



## SWE-KC Executive Council Agenda

SWE-KC, FY17

September 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	x
Events Committee Chair	Suzie Carpenter	
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 August

- A. Approved and uploaded to the google drive and website

IV. Old Business

- A. Event Recaps (via Activity Log)

- i. Strategic & Tactical Planning Meeting: Saturday, August 27<sup>th</sup> at 11:30am

1. Good food; good time frame
2. We were not as interested in the details behind how the society does strategic planning, but we found the Society's goals interesting
3. Overall, valuable information shared and it was a good way to kick-off the year

- ii. Fellows Reception: Wednesday, September 7<sup>th</sup> at 5:30pm

1. Great event – we enjoyed the speaker
2. We need clearer roles & responsibilities (who's doing what at the event)
3. We need to define the schedule and also consider advertising the schedule on the flyer to give attendees an idea of what to expect

- iii. Events Committee: Monday, September 19<sup>th</sup> at 6pm

1. Had 4-5 attendees - good turnout for a committee meeting
2. Have a good plan for events for the rest of this semester
3. Have some ideas for events next semester

- B. Action Items:

- i. Bio/Headshot + Contact Review on Google Drive

- ii. Sign up for Region i Mentoring Program

1. Can still sign up: <https://www.surveymonkey.com/r/LGVJZ27>

- iii. Tactical Plans + Personal Goals
  - 1. Add tactical goals from the FY17 Strategic Plan to your roles & responsibilities document and send to Adriana
- iv. Volunteer Descriptions for website
  - 1. Suzie has sent the volunteer descriptions for the Events Committee
  - 2. Need volunteer needs and descriptions from other committees

## V. Officer Reports

### A. President

### B. Vice President

### C. Treasurer

#### i. Account & Budget Balances

- 1. Treasurer's report available on [Google Drive](#)
  - a. SWE-KC balance is: ~\$14,700
  - b. IGED balance is: ~\$32,000
  - c. Savings account balance is ~\$6,000
- 2. 2 people were approved for funding for SWE Annual Conference

### D. Secretary

#### i. FY17 Membership Survey Results

- 1. 20 responses
- 2. Location preferences: 1) Olathe/Overland Park & 2) Midtown/Plaza
- 3. Day of Week preference: 1) Tuesday 2) Thursday 3) Wednesday
- 4. Time preference: after work (5, 6, or 7) or Sat. morning
- 5. Type of events: Prof. Devlp & Social/Networking
- 6. Feedback on events: try to include time for introductions at events; appreciate the well-roundedness of events; larger events (like the Fellow's Reception and WEKC) were great; some events don't always seem organized or thought-through; work with ERGs to increase attendance at events
- 7. Prof. Devlpt topics: working with different generations; ideas for what to do in retirement; transition to entrepreneurship; project management (PMI credits)
- 8. Have a few volunteers for IGED/IGED Junior and various volunteer opportunities – Katie will send on to Alyssa, Kristin, and Suzie

#### ii. Website Updates (Help Needed?)

- 1. Subscribe/Unsubscribe Feature
  - a. A subscribe to list-serve feature has been added to the Contact Us page on the website
  - b. To unsubscribe, people still need to email [swe.kc.mail@gmail.com](mailto:swe.kc.mail@gmail.com)
- 2. Volunteer Opportunities
  - a. Need volunteer opportunities blurbs from committee chairs
  - b. **Action Item:** Need a short, 1-2 sentence summary of each officer and committee position. Send to Katie by Oct. 19. Katie will add a "How to Get Involved" page to the website
- 3. Organizational Chart
  - a. Has been updated on the "leadership" page of the website
  - b. We decided to leave it where it is currently

#### iii. Newsletter Update

- 1. All articles are due this Friday, Sept. 23 to Kim
- 2. Kim is aiming to work on the newsletter this weekend with a goal to send out within the next two weeks

### E. Section Rep

- i. iCON 17 Updates
  1. "Call for speakers" is open now. Deadline is Oct. 28
  2. **Action Item:** Katie to send a stand-alone e-blast in October highlighting the Region Conference. Include the call for speakers, benefits of attending region conference, and mention that members may have the opportunity to apply for some funding to attend
  3. Registration is not open yet, but we expect it to open in ~1 month.
  4. Applications for funding will go out sometime in November. We will discuss further at the Oct. 19 EC meeting the details around funding available for officers/committee chairs versus general membership.
- ii. Some region dropbox files were deleted, so Becca thinks she can get in now
- iii. 1<sup>st</sup> section report was sent to Jenna, along with the president and treasurer ethics forms

## VI. Committee Reports

### A. Events

- i. Oct. 2 – SWE-KC and KU SWE section event at The Roasterie (12:30 PM)
- ii. Oct. 19 – Meet & Greet hosted by Adriana, location TBD
- iii. Nov. 6 – Day of the Dead event at the Nelson-Atkins Museum (1 – 3 PM)
- iv. Looking into Harvesters later in Nov. with ASCE
- v. Dec. 8 – Cookie Exchange (location and time TBD)

### B. Membership

- i. Sept. Membership Report showed many people who had not renewed yet.  
**Action Item:** Develop a plan to contact those who have not renewed, even if it is after the Sept. 30 deadline

### C. Outreach

- i. Status of # of volunteers for Girls Ignite
  1. Have ~50% of volunteers needed
- ii. IGED Junior Updates
  1. Applied for PDG grant last night
  2. Student and Mentor registrations are open
  3. **Action Item:** Send Katie mentor registration information to share in next e-blast. Alyssa also ask Kim if she can contact past IGED mentors with the registration link for IGED Junior
  4. **Action Item:** Amy will update the IGED website with a tab for IGED Junior

### D. Awards

### E. IGED

- i. Kickoff Meeting is Tuesday, Sept. 27

## VII. New Business

### A. SWE-KC Strategic & Tactical Plan Review

- i. Officers – please get with committee chairs and work on any goals to be assigned

### B. Personal Goals & Tactical Plans (Roles & Responsibilities Tab)

- i. Use roles & responsibilities document on the google drive, and add any strategic goals that were included in the FY17 strategic plan, and any personal goals

### C. Photo Release Forms

- i. Continue to bring copies to events for people to sign
- ii. May be able to add photo release forms to Eventbrite
- iii. **Action item:** Katie bring the photo release forms to Adriana for sorting.

## VIII. Recognition

- A. Great job Suzie for an organized and efficient Events Committee!

## IX. Announcements/Important Dates

- A. Meet & Greet: October 2<sup>nd</sup> with KU Section (The Roasterie)
  - B. WE16 Annual Conference: October 27<sup>th</sup> – 29<sup>th</sup> (Philadelphia)
  - C. IGED Junior: Friday, November 11<sup>th</sup>
  - D. iCON17 Conference: February 24<sup>th</sup>-25<sup>th</sup> (St. Louis)
  - E. IGED: Friday, March 3<sup>rd</sup>.
- X. **Next Executive Council Meeting: Wednesday, October 19<sup>th</sup> at 5:30pm (Location TBD)**
- XI. **Adjournment**