



SWE-KC Executive Council Agenda

SWE-KC, FY16

Jan. 9, 2016 at 10:30 am – 12:30 pm

Panera

2405 Grand Blvd., Kansas City, MO

I. Call to Order – 10:30

II. Roll Call

SWE-KC Roll Call		
Position	Name	Attending
President	Katie Lin	X
Vice President	MaKayla Sprague	
Treasurer	Sunita Lavin	X
Secretary	Kim Bartak	X
Section Representative	Adriana Aguilar	X
JEC Representative	Becca Brader	X
Events Committee Chair	Kaeisha Akinmoladun	X
Membership Committee Chair	Neelima Paraskar	X
Outreach Committee Chair	Alyssa Zimmerman	
Prof. Devlpt Event Chair	Tiffany Dooley	X
Social Media Committee Chair	Steph DeCaro	X
Awards Committee Chair	Hope Piuck	
IGED Committee Chair	Amanda Porter	
IGED Committee Chair	Kristin Murray	X

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/Package 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**