

SWE-KC Executive Council Meeting Minutes

Tuesday, January 20, 2014 @ 6:00pm @ Panera (103rd and State Line)

- 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
 - F. Steph DeCaro – Social Media Chair
- III. **Reading of minutes of last meeting – Done via email**
- IV. **Officers Reports**
 - A. President
 1. Name Badges are here. Just 3 left to hand out.
 2. Sunita provided a quote for Martha McCabe to use for Million Women Mentors initiative.
 - B. Vice President
 1. Role Descriptions are done and posted on the Drive in the Role Descriptions folder.
ACTION ITEM: Please review/update the ones for offices you have held.
ACTION ITEM: Kim to send a sample to Steph to fill out for Social Media Chair.
 - C. Treasurer
 1. Mail forwarding has been stopped, but there are some things still in limbo.
 2. MaKayla will renew the PO Box for 6 months, then we will reconsider relocating it to a more central location.
 - D. Secretary – No report
 - E. Section Rep
 1. Region *i* merchandise will be available for presale. **ACTION ITEM:** Katie will provide the link to Kim to send out in next email.
 2. Looking for judges for Region *i* scholarship. Adriana is chairing.
 3. Looking for Region *i* nominating committee members
- V. **Committee Reports**
 - A. JEC Rep
 1. January meeting is a survey to determine the best method for meetings.
 2. Joint event with ASCE Update – Still haven't heard from Alysen Abel
 3. We should continue to post events on the JEC Calendar for now. Kim has added iCON15 and IGED to the JEC Calendar.
 - B. Graduate Member Coordinator
 1. Jenn provided the info for PMPs to earn PDHs for some iCON15 sessions.
 - C. Events/Membership Committee
 1. Conference call for FIRST Dessert Reception this Friday. Going for Pi day theme. Kristin has the plates, napkins and forks.
ACTION ITEM: Sunita will ask Robin Stubenhofer if she would be willing to be the keynote speaker.
 2. ASCE Diversity Panel (April) – waiting to hear from Alysen Abel
 3. Joint event with WiSTEMM (April)
 - D. Outreach Committee
 1. Expanding Your Horizons Conference is this Friday. Alyssa has enough volunteers.
 2. SWE-KC is sponsoring an award for the Greater KC Science & Engineering Fair.
ACTION ITEM: Contact Shea O'Riley at Science Pioneers to verify process.
 3. **ACTION ITEM:** Alyssa to let Kim know if she wants the next SWE-KC email reminder to

include call for committee members.

E. Social Media Committee – Steph DeCaro is chairing.

1. Other members are Neelima and Kelly
2. Have had 2 meetings so far
3. Neelima has set up the LinkedIn group – SWEinKC. Anyone can join.
ACTION ITEM: If you have a LinkedIn account, join the group.
4. Twitter accounts are @SWEinKC and @SWEinKC_IGED. Hashtag for conference is #SWEiCON15.
ACTION ITEM: Do we want a hashtag for IGED?
ACTION ITEM: Do we want a Twitter wall for iCON15?
ACTION ITEM: Add Twitter accounts and hashtags to websites – SWE-KC, IGED, and iCON15

F. IGED Committee

1. MaKayla sent list of sponsors to Sunita, Kristin, and Christina
2. We currently have 154 student spots reserved.
3. Trying to determine date and location for 2016 event

G. iCON15 Committee

1. Raised approx. \$40,000 in sponsorships
2. Over 100 early bird registrations
3. It was moved and approved that SWE-KC pay for Katie (as Section Rep) to stay 2 nights at the hotel for the conference.
4. **ACTION ITEM:** Katie L to ask Katie G if she is planning to stay at the hotel.
5. **ACTION ITEM:** Katie will send Kim the list of people interested in more info on IGED.
6. **ACTION ITEM:** Kim will send out confirmation to iCON15 volunteers.
7. **ACTION ITEM:** Kim to communicate registration closure date on website and in next email.

VI. Old business - None

VII. New business

- A. Succession Planning – Start thinking about what you might want to do next year and who might be interested in becoming officers and/or committee chairs.
- B. iCON15 and IGED wrap-up committee meetings will be in March.
- C. **ACTION ITEM:** Kim will see if there is a location at Burns & Mac to meet for future executive council meetings.
- D. Unilever is interested in doing an event in the fall.

VIII. Announcements

- A. Meet & Greet – Tuesday, January 27 – Burger Stand in Lawrence with KU SWE – Kristin might attend
- B. NSBE Executive Mentoring Session – Monday, February 9 – Black & Veatch
- C. Meet & Greet – Thursday, February 12 – Brewbakers Bar & Grill in Lenexa – Kim will attend, Kristin might attend
- D. IGED – Friday, February 27 – Marriott Country Club Plaza
- E. iCON15 – February 27-28 – Marriott Country Club Plaza

IX. Adjournment – 7:15 pm