I. Call to Order – 11:30am

II. Roll Call

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Attending</th>
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<tbody>
<tr>
<td>President</td>
<td>Adriana Porter</td>
<td>x</td>
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<tr>
<td>Vice President</td>
<td>Neelima Parasker</td>
<td>x</td>
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<tr>
<td>Treasurer</td>
<td>Amy Gum</td>
<td>x</td>
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<td>Secretary</td>
<td>Katie Lin</td>
<td>x</td>
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<tr>
<td>Section Representative</td>
<td>Becca Brader</td>
<td>x</td>
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<tr>
<td>Events Committee Chair</td>
<td>Suzie Carpenter</td>
<td>x</td>
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<td>Membership Committee Chair</td>
<td>Marian McClellan</td>
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<tr>
<td>Outreach Committee Chair</td>
<td>Alyssa Zimmerman</td>
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<td>IGED Committee Chair</td>
<td>Kristin Murray</td>
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<td>Awards Chair</td>
<td>Sunita Lavin</td>
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<td>Newsletter Editor</td>
<td>Kim Bartak</td>
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<td>Professional Development Event Chair</td>
<td>OPEN</td>
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<td>Fundraising Chair</td>
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<td>Correspondence Secretary Chair</td>
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<td>Webmaster</td>
<td>OPEN</td>
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III. Review/approve minutes for July - Approved

IV. Lunch + Team Building Activity – 11:30am

V. Old Business – 12:00pm

A. Monthly EC Meeting Dates
   
   i. Google calendar invites have been sent out.
   
   ii. 3rd Wednesday of the month at Panera, 5:30 – 6:30
   
   iii. Committee chairs need to attend 1 meeting per semester plus the August & January planning meetings

B. Bios/Photos + Contact Information
   
   i. Still need some bios/photos from officers and committee chairs. **Action Item:** Send to Katie by end of August. Officer bios have already been updated on the website.
   
   ii. Verify contact information is correct on Google Drive

C. Event Recaps
   
   i. Meet & Greet: Saturday, July 23rd from 10am – 12pm (KU Edwards Campus)
      
      a. Suzie, Sunita, and Katie were there plus a couple new faces
      
      b. KU Edwards was good to work with, and the venue was good
      
      c. Low attendance, maybe because it was a Saturday morning in the summer, and communication went out shortly before the event.
   
   ii. Prof. Devlpt Seminar: Thursday, August 4th from 5 – 9:45pm (Black & Veatch)
      
      a. Survey went out from Black & Veatch
b. Question: Why did the raffle go to just SWE-KC members? 
   Answer: we wanted to have something to reward people who are paid members.

c. Overall, speakers were very good

d. Future Discussion: do we want to have a professional development event with Black & Veatch again next year, or do our own?

   iii. Meet & Greet: Wednesday, August 17\textsuperscript{th} from 6-8pm (Plaza Scavenger Hunt)
   a. It was a fun event, but it was more of an individual activity instead of a team activity and there wasn’t much networking involved. Next time could meet up for appetizers before/after the scavenger hunt.

VI. Leadership Summit Summary Recap – 12:15pm (Katie Lin)
   A. See slides on Google Drive with Katie’s notes
   B. To sign up for mentoring, fill out survey. \textbf{All officers are highly encouraged to participate as either a mentor or mentee!}
   C. Leadership 101 slides are located on Google Drive.
   D. Becca has contacted the Region Secretary for the template due Sept. 10. The Region i dropbox is full and is being transferred to another file sharing website.
   E. Photo release forms will now be required for everyone at all events! Stay tuned for more details on how we’ll be tracking forms. \textbf{Action Item: Amy to look into virtual forms.}

VII. New Business + Training – 12:30pm
   A. Google Drive Overview – Adriana (10 min)
      i. New Logos – in main folder
      ii. Meeting Minutes – in FY17 folder
      iii. SWE-KC Fact Sheet which lists various passwords/login information is in the main folder
      iv. Activity Logs – need Events, Membership, and Outreach Chairs to fill in information from events; will re-visit at each EC meeting. \textbf{Action Item: officers/chairs – make sure it’s filled out prior to EC meeting.}
      v. We have a new password. Contact Katie or Adriana for the new password.
   B. Review FY17 Budget – Amy (20 min)
      i. PDG grants need to be submitted at least 45 days in advance. We were too late on submitting one for the Fellow’s Reception. \textbf{Action Item: IGED Jr. to consider applying for PDG grant.}
      ii. The budget has a $4,735 net income deficit due to our “pad in the bank account” right now. We need to brainstorm some ideas for fundraising for future.
      iii. FY17 Budget is approved by Adriana, Amy, Katie, Becca, Neelima
   C. Review Communication Plan – Katie (15 min)
      i. See slides for expectations
      ii. Future discussions:
         a. Explore a method to lync google calendar to peoples’ calendars
         b. Social media: page vs. group
         c. Revisit current email plan at the beginning of next semester.
         d. \textbf{Action Item: Katie to look into subscribing to emails on website.}
   D. SWE-KC Organizational Structure – Adriana (15 min)
      i. See updated org structure on Google Drive
      ii. Main changes include:
         a. Officers being in charge of positions with similar focus areas (i.e. Treasurer oversees all outreach-related positions).
b. “Sub” chairs and/or positions deleted from organizational chart (i.e. IGED Sponsorship).

