

SWE-KC Board Meeting Minutes

Tues., Sept. 16, 2014 @ 6:00pm @ Panera (103rd and State Line)

- I. **Call to order 6:02pm**
- 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. Jenn Dyer – Graduate Member Coordinator - New Role!
- III. **Reading of minutes of last meeting – Will be sent out with today's minutes**
- IV. **Officers Reports**
 - A. President
 1. Name badges – Sunita has quite a few of them, good for several years.
 2. Sunita added Office Depot account to Fact Sheet, Katie to add Office Max info.
 3. **ACTION ITEM:** Website – Katie will check when we paid for the WordPress domain. For now, we will use Weebly for the main site (forwarded to swe-kc.swe.org) and keep iCON15 where it is. Next year, we should consider combining all sites (SWE-KC, maybe iCON15, IGED) into Weebly.
 - B. Vice President
 1. Professional Development role description – **ACTION ITEM:** Kim will look for it
 2. **ACTION ITEM:** Vitality assessment needs to be added to the Google drive
 3. **ACTION ITEM:** Follow up with Alyssa about forwarding the mailbox
 - C. Treasurer
 1. IGED has \$30k, iCON has \$1600
 2. We received \$70 from the Pinot's Palette fundraiser.
 - D. Secretary
 1. **ACTION ITEM:** Newsletter – Articles will be due to Kim on November 1st.
 2. Meet & Greets for October and November – We have potential hosts for both months: 1 month we will meet with the KU section in Lawrence, and Jenn Dyer has agreed to host on the opposite month.
 - E. Section Rep
 1. **ACTION ITEM:** Mentoring program – Katie encourages all of us to sign up to be mentors and mentees. The survey is due October 1st.
 2. Megan Riggs from the UMKC section sent an email to see if we were interested in participating in a speaker series once a month. We will recommend that this year they ask the fellows to participate. We will also invite the UMKC section to career advancement event on November 10th. **ACTION ITEM:** Katie will respond to them.
 3. Katie and Sunita are doing a resume workshop with the UMKC section on Tuesday, September 23rd.
 4. Update on Region *i* news – The first conference call is next week. They haven't approved tactical plans yet.
- V. **Committee Reports**
 - A. JEC Rep – no report
 - B. Graduate Member Coordinator - New Role!
 1. Jenn will learn more about her role soon.
 2. Jenn is thinking about doing an event at KU Edwards this semester.
 - C. Events/Membership Committee

1. Kauffman Tour (with NSBE) – Tuesday, August 26 @ 5:30pm – There were 10 people in attendance, including 2 members of NSBE.
2. Fellows Reception - Wednesday, September 10 @ 6:00pm – 25 people were there. We will work on making parking lot entrance more noticeable next year, use balloons or poster.
3. Corn Maze - Saturday, October 4 @ 1:00pm – This is a family oriented, bring kids, in Liberty, other activities, SportingKC-themed mazes
4. October Meet and Greet – TBD
5. SportingKC Tour - Wednesday, October 29 @ 5:45pm – The tour is \$5 per person, details are on the SWE-KC Facebook page.
6. Career Advancement Training and Networking (Joint event with NSBE) – Monday, November 10th @ 5:30-7:30pm, Kansas City Plaza Library on the Plaza

D. Outreach Committee

1. Girls in Gear Camp – Saturday, September 27th @ 9:00am-1:00pm – Looking for 4 volunteers to help with this event.
2. Girls Ignite – 3 dates and high schools – Need 18 volunteers per session.
3. Giveaways for the STEM Expo on September 20th.
 - a) **MOTION:** To give away IGED pens at the Expo. **APPROVED.**

E. IGED Committee

1. The fall kick-off meeting is scheduled for Wednesday, Sept 24th.
2. We now have a morning mingle coordinator, but still need an activity co-chair.

F. iCON15 Committee

1. Call for speakers deadline is October 1st.
2. Sponsorship – need help with this, will be mailing out letters soon
3. Registration is on track to open on October 15th.

VI. **Old business**

A. Review of Tactical Plans

1. **ACTION ITEM:** All to review/revise tactical plans and categorize goals according to the strategic plan goals. We will approve tactical plans at our next meeting.

VII. **New business**

A. Budget

1. Items from Tactical Plans will roll up into the budget. **ACTION ITEM:** All to email MaKayla their budget items. She will send it out for review prior to next meeting.

B. Tour Survey

1. Sunita sent out tour survey after Kauffman to get feedback and advertise IGED and iCON15, only received a few responses.

C. Communication Survey

1. Kaeisha incorporated suggested changes.
2. **ACTION ITEM:** Kim will include the survey in the next upcoming events email.

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

1. Audience: SWE-KC officers, SWE-KC committee chairs, SWE-KC Media Relations (if applicable), IGED co-chairs, IGED Media Relations person, iCON co-chairs, iCON Communications Committee
2. Need to determine location

VIII. **Announcements**

IX. **Adjournment – 7:15pm**