



SWE-KC Strategic & Tactical Planning Agenda

SWE-KC, FY17

August 27th, 2016 at 11:30am-4:30pm

Black & Veatch, 11401 Lamar Ave. OP, KS 66211

I. Call to Order – 11:30am

II. Roll Call

SWE-KC Roll Call		
Position	Name	Attending
President	Adriana Porter	x
Vice President	Neelima Parasker	x
Treasurer	Amy Gum	x
Secretary	Katie Lin	x
Section Representative	Becca Brader	x
Events Committee Chair	Suzie Carpenter	x
Membership Committee Chair	Marian McClellan	
Outreach Committee Chair	Alyssa Zimmerman	
IGED Committee Chair	Kristin Murray	
Awards Chair	Sunita Lavin	x
Newsletter Editor	Kim Bartak	
<i>Professional Development Event Chair</i>	<i>OPEN</i>	
<i>Fundraising Chair</i>	<i>OPEN</i>	
<i>Correspondence Secretary Chair</i>	<i>OPEN</i>	
<i>Webmaster</i>	<i>OPEN</i>	

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 17th 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](#). **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. 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. 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. 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. 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
 - c. Applications due COB Sept. 17. Will let people know by Sept. 21.
 - d. Early bird registration due Sept. 25
 - e. Conference is in Philadelphia, Oct. 25 – 29. Can still volunteer on the WE16.org website.

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**