



SWE-KC Executive Council Agenda

SWE-KC, FY17

November 16, 2016 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 Paraskar	
Treasurer	Amy Gum	x
Secretary	Katie Lin	x
Section Representative	Becca Brader	x
Events Committee Chair	Suzie Carpenter	x
Membership Committee Chair	Marian McClellan	
Outreach Committee Chair	Alyssa Zimmerman	
IGED Committee Chair	Kristin Murray	
Awards Chair	Sunita Lavin	
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. WE16 Annual Conference: October 27th – 29th (Philadelphia)
 1. See overview on blog. If anyone has more to add, please send to Katie for inclusion in the newsletter
- ii. Day of the Dead Event @ Nelson Atkins: Sunday, November 6th
 1. Fun event, but it was crowded and it was difficult to find each other. Need a contact person for large events like this.
- iii. Girls Ignite: November 3rd
- iv. IGED Junior: Friday, November 11th
 1. Share slides with teachers!
 2. Need a google drive or dropbox for collecting photos. Many teachers have photos too.

V. Officer Reports

A. President

- i. Photo Release Form Reminder: continue to bring the photo releases to events, and have an officer hold on to them until the end of the fiscal year.

B. Vice President

- i. New Member Packet – no update
- ii. Committee Recruitment Status

1. Outreach and events committee still need more members. Adriana suggested that the committees advertise the small things that the committees need help with, instead of advertising need for committee members.
2. We should advertise these items on social media.
 - a. Discussion on the Facebook page vs. Facebook group. **Action Item:** add to December Executive Council meeting agenda to decide between the page and the group and discontinue the other one.

C. Treasurer

- i. Account & Budget Balances: See [Treasurer's Report](#)
- ii. iCON17 Funding
 1. Decided to offer partial funding for up to 2 members to attend, since we have \$490 left over from the Annual Conference budget. We also still have money in the budget for some officers/committee chairs to attend iCON17.
 2. Early bird registration for professional members is \$99 through 12/15; \$115 through 1/26.
 3. **Action item:** Amy to update Region Conference Travel Funding Policy and send to Katie to include in a stand-alone e-blast. Katie will also ask for other members who are attending iCON17 to let us know, especially if they want to coordinate hotels and/or carpooling.
- iii. SWE-KC Sponsorship Updates – discuss at December meeting

D. Secretary

- i. Blogs + Newsletter Articles
 1. **Action item:** Need newsletter articles by Dec. 12. This includes IGED Junior (Alyssa to find someone to write), Girls Ignite events summary (Alyssa to find someone to write), Harvester's event (Becca or Suzie to find someone to write), cookie exchange (TBD), and President's Letter (Adriana)

E. Section Rep

- i. October RC Meeting Recap
 1. Not much news from the region. The RC meeting focused on bylaws updates
- ii. Region i Awards (December 12th) – Status of submission
 1. Becca met with Sunita to decide on award submittals
 - a. Sunita is going to nominate Kristin Murray for Distinguished New Engineer Award and Dr. Deb O'Bannon for Distinguished Service Award
 - b. Becca is going to work on submitting a packet for Joint Program (IGED); New Program (WEKC professional development event); and possibly Existing Program (Joint STEM Networking Night)
- iii. Region i Scholarship – January 15th
- iv. JEC update
 1. Becca attended the JEC President's dinner in October. They are discontinuing the website and creating a Facebook and LinkedIn page.
 2. They will have quarterly events, and work to promote various engineering organization events throughout the year
- v. UMKC Counselor
 1. Becca is the UMKC Counselor and has attended a couple of their SWE meetings. They are looking to do a resume review session with us sometime in the spring semester.

2. **Action Item:** Becca to ask UMKC if they are interested in a Joint Meet & Greet in January (possibly a tea tasting event or Yogurtini again)

VI. Committee Reports

A. Events

- i. November 2nd Events Committee Update
 1. Focused on planning the Cookie Exchange event. Thanks to Kaeisha for volunteering to help plan it.
 - a. They are hoping this event is a larger, well attended event. They added the white elephant gift exchange to help with that. **Action Item:** all - spread the word and invite your friends and colleagues to attend.
 2. Planning a possible Pinot's Palette fundraising event in January as well as a joint meet & greet with UMKC
 3. NSBE is interested in a joint event in February. Kayla Benson at Black & Veatch is interested in hosting an event sometime as well. **Action Item:** Suzie to reach out to NSBE and Kayla to coordinate these events
- ii. RSVP Status for November & December
 1. Harvester's event: As of Monday, there were 15 RSVPs combined with ASCE and SWE-KC. SWE-KC only sent out the sign-up link on Monday, so we could have more by now.

B. Membership

- i. Membership Recruitment Plan – no update
- ii. Sign-In Sheet Process/Procedure
 1. Katie met with Marian in early November to explain where to save the sign-in sheets and how to add new interested attendees to the email list-serve.
 2. **Action Item:** Marian – when you get the event sign-in sheets, also look for the column “share my email with others in attendance” and see if anyone checked that. If so, send an email to all of those people together thanking them for attending. See Adriana's example email from the October meet & greet.

C. Outreach

- i. Still need 2-3 volunteers for Girls Ignite on November 30th.
- ii. Next event is Expanding Your Horizons at Union Station on February 3rd in the evening. We will need ~3 volunteers for this event.

D. Awards

- i. Region awards moved to December 12th

E. IGED

- i. Recap Meeting? **Action Item:** Alyssa to give a recap about IGED Junior at the next IGED meeting. What went well, what could be improved, etc.
- ii. Next IGED planning meeting is Dec. 6

VII. New Business

A. SWE-KC Strategic & Tactical Plan Update – move to December meeting

B. LCC Topic: Publicity for your SWE Section

- i. One of the best ways to spread publicity about your SWE section is through personal connections. Adriana recommended that we work on reaching out to our friends and colleagues and encouraging them to attend events and volunteer. People are more likely to attend when they are personally invited and they will know someone there.

VIII. Recognition

A. Becca recognized Amy for her “cool” form to request reimbursements

- B. Adriana recognized Alyssa for her hard work putting IGED Junior together. She also recognized the volunteers who came together late in the game to finish planning the event (i.e. Kristin, Julie Stuckey, Ellen, Mary, Amanda, Angie, and more!)

IX. Announcements/Upcoming Events

- A. Girls Ignite: November 30th
 - B. December Meet & Greet (Cookie Exchange): Thursday, December 8th
 - C. Expanding Your Horizons: February 3rd
 - D. iCON17 Conference: February 24th-25th (St. Louis)
 - E. IGED: Friday, March 3rd
- X. Next Executive Council Meeting: Wednesday, December 21st at 5:30pm (Panera)**
- XI. Adjournment**