



## SWE-KC Executive Council Agenda

SWE-KC, FY17

March 15, 2017 at 5:30 – 6:30 pm

Panera

1128 W 103rd St, Kansas City, MO 64114

I. Call to Order – 5:30

II. Roll Call

SWE-KC Roll Call		
Position	Name	Attending
President	Adriana Porter	x
Vice President	Neelima Paraskar	
Treasurer	Amy Gum	x
Secretary	Katie Lin	x
Section Representative	Becca Brader	
Events Committee Chair	Suzie Carpenter	
Membership Committee Chair	Marian McClellan	
Outreach Committee Chair	Alyssa Zimmerman	
IGED Committee Chair	Kristin Murray	
Awards Chair	Sunita Lavin	
Newsletter Editor	Kim Bartak	
<i>Professional Development Event Chair</i>	<i>OPEN</i>	
<i>Fundraising Chair</i>	<i>OPEN</i>	
<i>Correspondence Secretary Chair</i>	<i>OPEN</i>	
<i>Webmaster</i>	<i>OPEN</i>	

III. Review/approve minutes for February

IV. Old Business

A. Event Recaps (via Activity Log)

i. Engineering Luncheon – February 23<sup>rd</sup>

1. Action item – Marian is there any follow-up actions needed like adding anyone to the list-serve; reaching out to people who were interested?

ii. iCON17 Conference – February 24<sup>th</sup> – 25<sup>th</sup>

1. Thanks to everyone who submitted an article! There is a post on the [blog](#).

iii. Introduce a Girl to Engineering Day – March 3<sup>rd</sup>

1. Comment: SWE-KC information was somehow skipped or left out of the IGED slides/presentation. Kim has followed up with mentors regarding more info about SWE. Adriana reached out to the IGED committee members to encourage them to join SWE
2. Suggestion for next year: Raffle off a SWE membership for a mentor during the mentor meeting (it was in the budget for this year, but we forgot to do it).

B. February Action Items

i. Record 1 non-SWE outreach event on Outreach Metric (Everyone)

1. [Outreach Metric Tool](#)

ii. General Member Survey (Adriana)

1. Action item: Katie send survey to members who attended iCON17 (Mandy Kelley, Andrea Moll, Emily Yu, Gwen Belt) and IGED Committee
- iii. Facebook Page Deleted (Neelima) – Stephanie DeCaro deleted Facebook page
- iv. Event Follow-Up Email for January Meet & Greet (Marian) – not complete but not purposeful at this point

## V. Officer Reports

- A. President
- B. Vice President
- C. Treasurer
  - i. Account & Budget Balances
    1. [Treasurer's Report](#)
    2. Not all IGED expenses have been paid yet. We should come out close to even for the year
  - ii. Amy received a community service award from Cerner, so there should be a \$500 check coming to SWE-KC coming soon
- D. Secretary
  - i. Aiming to finish next newsletter by mid-end April
    1. Action item: Becca- need region update for next newsletter by April 7
    2. Action item: Adriana – need President's Letter by April 7
  - ii. We have a SWE-KC table at the FIRST Robotics competition on Friday. Amy agreed to take supplies and set up the table in the morning. Katie will be at the table in the afternoon.
- E. Section Rep
  - i. February RC Meeting

## VI. Committee Reports

- A. Events
  - i. March Meeting Recap
    1. See upcoming events list at bottom of page
    2. Action item: Katie to add events/dates to Google Calendar
    3. Sunita volunteered to start initial planning of the Golf Driving Range idea for June Picnic
- B. Membership
  - i. 2017 Membership Plan/Goals Status
    1. Monthly membership report to Katie
    2. Routinely send email to members after events
    3. Identify 5 companies that sponsor SWE membership
  - ii. New Member Meet & Greet – March 28
    1. Amy approved ~\$50 for appetizers at the event
    2. Action item: Marian let Amy ([amy.gum@gmail.com](mailto:amy.gum@gmail.com)) know how much you spent on the membership gifts so she can adjust the budget accordingly
- C. Outreach
  - i. Amy is going to help Alyssa put events in the SWE-KC log next week
- D. Awards
  - i. Action item: Adriana to write the recommendation letter for Jenna and reach out to others for editing/signatures
  - ii. Action item: Becca to reach out to the Region Coordinator for feedback on our region awards packets
- E. IGED
  - i. Wrap-Up event April 8

## VII. New Business

- A. Please update Attendance Sheet + Photo Release Data Base on Google Drive

 FY17 i003 Kansas City Event Attendance Report.xlsx	me	2:20 PM me	53 KB
 FY17 Photo Release Database_SWE-KC Events.xlsx	me	2:06 PM me	11 KB

## B. FY18 Elections + Timeline

### i. Officer Positions (Elected)

1. President
2. Vice President
3. Treasurer
4. Secretary
5. Section Representative (last year for this role)

### ii. Committee Chairs or Coordinators (Appointed)

1. Meet & Greet Coordinator (formally Events)
2. Membership **Committee Chair**
  - a. We need a better title for this position to jazz it up. Ideas suggested were Member Relations and Member Engagement
3. WE-KC Event Liaison
4. Outreach **Committee Chair**
5. Awards Coordinator

### iii. Miscellaneous

1. Fundraising – Coordinator or Committee Chair?
2. Communications Committee (Secretary is “chair”)

## VIII. Recognition

## IX. Announcements/Upcoming Events

- A. SWEetie Pi Luncheon: March 17<sup>th</sup>
- B. March Meet & Greet: March 28<sup>th</sup>
- C. NSBE Annual Conference: March 29<sup>th</sup>-April 2<sup>nd</sup>
- D. GKC SEF Science Fair: April 6<sup>th</sup> & 8<sup>th</sup>
- E. Joint Networking Night: April 26<sup>th</sup>
- F. Tentative:
  - i. Professional Development Speaker w/B&V in April (or May)
  - ii. May Meet & Greet (hosted by Sunita)
  - iii. Happy Bottoms Volunteering Event in May
  - iv. Annual Summer Picnic + Membership Appreciate Event in June (June 10<sup>th</sup> or 24<sup>th</sup>)
    1. Note: June 24<sup>th</sup> is Maker Faire
    2. Planning to implement a Golf Driving Range/Instruction

## X. Next Executive Council Meeting: Wednesday, April 19<sup>th</sup> at 5:30pm (Panera)

## XI. Adjournment