

## SWE-KC Board Meeting Minutes

Tues., Oct. 21, 2014 @ 6:00pm @ Panera (103<sup>rd</sup> and State Line)

- I. **Call to order 5:58pm**
- 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 – No report
  - B. Vice President
    1. **ACTION ITEM:** Kristin and Kim are working on role descriptions.
  - C. Treasurer
    1. Paypal registrations for iCON have started coming in.
    2. iCON has \$4,300; IGED has \$30,000.
  - D. Secretary
    1. **ACTION ITEM:** Newsletter – Articles will be due to Kim on November 1<sup>st</sup>.
  - E. Section Rep
    1. Region Awards – Katie will try to submit an IGED award for us, and she is checking on if we can submit an iCON15 award for this year. For the member awards, the application process and requirements look very similar to the Society level awards. If someone has the files from awards submitted last year, we can resubmit with the region as well. Awards are **due Nov. 28**. The "Awards List" document is the first file attachment on the website: <http://regioni.swe.org/awards.html>
    2. Region Logo/Mascot – Narrowed down to 3 choices. Vote for your favorites here (the logo and mascot do not have to be the same). <http://www.surveymonkey.com/s/WR8CPSF>
    3. Judges – The Region / Scholarship Committee and the Region Awards Committee are both looking for judges. If anyone is interested, let me know! **ACTION ITEM:** Kim will include in the November newsletter.
    4. Region Bylaws – Male member will not be mandatory, moving a couple items to professional excellence, will add an outreach goal later
    5. WE14 conference is this weekend in LA. Katie submitted pictures for the photo scavenger hunt. Region / meeting will be on Thursday.
- V. **Committee Reports**
  - A. JEC Rep
    1. Emails should be updated on the mailing list. **ACTION ITEM:** Adriana to update SWE-KC info on JEC website.
    2. Co-hosting opportunity for diversity event in the spring with ASCE, NSBE, APWA, SHPE. **ACTION ITEM:** Adriana to contact ASCE about participating in the diversity panel.
  - B. Graduate Member Coordinator
    1. Program Information Session at KU Edwards on October 23.
  - C. Events/Membership Committee
    1. Expiring members should drop off at the end of October. The committee will call anyone who hasn't been called already.
    2. Possible December event – Trolley holiday lights tour. \$500 for 38 people. The executive board is hesitant to do an event in December due to traditionally low turnout.

3. New member communication – The committee is working on putting together a new member packet. **ACTION ITEM:** Kim will send Becca a welcome email draft.
4. **ACTION ITEM:** Kim will post membership committee meetings on SWE-KC calendar.

D. Outreach Committee

1. Girls Ignite events are taking place this month and next month.
2. Expanding Your Horizons will take place in January.
3. No word from Future Cities yet.
4. Outreach committee could use some new members. **ACTION ITEM:** Kim will include call for members in November newsletter.

E. IGED Committee

1. Printing and packing meeting was last week. Packets have been mailed to the schools.
2. The committee decided on this year's colors. Logo is purples and blues. Student shirts will be purple. Mentor shirts will be powder blue.
3. **ACTION ITEM:** Kristin will send Sunita the updated IGED logo.
4. **ACTION ITEM:** Kristin will send Sunita the student info for website. Kim will send Sunita the mentor info.
5. Cindy Hoover will be the keynote speaker.
6. We now have an activity co-chair, Christine Clark from Black & Veatch.
7. **ACTION ITEM:** Kristin to send Sunita the new committee member names for nametags.

F. iCON15 Committee

1. Registration is now open.
2. Speakers deadline is extended to October 31<sup>st</sup>. Will be notified by November 15<sup>th</sup>.
3. Sponsorship letters have gone out. \$15k promised, goal is \$34k
4. Engineers Week is the same week.

VI. **Old business**

A. Review of Tactical Plans

1. **ACTION ITEM:** All to double check tactical plans.

B. Budget

1. MaKayla took everything from tactical plans and actuals from last year to forecast.
2. **ACTION ITEM:** Kim to send out the budget with minutes. All will need to review and respond to the email.

VII. **New business**

A. Communication Survey

1. **ACTION ITEM:** Kim will include in the next email.

B. Career Advancement Training and Networking (Joint event with NSBE) – Monday, November 10<sup>th</sup> @ 6:00pm-7:00pm – Live webinar with snacks, followed by dinner at the Mixx.

C. **ACTION ITEM:** Sunita will follow up with Karen for Meet and Greet with KU section.

D. **ACTION ITEM:** Kim will put Executive Council minutes on SWE-KC website.

VIII. **Announcements**

A. Sporting KC Tour – Wednesday, October 29 @ 5:45pm

B. Career Advancement Training and Networking (Joint event with NSBE) – Monday, November 10<sup>th</sup> @ 6:00-8:00pm, Kansas City Plaza Library on the Plaza

C. LCC module about Public Relations – December 5<sup>th</sup> @ 7pm

1. SWE-KC officers, SWE-KC committee chairs, IGED co-chairs, IGED Media Relations person, iCON co-chairs, iCON Communications Committee, SWE-KC Media Relations (if we have someone)

2. **ACTION ITEM:** Sunita will send out the invitation.

3. **ACTION ITEM:** Ask Adriana or Kaeisha about possibly hosting at Black & Veatch.

IX. **Adjournment – 6:53pm**