



SWE-KC Executive Council Agenda

SWE-KC, FY17

May 17, 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	
Secretary	Katie Lin	x
Section Representative	Becca Brader	x
Events Committee Chair	Suzie Carpenter	x
Membership Committee Chair	Marian McClellan	x
Outreach Committee Chair	Alyssa Zimmerman	
IGED Committee Chair	Kristin Murray	
Awards Chair	Sunita Lavin	x
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 April

IV. Old Business

A. Event Recaps (via Activity Log)

i. Joint Networking Night: April 26th

1. Not as many attendees as the last 2 years
2. A few organizations weren't very responsive
3. Venue (Snow & Co) was not very expensive; got \$50 from every sponsoring organization and had some money leftover which was used to fill FY16 deficit from this event
4. Some organizations attended to advertise but weren't sponsors. We only let sponsoring organizations speak, but it was a little awkward when these non-sponsoring organizations were passing out flyers
5. Some collegiates attended the event – we could invite more in the future

B. April 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

1. **Action item:** Suzie to update this with the Joint Networking Event information

C. FY18 Elections + Committee Chairs

i. Officer Elections thru May 21st

1. **Action item:** Katie to send reminder about voting

ii. Call for FY18 Committee/Volunteer Survey:

1. <https://www.surveymonkey.com/r/7WZPH3C>
 - a. Feedback was collected. Adriana will update by May 21 and Katie will send out to list-serve and ask to have them fill out by June 19.
 - b. We'll discuss the results at the June 21 meeting

V. Officer Reports

A. President

i. Transition

1. **Action item:** Everyone update the cheat sheets and Google Drive for their role prior to this meeting

ii. June EC Meetings

1. June celebration/transition dinner is June 21. All officers and committee chairs – please try to make it.

iii. Leadership Summit is August 25-26 in Oklahoma City. Registration is open now.

B. Vice President

i. No report

C. Treasurer

i. Account & Budget Balances

1. See [Treasurer's Report](#)

D. Secretary

i. Discussion about if we want to do another newsletter this year

1. Decided we can probably do some blog posts/Facebook posts
 - a. Recognize the outgoing officers and incoming officers

E. Section Rep

i. RC Meeting Updates

1. On region call, discussion regarding the money that will be leftover when the region dissolves. They want the money to go to a scholarship endowment. One option was to divide the money between the sections who have endowments. Becca spoke up that Kansas City is soon to have an endowment from Cheri Leigh's contributions.

2. Submitted Section Report #3

- a. We met all region goals except hosting a PEP event as a section
 - i. We've learned now that the "PEP event" may not need to be a formal event. We need clearer expectations for next year.

ii. SWE Mission Awards

1. Sunita and Becca are going to work on the mission awards

- a. **Action item:** Events, membership, and outreach chairs please make sure the activity log is updated. It will greatly help with the submittal of awards!

VI. New Business

A. [Vitality Assessment](#)

B. Thank You / Congratulations

- i. Cheri Leigh on SWE-KC Scholarship
- ii. Jenna Harpole on Baby

VII. Committee Reports

A. Events

i. Remaining FY17 Events

1. Meet & Greet is tomorrow (May 18) at Rye
2. Membership Appreciation at June Summer Picnic (June 24)
3. Happy Bottoms (tentatively July 18)

- a. Becca to try and reserve on the Happy Bottoms website
- 4. Suzie is planning to set up a date for the Dream Big movie showing at Union Station (tentatively in June)
 - a. Becca had the idea of possibly inviting the Girl Scouts and turning it into a PEP

B. Membership

- i. Membership Appreciation at June Summer Picnic (June 24)
 - 1. Sunita can distribute/advertise the event to summer engineering female interns
 - a. We will need an event flyer by June 2 to advertise the event
 - 2. Suzie to follow up with Anna to determine location/date/details
 - 3. Marian to handle membership appreciation aspect
 - a. **Action item:** determine registration price differentiation between members and non-members

C. Outreach

- i. SWE's Wow! Innovation Challenge

D. Awards

E. IGED

VIII. Recognition

IX. Announcements/Upcoming Events

- A. May Meet & Greet on May 18th (at Rye in Mission Farms; hosted by Sunita)
- B. Annual Summer Picnic + Membership Appreciate Event in June (June 24th)

X. Next Executive Council Meeting: Wednesday, June 21st (Location TBD)

XI. Adjournment