I. Call to Order – 10:30

II. Roll Call

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Attending</th>
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<tbody>
<tr>
<td>President</td>
<td>Katie Lin</td>
<td>X</td>
</tr>
<tr>
<td>Vice President</td>
<td>MaKayla Sprague</td>
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<tr>
<td>Treasurer</td>
<td>Sunita Lavin</td>
<td>X</td>
</tr>
<tr>
<td>Secretary</td>
<td>Kim Bartak</td>
<td>X</td>
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<tr>
<td>Section Representative</td>
<td>Adriana Aguilar</td>
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<tr>
<td>JEC Representative</td>
<td>Becca Brader</td>
<td>X</td>
</tr>
<tr>
<td>Events Committee Chair</td>
<td>Kaeisha Akinmoladun</td>
<td>X</td>
</tr>
<tr>
<td>Membership Committee Chair</td>
<td>Neelima Paraskar</td>
<td>X</td>
</tr>
<tr>
<td>Outreach Committee Chair</td>
<td>Alyssa Zimmerman</td>
<td></td>
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<tr>
<td>Prof. Devlpt Event Chair</td>
<td>Tiffany Dooley</td>
<td>X</td>
</tr>
<tr>
<td>Social Media Committee Chair</td>
<td>Steph DeCaro</td>
<td></td>
</tr>
<tr>
<td>Awards Committee Chair</td>
<td>Hope Piuck</td>
<td></td>
</tr>
<tr>
<td>IGED Committee Chair</td>
<td>Amanda Porter</td>
<td></td>
</tr>
<tr>
<td>IGED Committee Chair</td>
<td>Kristin Murray</td>
<td>X</td>
</tr>
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III. Teambuilding Discussion – 15 minutes
   A. How did the Escape Room go?
   B. What did we learn that we can apply to our SWE leadership team?
   C. How can we work together better this year?

IV. Executive Council Expectations – 20 minutes
   A. Upcoming SWE EC Meetings (Committee Chairs sign-up to go to at least one)
   B. Upcoming Events on SWE Calendar
      i. Discuss Upcoming Events. Everyone sign-up to attend upcoming events/committee meetings as available.
      ii. Any events/committee meetings not on calendar yet? Provide instructions so committee chair can add it.
   C. Event Summaries – New Template. Outreach, Events, & Membership chair to keep updated on google drive.
   D. SWE-KC Branding- review 4 Focus Areas (Outreach, Professional Development, Networking, and Recognition)
   E. Review Google Drive
      i. Google Drive was shared with leadership team

V. Succession Planning for FY17 – 25 minutes
   A. What are everyone’s plans/interest in involvement next year (I will ask people to send me ahead of time)?
   B. Region Positions available as well – Adriana
   C. What holes do we need to fill?
      i. Looks like we need to fill President & Treasurer still, plus committee chairs (Events & Membership chair at least)
D. Update Role Descriptions
   i. Role Descriptions will be updated on the website soon
E. Can we present at IGED about SWE-KC and leadership positions available?
   i. Will discuss time allotment at IGED workday
F. Other recruiting ideas?
   i. Sunita working on SWE-KC postcards with upcoming events for SWE table at IGED
G. Need a nominating committee
   i. Steph, Kristin, and one of the outgoing officers

VI. Raising SWE Awareness in the Community – 30 minutes - Adriana
   i. See attached slides & handout

VII. Officer Reports – 15 minutes
A. President
   i. SWE Banner/Tablecloth – working on finalizing design and placing order with Amanda to have ready by IGED
   ii. Region Conference Travel – Those who are going to the region conference can stay after the meeting to discuss travel plans if interested
B. Vice President
   i. SWE-KC Focus Areas Website Page. If anyone has suggestions to add, send to MaKayla
C. Treasurer – reimbursements sent out
D. Secretary
   i. Newsletter Update
E. Section Rep-asks everyone to read the minutes/newsletters for region updates

VIII. Committee Reports – 15 minutes
A. JEC
B. Events – see upcoming events attachment
C. Membership
   i. Kim will send January membership report
   ii. New Member Welcome Email/Packet aiming to be implemented by end of February
D. Outreach
E. Professional Development
   i. Survey members on what they’d like to see
   ii. Need committee members
   iii. Committee meeting Feb. 2 at next meet & greet
F. Awards
   i. Individual Awards due March 31
G. Social Media
   i. Need leadership to help with liking, retweeting, sharing, etc. when things are posted.
H. IGED
   i. Kim will send out call for volunteers
   ii. 153 registered students as of Thursday

IX. Announcements
A. Next meeting: Tuesday, Feb. 16 at 5:30 – 6:30 @ Panera on State Line & 103rd

X. Adjournment