



SWE-KC Executive Council Agenda

SWE-KC, FY17

October 19, 2016 at 6:00 – 6:30 PM

La Bodega

4311 W 119th Street, Leawood, KS 66209

I. Call to Order – 6:00

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	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 September

IV. Old Business

A. Event Recaps (via Activity Log)

- i. Girls Ignite Event: September 22nd (Ruskin High School)
- ii. Annual KU Networking Event: October 2nd (Roasterie)
- iii. Girls Ignite Event: October 13th (Grandview Middle School)
- iv. **Action Item:** Adriana will develop a survey that can be used to populate the Activity Logs. Katie will include survey link on future minutes. This will make it easier for the Events Committee members and Outreach committee members to fill out the activity log.
- v. **Action Item:** For all events that have already occurred, please go to the Google Drive and insert your event details.

B. Strategic & Tactical Plans on [Google Drive](#) (FY17 -> Strategic & Tactical Plans)

V. Officer Reports

A. President

- i. SWE Table at IGED Jr. (SWENext)
 1. Adriana will run the table
 2. **Action Item:** Katie will print SWENext flyers and SWE-KC flyers with upcoming events
 3. **Action Item:** Adriana to give blurb on SWE-KC during mentor meeting at the IGED Jr. Event
- ii. Photo Release Form Reminder

1. Will discuss at next meeting. For all those hosting events until the next meeting, don't forget to have attendees sign photo release forms.
- iii. WE16 Sessions + Info
 1. Adriana sent out recommended sessions to attend that Sunita put together to people she knew that were attending the conference. Please forward to others you know who are also attending.
- B. Vice President
- C. Treasurer
 - i. Account & Budget Balances – see [Google Drive](#) for October Treasurer's report
 1. Balances have had minimal changes since September report
 - ii. Discussion on logistics of partial funding for iCON17 for members
 1. Considering funding 2-3 members up to ~\$150 to cover some registration and travel expenses. Will discuss further at November meeting after registration information is released for iCON17.
 - iii. Taxes were submitted!
- D. Secretary
 - i. Website Updates
 1. Katie has made some updates to the website, including adding a "Get Involved" Tab and subtabs for committee and officer descriptions. **Action Item:** All – please review and let Katie know if anything needs updating
 2. As always, please send any website feedback to Katie so we can keep improving, and making things easier to find
 - ii. Advertising non SWE-KC events
 1. Decided to add non SWE-KC events to our calendar and link from the calendar in e-blasts, as appropriate (Will also look into differentiating events via different colors on calendar)
- E. Section Rep
 - i. Region i Awards – ~~November 15th~~ moved out to December 12
 - ii. Region i Scholarship – January 15th
 1. **Action Item:** Becca- please send Katie the scholarship application to send out in an e-blast
 - iii. iCON 17 Call for Speakers – October 28th

VI. Committee Reports

- A. Events
 - i. Next Events committee meeting – Nov. 2
 - ii. Neelima and Katie planning Day of the Dead Event on Nov. 6
 - iii. Suzie is confirming details of Harvester's event. **Action Item:** If possible, please send details to Katie before Oct. 24 to include in next e-blast.
- B. Membership
 - i. Membership Report
 1. Marian has contacted people who have not renewed
 2. Marian and Katie are meeting in early November to transition role of running membership reports
 - ii. Marian is developing plans for reaching out to graduating seniors in the spring
- C. Outreach
 - i. Girls Ignite (volunteer status + event hosts)
 1. Adriana has a contact that wants to hold a similar Girls Ignite event, geared towards Hispanic girls. Once list of potential dates are identified, she will contact Alyssa.
 2. **Action Item:** Amy & Alyssa to work on listing out the different types of activities that are available, as well as materials.
 - ii. IGED Junior

1. Have met the registration goals for both students and mentors/volunteers

D. Awards

- i. Region awards may have been moved to December 12th
- ii. Sunita has put together a [press release](#) to announce the 3 Kansas City SWE members who will be receiving SWE Awards at the Annual Conference next week (Shelley Wolff, Sunita Lavin, & Katie Gonzagowski). **Action Item:** All – please review and send any feedback to Sunita by Sunday, October 23

E. IGED

- i. Sponsorship packet draft/brainstorming sent out and seeking feedback from committee members

VII. **New Business**

A. Approve SWE-KC Strategic & Tactical Plan

- i. Approved

B. SWE-KC Sponsorship

- i. Will look at sponsorship page for companies wanting to advertise job postings at a future meeting
- ii. Considering taking down the IGED sponsors from the SWE-KC website, and instead posting the sponsorship information for job postings
- iii. **Action Item:** Amy to provide feedback to Cara on IGED sponsorship letter to include an option for companies to have their logo listed on the SWE-KC website as well (for additional money).
- iv. **Action Item:** Amy to update current SWE-KC sponsorship “strategy” and present at November EC meeting for input.

C. JEC Dinner – Monday, October 24

- i. Adriana cannot attend. If Becca cannot attend, then Amy has agreed to go and represent SWE-KC.

VIII. **Recognition**

- A. Adriana would like to recognize Amy & Katie for all her hard work on updating the SWE-KC website – it looks great!
- B. Adriana would like to thank Sunita for creating a press release to recognize the SWE-KC award winners. Thank you for supporting our “Recognition” goal!

IX. **Announcements/Upcoming Events**

- A. *WE16 Annual Conference: October 27th – 29th (Philadelphia)*
- B. Day of the Dead Event @ Nelson Atkins: Sunday, November 6th
- C. Girls Ignite: November 3rd & 30th
- D. IGED Junior: Friday, November 11th
- E. Cookie Exchange: Thursday, December 8th
- F. *iCON17 Conference: February 24th-25th (St. Louis)*
- G. IGED: Friday, March 3rd

X. **Next Executive Council Meeting: Wednesday , November 16th at 5:30pm (Panera)**

XI. **Adjournment**