

SWE-KC Executive Council Meeting Minutes

Tuesday, November 18, 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. Kim Bartak – Secretary
- D. Katie Lin – Section Rep
- E. Becca Brader – Membership/Events Committee Chair
- F. Amanda Porter – Correspondence Secretary

III. Reading of minutes of last meeting – Done via email

IV. Officers Reports

- A. President
 - 1. Ordering Name Badges
 - 2. Location for Public Relations' Module will be Garmin.
- B. Vice President
 - 1. Role Descriptions are 1/3 completed. **ACTION ITEM:** Kim and Kristin to finish descriptions by December EC meeting.
- C. Treasurer
 - 1. iCON has received \$4,700; total pledged to date is \$23,800, including 2 gold sponsors (Spirit and Cessna/Beech)
 - 2. IGED has \$30,000
- D. Secretary
 - 1. Meeting Minutes are posted on SWE-KC website.
 - 2. November Newsletter will be sent out by the end of the week.
 - 3. **ACTION ITEM:** Kim to add IGED and iCON to SWE-KC calendar.
- E. Section Rep
 - 1. Region Awards are due November 28. Katie is working on 3 submissions.
 - 2. Scholarship fundraising campaign flyer. Polos for sale as well.
 - 3. Region branding – Hot topic at annual conference
 - 4. Mentoring program –Pairings have been assigned. You can still sign up.
- F. Correspondence Secretary
 - 1. Amanda is keeping up with the Inbox.
 - 2. Amanda is available to help with ordering/designing promotional items for iCON15 and IGED.

V. Committee Reports

- A. JEC Rep
 - 1. October meeting was of engineering society presidents.
 - 2. Joint event with ASCE update will be in December. Thinking about April timeframe.
 - 3. We will post SWE-KC events on the JEC Calendar. See Fact Sheet for login info. <http://jec-kc.org/Organizations.asp?ClickedGetDetail=1&SelectOrg=SWE>
- B. Graduate Member Coordinator
 - 1. Not getting much of a response from Alexis Brown.
- C. Events/Membership Committee
 - 1. Membership reports have been confusing to read.
 - 2. Becca will make the welcome letter more generic to be able to send it to new members as well as those who renew their membership.
 - 3. We currently have 100 members.
 - 4. **ACTION ITEM:** Kim or Sunita to add flyer to website.

5. Committee will look into scheduling a social event in late spring.

D. Outreach Committee

1. Have reached 333 students so far this year through Grandview Ignite, Girls Ignite.
2. Alyssa is working on the Future City award form.

E. IGED Committee

1. Website is updated with student and mentor info.
2. **ACTION ITEM:** Katie to send bio on Cindy Hoover to Sunita so she can post it on the blog.
3. We currently have 41 student spots reserved, 13 registered.
4. 4 mentors, 1 collegiate volunteer
5. Kristin is looking into reserving OPCC for the 2016 event.

F. iCON15 Committee

1. All speakers should have received an acceptance or rejection letter. Replies are due by December 1, 2014.
2. **ACTION ITEM:** Kim to add Early Bird Registration to the website, newsletter and in an email blast.
3. Committee is doing call tree to collegiate section presidents this week to remind them to encourage members to register.
4. Committee decided that UMKC will have separate Mr. Engineer event on Friday night while iCON15 will have a trivia night.

VI. Old business

A. Tactical Plans and Budget are approved. We will revisit in January.

B. Communication Survey Results

1. **ACTION ITEM:** Kim to include survey link in newsletter and email. Officers/committee chairs please fill out the survey.
2. **ACTION ITEM:** Katie and Kim: Need to contact the people interested in iCON15 and IGED.
3. **ACTION ITEM:** Kim, please check if this person is a paid member and email her: Andrea Brown: andrea.brown.03@gmail.com or agbrown@ku.edu
4. **ACTION ITEM:** Kim, contact Olivia Fletcher. Olivia Fletcher: olivia.fletcher@garmin.com is potentially interested in being Newsletter Editor. She isn't a paid member.
5. **ACTION ITEM:** Sunita, tell Becca Brader that Jenna Harpole Jenna.Harpole@swe.org is interested in working on Professional Development meetings through the Events/Membership Committee.

VII. New business

- A. Kristin will host the Meet and Greet on Tuesday, December 9th 5:30-7:00 pm at Harry's Country Club in City Market.
- B. Karen Gilbertson and Susan Enneking will host the Meet and Greet in January in Lawrence with KU chapter.
- C. Becca will reach out to Jane or Kaeisha to host in February.

VIII. Announcements

- A. Sporting KC Tour – Wednesday, October 29 @ 5:45pm. 11 people attended.
- B. Career Advancement Training and Networking (Joint event with NSBE) – Monday, November 10th @ 6:00-8:00pm, Kansas City Plaza Library on the Plaza. 6 people attended, including NSBE members.
- C. LCC module about Public Relations – December 5th @ 7pm
 1. Feel free to forward the invite to any SWE-KC member who could benefit from it.
 2. Optional: Bring snacks to share.
- D. Next EC meeting: December 16th 6pm-7pm. Get here early so Sunita can get everyone a hot beverage of their choice!

IX. Adjournment – 7:05 pm