



SWE-KC Executive Council Agenda

SWE-KC, FY17

April 19, 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 Parasker	
Treasurer	Amy Gum	x
Secretary	Katie Lin	x
Section Representative	Becca Brader	x
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	
Professional Development Event Chair	OPEN	
Fundraising Chair	OPEN	
Correspondence Secretary Chair	OPEN	
Webmaster	OPEN	

Alexis Clinton joined us for the meeting – welcome!

III. Review/approve minutes for February

IV. Old Business

A. Event Recaps (via Activity Log)

- i. SWEetie Pi Luncheon: March 17th
 - 1. New format of event may require less volunteers in the future
- ii. March Meet & Greet: March 28th
 - 1. Well attended! Marian to follow up with the number of new faces at the event
- iii. NSBE Annual Conference: March 29th-April 2nd
- iv. GKC SEF Science Fair: April 6th & 8th
 - 1. Went well – unable to get picture with scholarship winner.

B. March Action Items

- i. Record 1 non-SWE outreach event on Outreach Metric (Everyone)
 - 1. [Outreach Metric Tool](#)
- ii. Update Attendance Sheet + Photo Release Data Base on Google Drive

C. FY18 Elections + Timeline

- i. Officer Positions (Elected)
 - 1. Candidates released on April 15th
 - 2. Write-ins are open thru April 30th
 - 3. Elections May 1st – May 21st

- ii. Committee Chairs or Coordinators (Appointed) Will be submitting call for chairs near the end of May.
 - 1. **Meet & Greet Coordinator (formally Events)**
 - a. Discussion around if we want to call this the Meet & Greet Coordinator or Events Coordinator.
 - b. Will continue discussion at the next meeting
 - c. An idea is to have event co-chairs
 - d. Concerns of where Fellows Reception & Summer Picnic would go. The April Networking Night will be considered “April Meet & Greet.”
 - 2. **Membership Committee Chair**
 - 3. **WE-KC Event Liaison**
 - a. Two contacts from FY17 event at B&V are no longer involved with event. Adriana to follow up with college recruiter manager
 - 4. **Outreach Committee Chair**
 - a. Possibly add SWEetie Pi Luncheon (if Events chair goes to “Meet & Greet Coordinator”)
 - 5. **Awards Coordinator**
- iii. Miscellaneous
 - 1. Fundraising – Coordinator or Committee Chair?
 - 2. Communications Committee (Secretary is “chair”)

V. Officer Reports

A. President

i. SWE-KC Scholarship Input for Cheri Leigh

- 1. Cheri Leigh is endowing a scholarship with SWE, under the SWE Kansas City Section name, and she asked for our feedback on the scholarship selection criteria form
- 2. Adriana will provide feedback to Cheri, but ultimately it is Cheri’s decision since it is her money
- 3. Once the scholarship is finalized, Katie will post on the SWE-KC website the scholarship information as well as how others can donate to the scholarship fund

B. Vice President – No update

C. Treasurer

i. Account & Budget Balances – see Treasurer’s Report

- 1. IGED financial report also included

D. Secretary

- i. Spring Newsletter – almost complete; plan to send out next week
- ii. Katie will respond to several emails around sponsorship for various events – we do not currently have them in our budget this year so we are unable to support

E. Section Rep

i. RC Meeting Updates

- 1. Leadership Summit is planned for August 25-26, 2017 in Oklahoma City
- 2. Society Awards have changed from topical awards to “mission awards”
- 3. WE17 Housing is now open!
- 4. Region i RC report is due in May

VI. Committee Reports

A. Events

- i. Remaining FY17 Events – No update at this time.

B. Membership

- i. Membership Appreciation at June Summer Picnic

1. Marian to coordinate with Suzie. No other updates.
 - C. Outreach
 - i. Two Ignite events coming up that we need volunteers for
 1. May 12 at 8:30 – 11:30 at Center Middle School
 2. May 25 at 8:30 – 10:00 at SmithHale Middle School
 - D. Awards
 - i. Sunita submitted Deb's DEE; Jenna was nominated for DNE.
 - E. IGED
 - i. IGED Recap Meeting on April 8th
 1. Kristin Murray & Amy Gum will be chairs for IGED 2018
 2. Need to determine an IGED Jr. Chair
 - a. Katie has a list of volunteers for IGED Jr she will send to Amy, Kristin, and Adriana
- VII. **New Business**
- VIII. **Recognition**
- IX. **Announcements/Upcoming Events**
 - A. Joint Networking Night: April 26th
 - i. Make sure to invite your co-workers and friends! 😊
 - B. May Meet & Greet on May 18th (at Rye in Mission Farms; hosted by Sunita)
 - C. Tentative:
 - i. Happy Bottoms Volunteering Event in May
 1. Becca is looking into this; discussed trying to plan for July
 - ii. Annual Summer Picnic + Membership Appreciate Event in June (June 10th or 24th)
 1. Adriana will follow-up on details for this event
- X. **Next Executive Council Meeting: Wednesday, May 17th at 5:30pm (Panera)**
- XI. **Adjournment**