c. Those who have committees and/or are in charge of a focus area will be required to participate in August/January planning meetings + 1 EC meeting per semester. All other positions are simply encouraged to attend.

d. Stressing volunteer opportunities, rather than committee members.

iii. Action: Katie to update org structure on website

VIII. Officer Reports – 1:30pm

A. President
   i. Success Planning: Event Recaps on Google Drive
      a. Events Chair and Outreach Chair, please fill out after events along with help from others in attendance
   ii. Roles & Responsibilities Documents are on Google Drive -> All those who provided feedback were uploaded (SWE-KC Files – Role Descriptions – FY17). IF you haven’t finalized conversations with Adriana, please do so! These will be used to document tactical goals/planning.

B. Vice President
   i. Membership Report
   ii. Committee Member Recruitment Action Item: Committee Chairs to send out information on committee meeting – it’s important to advertise this!
      a. Outreach looking for 2 more members
      b. IGED looking for 2-3 more
      c. Awards does not need any
      d. Events needs 3-4 members

C. Treasurer
   i. Reimbursement Process: On Google Drive -> FY17 folder, there is a reimbursement online form. Will use Bill Pay to send people checks to their house, on the 15th and 30th each month.
   ii. SWE Annual Conference Applications
      a. Reimbursement Policy is on Google Drive
      b. Becca and Amy will review applications
      d. Early bird registration due Sept. 25

D. Secretary
   i. SWE Name Badges – Katie will order name badges for Amy, Suzie, and Marian
   ii. FY17 Membership Survey – Katie sought feedback at meeting and will send out in e-blast this coming week
   iii. Newsletter – Kim will be seeking articles for blog & newsletter to go out in late September

E. Section Rep
   i. KU + UMKC Contact Information – Becca is reaching out to these schools for their contact information

IX. Event Planning Updates – 1:50pm

A. Fellows Reception (September 7th @ 5:30pm) – had 18 RSVPs on Tuesday; Katie will send out e-blast this coming week.
   i. Shelley has shared event with WTS and WiSTEMM
   ii. Adriana has shared event with NSBE. Suzie will share with KCWiT
iii. Sunita asked Garmin about raffle; should hear a response this week
iv. Katie can print name tags
v. Katie can make the thank you cards (2 – one for speaker and one for fellows)
vi. Katie to bring SWE banner + table supplies
vii. Adriana to bring SWE-KC sticky notes
viii. Suzie to make sign/buy balloons for parking
ix. Action Item: Everyone help spread the word! We currently have 18 RSVP’s.

B. SWE-KC Brochures – Neelima has a draft. She will send out the proof and then order ~100. We have a $75 budget

C. Outreach Events this Fall
   i. 4 Girls Ignite – will need volunteers
   ii. IGED Junior – will need volunteers & mentors

D. SWENext Members
   i. We’ve received feedback SWE-KC should do more with SWENext members
   ii. We should do an event for SWENext and/or include them in existing events
   iii. One idea to include SWENext members with a joint event with UMKC and/or KU
   iv. Neelima has an idea for an event with Central Exchange and including SWENext with a movie premier
   v. Another possible idea is a Mother/Daughter event.

X. Strategic & Tactical Planning – 2:00 pm
A. Strategic & Tactical Planning, facilitated by Jenna Harpole
   i. Society & Region FY17 Plans & Goals (1 hr)
   ii. SWE-KC Tactical Planning (30min)
      a. Goals discussed during the meeting will be saved in a separate document and will be sent out later this week.
      b. Action Item: Adriana to create an example/template for officers to update individual tactical plans

XI. Announcements/Important Dates – 4:25pm
A. Upcoming Events/Important Dates
   i. Fellows Reception: September 7th (UMKC Diastole Center)
   ii. WE16 Annual Conference: October 27th – 29th (Philadelphia)
   iii. IGED Junior: November 11th
   iv. iCON17 Conference: February 24th-25th (St. Louis)
   v. IGED: March 3rd

XII. Next Executive Council Meeting: Wednesday, September 21st at 5:30pm (Panera @ Stateline)

XIII. Adjournment