



SWE-KC Executive Council Agenda

SWE-KC, FY17

July 20, 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 Parasker	x
Treasurer	Amy Gum	x
Secretary	Katie Lin	x
Section Representative	Becca Brader	x
Events Committee Chair	Suzie Carpenter	x
Membership Committee Chair	Marian McClellan	x
Outreach Committee Chair	Alyssa Zimmerman	
Awards Committee Chair	Sunita Lavin	x
IGED Committee Chair	Kristin Murray	x
Newsletter Editor	Kim Bartak	

III. Review/approve minutes for June – N/A

IV. Introductions & Coin Year Ice Breaker Activity

V. Old Business

A. Transitions

- i. Remember to renew your SWE membership!
- ii. Everyone has transitioned and has their binders. Suzie may need to get with Kaeisha still.
- iii. Don't hesitate to ask questions as needed.

B. Leadership Summit

- i. Oklahoma City, August 12-13
- ii. Katie Lin is going, but is looking for someone to carpool
- iii. Everyone ask their coworkers. Need to know by Wednesday, July 27
- iv. Section will pay for the registration fee.
- v. Someone from UMKC section is going & Katie Gonzagowski will put Katie Lin in touch with her

C. Monthly EC Meetings

- i. 3rd Wednesday, starting in September
- ii. 5:30 – 6:30 PM
- iii. Location: Panera at 103rd & State Line

D. Strategic & Tactical Planning Session

- i. Saturday, August 20th from 9am – 2pm
- ii. Location is TBD. May be at Black & Veatch HQ in Overland Park.

VI. New Business

A. Updated bios/photos + contact information

- i. Need bios & photos of all officers & committee chairs for website and newsletter spotlight

- ii. Katie will send the bios from the officer elections to help with this
- B. SWE-KC Organizational Structure
 - i. Organizational Chart proposed with a few changes. Katie will send out the chart for everyone to review.
 - ii. More discussions about structure to continue at August Strategic Planning meeting
 - iii. Social Media
 - 1. Social Media is no longer a committee. Katie will develop communications plan to describe roles & responsibilities around social media for August meeting
 - 2. Neelima recommended to move from SWEinKC Group to the SWEinKC Page
 - 3. One concern with the page is that it is fully public. Would we need a photo release form to post pictures?
 - 4. We will all think about implications of this and discuss in August meeting
 - 5. Neelima suggested using EventBrite for event advertisements
- C. Role Descriptions
 - i. See updated role descriptions from Adriana's edits. They will be uploaded to Google Drive after further discussions in August meeting
 - ii. Red text is an addition suggested from Adriana
 - iii. Blue text is a questionable item, that may apply to a different position or the EC as a whole
- D. Member Survey (September 2016)
 - i. Brainstorm what type of questions we want to include in the survey.
 - ii. Include questions such as "what types of events are members looking for", "what do you want to get out of being a SWE member" & not just communications/logistics questions
- E. SWE Annual Conference
 - i. October 27-29, 2016 in Philadelphia, PA
 - ii. Think about if you want to go, and if you want SWE to help you.
 - iii. Amy & Adriana will update the sponsorship form with the details of how to apply for funding

VII. Officer Reports

- A. President
 - i. Officer & Committee Chair Expectations
 - ii. Committee Member Recruitment
 - 1. Committee chairs – think about how many committee members you need and brainstorm ways to recruit
- B. Vice President
 - i. Need to order more flyers. Will review and order more in time for Fellow's Reception on Sept 7th.
- C. Treasurer
 - i. Amy is starting to look at the new EIN Form, since we are > \$50,000 avg receipts from the last 3 years
- D. Secretary
 - i. We are transitioning the website domain away from FatCow. Need to ask SWE HQ if they will host the domain for free and allow us to keep our website name. If not, we will switch to Hover which is much cheaper than FatCow. Have until October before website shuts down.
 - ii. Katie is experimenting with Mail Chimp for a new E-Blast Template

- iii. Katie is starting a Blog on the SWE-KC website to post articles from events more frequently. Kim & Katie are exploring the best way to incorporate the blog articles into a quarterly newsletter
- iv. Katie/Kim have started to request blog/newsletter articles from officers and committee chairs. Plan to start blog in August and send first newsletter in late August/early September

E. Section Rep

- i. Financial Reports are due July 31. Sunita is working on it and waiting on a response from HQ.
- ii. Leadership Roster was due June 30. Katie submitted in May.
- iii. There is a webinar about the new AMS system. Becca is going to watch, and encourages others to watch as well.
- iv. There is a contact from SWE HQ around employee sponsored dues
- v. Region i is looking for business contacts for fundraising
- vi. Call for speakers opens in August for iCON17: St. Louis

VIII. Committee Reports

A. Events

- i. Meet & Greet on Saturday, July 23 at KU Edwards
- ii. Fellow's Reception on Sept. 7 at Diastole Center
- iii. Need a host and organizer for the August Meet & Greet. Possibly combine with KCWiT (August 17) on a Plaza Scavenger Hunt. Sunita will send Suzie the information.

B. Membership

- i. Monthly membership reports should begin soon
- ii. Marian will be out of town most of August

C. Outreach

D. Awards

- i. Sunita will focus on individual awards and Becca will focus on section awards
- ii. Neelima won the Central Exchange Firehouse Award
- iii. Katie Gonzagowski won the SWE Outstanding Collegiate Award
- iv. Shelley Wolff won the SWE Advocating Women Engineering Award
- v. Sunita Lavin won the SWE Distinguished New Engineer

E. IGED

- i. IGED space (Bartle Hall/same as last year) is booked for March 3, 2017
- ii. Looking for several new committee members; as well as a Co-Chair
- iii. Will have a kickoff meeting in August or Sept

F. Prof. Devlpt Event Chair

- i. 185 people are registered for the WE KC event on August 4

IX. Recognition

- A.** Adriana wanted to recognize Amy for helping with the Region Leadership Summit Planning Committee. Thanks Amy!

X. Announcements/Important Dates

- A.** Meet & Greet: Saturday, July 23rd from 10am – 12pm (KU Edwards Campus)
- B.** Prof. Devlpt Seminar: Thursday, August 4th from 5 – 9:45pm (Black & Veatch)
- C.** Region i Leadership Summit: Friday, August 12th – 13th (Oklahoma City)
- D.** Fellows Reception: Wednesday, September 7th (UMKC Diastole Center)
- E.** WE16 Annual Conference: October 27th – 29th (Philadelphia)

XI. Next Executive Council Meeting: Saturday, August 20th from 9am – 2pm (Location TBA)

XII. Adjournment