

SWE-KC Executive Council Meeting Minutes

Tuesday, December 9, 2014 @ 6:00pm @ Harry's Country Club ()

- I. **Call to order 6:00pm**
- II. **Roll call of members present**
 - A. Sunita Lavin – President
 - B. Kristin Murray – Vice President
 - C. MaKayla Sprague – Treasurer
 - D. Kim Bartak – Secretary
 - E. Katie Lin – Section Rep
- III. **Reading of minutes of last meeting – Done via email**
- IV. **Officers Reports**
 - A. President
 1. Ordering Name Badges. 12 badges for IGED and iCON15 paid for by SWE-KC.
 2. Please sign up for iCON15 before Early Bird ends on Dec 31st!
 3. Meeting on Thursday with JEC/NSBE/Hispanic Society/ASCE for Diversity Panel discussion – April timeframe has been postponed.
 - B. Vice President
 1. Role Descriptions are 1/3 completed. **ACTION ITEM:** Kim and Kristin to finish descriptions by January EC meeting.
 2. Kristin is moving to Albuquerque for work in March, will continue to perform her VP duties remotely.
 - C. Treasurer
 1. Money is coming in for iCON15 and IGED.
 2. Checks are being slowed down because the mailboxes are forwarded.
 3. **ACTION ITEM:** MaKayla to cancel forwarding of mail. Forwarded mail has been taking 2 weeks to get to Alyssa!
 4. Next year, we should think about moving the mailbox to a more convenient location for the officers.
 - D. Secretary
 1. Meeting Minutes & Newsletter are posted on SWE-KC website.
 - E. Section Rep
 1. Katie submitted 3 award applications for Region *i* Awards.
 2. There are quite a few MAL members in MO but not many in KS.
 3. Mentoring program –Four collegiate members still need mentors.
 4. There is some Region *i* inventory left over from the Annual Conference if anyone is interested.
 5. A new outreach tool has been developed to replace SWEeter Futures. Alyssa will find out more about it for us.
 6. Katie will send out the timeline for election of Region Officers for next year.
- V. **Committee Reports**
 - A. JEC Rep
 1. We will post major SWE-KC events on the JEC Calendar. See Fact Sheet for login info. <http://jec-kc.org/Organizations.asp?ClickedGetDetail=1&SelectOrg=SWE>
ACTION ITEM: Kim to add IGED and iCON15 to the JEC Calendar.
 - B. Graduate Member Coordinator
 1. Looking into PDHs for iCON15.
 - C. Events/Membership Committee
 1. Not planning events until after IGED/iCON15.
 - D. Outreach Committee
 1. The last Grandview Ignite event for the semester is this week.

2. Upcoming events in January: Expanding Your Horizons and Future Cities

E. IGED Committee

1. Committee meeting is scheduled for next Monday. Hoping to set the date for the 2016 event at that time.
2. Need sponsorship updates for the Webmaster.
3. We currently have 60 student spots reserved.

F. iCON15 Committee

1. The website has been updated with programs and sponsorships.
2. **ACTION ITEM:** Kim to send out Early Bird Registration reminder and volunteer survey.

VI. Old business

A. Communication Survey Results – 13 respondents (added 1 since last time).

ACTION ITEM: Take survey if you haven't already done it.

VII. New business

A. FIRST Robotics Girls' Dessert Reception on Friday, March 13th

1. **ACTION ITEM:** We will see if the Events Committee would like to lead it.

2. **ACTION ITEM:** Sunita will send out the Lessons Learned from Last Year.

B. KU SWE advisor Nancy Kinnersley says that the KU Section needs a Counselor to get rebates.

C. Possible new SWE-KC Social Media committee led by Steph DeCaro.

VIII. Announcements

A. LCC module about Public Relations – December 5th @ 7pm – 7 attendees

B. Meet and Greet – January 27th @ 6:00pm-7:30pm at the Burger Stand in Lawrence

C. IGED/iCON15 – February 27-28, 2015

IX. Adjournment – 7:00 pm