Action: Jenny will reach out to SWE-KU about potential event.

D. Membership
   a. Membership update
      i. Action: Myette will update and email to everyone.
   b. Think & Drinks renaming, updates, schedule, etc.
      i. New name: Mocktails & Mingle
ii. Schedule: would like to do event quarterly when there is not a large professional development event already happening.

iii. Align topics with talks done at WE KC.

iv. Two thought topics at first event: (1) mothers in engineering and (2) from college to career transition
   1. Will reach out to individuals to act as thought leaders.

E. IGED & IGED Jr
   a. IGED has 225 students, 125 mentors so far.
   b. IGED Jr. 2019 venue has been booked.

X. Discussions – 12:30
A. A Review from One on Ones?
   a. Good Communication
   b. Generally, good work as a team, but sometimes we don’t know where to go for contacts.

B. Review FY19 Strategic & Tactical Plan
   a. What is the plan for goals that have not yet been achieved?
   b. Has anything changed since September that makes achieving a goal more difficult?
   c. What resources are available to us to help us succeed?
      i. Develop leadership pipeline.
   d. Are there any events or traditions that are worth retiring?
      i. Would not do Boulevard tour event again.

C. Goal Setting Roundtable (Share 1 goal for the rest of the year)
   a. Ragan – Keep everyone on track and have a full officer slate and at least 2 chairs lined up for next SWE-KC president.
   b. Kaitlyn – Stay in touch with SWE-KC, mostly by helping with IGED and as able elsewhere. Plan LCC session for February or March exec meeting.
   c. Katie – Create a more documented approach to financial entities and processes.
   d. Jenny – Organize a toolbox of this year’s communications changes and tools.
   e. Chelsea – Have more of a backlog for events.
   f. Aswathi – Make Mocktails & Mingle successful.
   g. Myette – Make Mocktails & Mingle successful, and make it easy to look at membership and retention.
   h. Andrea – Nominate 2 people for awards.

XI. Recognition
   • “We are volunteers serving the SWE-KC community. We create the change we want in the time we feel we can give. Thank you for your efforts and accomplishments throughout H1 FY19! I look forward to seeing what we create in H2 as we round out the fiscal year.” - Ragan

XII. Announcements/Important Dates
A. Movie Meet & Greet – January 27th @ 1 PM, Alamo Draft House
B. IGED – February 22nd @ Bartle Hall
C. Mocktails & Mingles: February 26th, 6-8PM @ BHC Rhodes
D. WE Local St. Louis: March 1st – 2nd
E. WE Local Denver: March 15th – 16th
F. SWE Talks: An evening with Joy Wheeler, hosted by the SWE Fellows
   a. April 4th @ HNTB
G. WE KC 2019, August 8th @ KU Edwards
H. IGED Jr 2019, November 15th @ UMKC

XIII. Next Executive Council Meeting: February 12th, 6-8 PM, @ Cerner to include a Leadership Coach Presentation

XIV. Adjournment