



SWE-KC Executive Council Mid-Session Meeting Minutes

SWE-KC, FY19

January 19, 2019, at 10:15 am – 1:00 pm

Escape Room Kansas City, 30 W Pershing Rd, Kansas City, MO 64108

Il Lazzarone Pizza, 412 Delaware Street A, Kansas City, MO 64105

I. 10:30 – 11:30 - Escape room!

II. Call to Order – 11:45

III. Roll Call

SWE-KC Roll Call		
Position	Name	Attending
President	Ragan Gum	X
Vice President	Kaitlyn Mores	
Treasurer	Katie Bushong	X
Secretary	Jenny Lu	X
Outreach Chair	Chelsea Pfaffly	X
Events Chair	Aswathi Pradeep	X
Membership Chair	Myette Simpson	X
Awards Chair	Andrea Legreid	X
IGED Committee Co-Chair	Kristin Murray	

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 here 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