



## SWE-KC Executive Council Agenda

SWE-KC, FY17

December 21, 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	
Events Committee Chair	Suzie Carpenter	
Membership Committee Chair	Marian McClellan	
Outreach Committee Chair	Alyssa Zimmerman	
IGED Committee Chair	Kristin Murray	x
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 November-approved

IV. Old Business

- A. Event Recaps (via Activity Log) – **Action item:** Event organizers, please complete the [event summaries](#) (it's a simple Google Form Questionnaire)
  - i. Harvester's Community Service: November 29<sup>th</sup>
    - 1. Smaller turnout (4-5 SWE members). See blog post by Gwen Belt for more information
  - ii. Girls Ignite: November 30<sup>th</sup>
    - 1. At KCK public schools. Had volunteers from mostly Honeywell but also some other companies.
  - iii. December Meet & Greet (Cookie Exchange): Thursday, December 8<sup>th</sup>
    - 1. Good turnout and fun activities
- B. LCC Topic: Publicity for your SWE Section
  - i. Facebook Group vs. Page
    - 1. Having both a group and a page is confusing. Group decision made to close the Facebook page. The Group has more members, and is more active. **Action Item:** Becca – can you see if we can delete the page, or what it would take to do that?
  - ii. Advertising tasks (rather than committee membership)
  - iii. IGED Jr. on LinkedIn
  - iv. PERSONAL connections/stories

V. Officer Reports

- A. President

- i. iCON17 Attendee Status
    1. General members approved for funding: Gwen Belt, Mandy Kelley
    2. Officers approved for funding: Katie, Sunita, Adriana, Suzie, Becca, Amy
    3. **Action item:** Katie to add to e-blast in January asking about anyone interested in carpooling
    4. **Action item:** Katie to follow up with Andrea Moll to encourage her to still attend the conference (she submitted her funding request after the deadline and we already approved 2 general members)
  - ii. Spring EC Retreat – January Availability
    1. Planned for **Sunday, January 22**. Adriana would like all officers and committee chairs to attend. Time and location TBD.
- B. Vice President
- C. Treasurer
  - i. Account & Budget Balances
    1. See [Google Drive](#) for Treasurer’s Report
- D. Secretary
  - i. Blogs + Newsletter Articles
    1. Need to finish up/gather a couple articles. Kim is starting to put the newsletter together.
  - ii. Next e-blast early next year (please send me updates by Jan. 2)
- E. Section Rep
  - i. November/December Meeting Recap
    1. **Action item:** Becca to send Katie Region highlights for e-blast and/or newsletter
  - ii. UMKC Resume Review Event Status

## VI. Committee Reports

- A. Events
  - i. Spring 2017 Outlook
    1. **Action item:** Suzie to send Katie upcoming events in January/February
    2. **Action item:** Adriana to contact Suzie about Spring 2017 event forecast and ways to involve general membership in planning events.
  - ii. NSBE Joint Event – Week of February 6<sup>th</sup> or 13<sup>th</sup>
    1. **Action item:** Adriana to reach out to Suzie to see if help is needed on item ii & iii.
  - iii. Black & Veatch Event Status
- B. Membership
- C. Outreach
  - i. Feb. 3 – needs 3 people for Expanding Your Horizons
    1. Several officers are interested/available. Katie will also include in January e-blast
- D. Awards
  - i. Region Awards submitted on December 12<sup>th</sup> – thank you Becca & Sunita!
    1. Becca submitted KC IGED 2016 for the Intertwined Award (for Joint collegiate & professional IGED event)
    2. Sunita submitted Kristin Murray for the Intrepid Award (DNE)
  - ii. Sunita nominated Katie Lin for the New Faces of Engineering Award (Nov 18)
    1. Sunita is working towards March 31st submission deadlines
    2. Distinguished Engineering Educator Award – Deb O’Bannon
    3. Fellow Grade Member Award - Karen Gilbertson
- E. IGED
  - i. December 6<sup>th</sup> Mid-Session Meeting

1. Progress is being made on sponsorship. We are following up with some of our larger sponsors from past years. We've already received several bronze level sponsors.
2. Came up with some good ideas for the morning mingle
3. Facilities on track and we have several options for food
4. Activity is selected (Gumdrop biodomes). Need ideas for testing the structures
5. Keynote Speaker is Tara Ruttley from NASA
6. **Action Item:** Kristin to send out minutes from the meeting and send Katie the list of people who need nametags. Katie/Amy to order nametags
7. **Action Item:** Kristin to follow up on possibility of Parent Educator Program (mainly Educator Program) to meet SWE-KC/Region Strategic Goal
8. **Action Item:** A "lessons learned" on IGED Jr. to occur in the near future (possibly IGED Workday #1).

## VII. New Business

- A. Evaluation of Vice President's Role
  - i. **Action item:** Katie and Adriana to look at the bylaws
  - ii. **Action item:** Adriana to follow up with Neelima on discussion.
- B. Mid-Year Discussion
  - i. Adriana met with each officer individually, and everyone shared the concern of succession planning. We all need to start personally inviting new people to attend events, and getting them involved in our various roles.
- C. SWE-KC Strategic & Tactical Plan Update
  - i. Tabled for January retreat.

## VIII. Recognition

## IX. Announcements/Upcoming Events

- A. iCON17 Conference: February 24<sup>th</sup>-25<sup>th</sup> (St. Louis)
- B. IGED: Friday, March 3<sup>rd</sup>

## X. Next Executive Council Meeting: Wednesday, February 15<sup>th</sup> at 5:30pm (Panera)

- A. *January Meeting will be replaced by Spring Leadership Retreat on January 22 (Time and location TBD)*

## XI. Adjournment