SWE-KC Strategic Tactical/Planning Meeting Minutes  
Sunday, August 24, 2014, 12:00pm @ Garmin International, Olathe

I. Call to order

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 – Region i Rep
F. Becca Brader – Membership & Events Chair

III. Reading of Minutes from last meeting – N/A

IV. Committee Reports – N/A

V. Old Business – N/A

VI. New Business
A. Review of Org Chart and changes
B. SWOT Analysis and Vitality assessment
   1. Consider recognition of members, volunteers, etc. – possibly at Fellows’ Reception
   2. Create/post officer/chair descriptions for the website (similar to GMC example)
   3. Develop post-event evaluations through SurveyMonkey to analyze participation and success
C. Strategic Goals and Tactical Planning
   1. Review of Society and Region level goals
   2. Action Item: Kristin to add Professional Development role description
   3. Develop tool for how members communicate interest for future offices, committee positions, etc. – Assigned to Kristin, Becca, and Kim
   4. How many girls do we want to reach through outreach events for FY15 and beyond? – Assigned to Alyssa
   5. Sunita will clean up the document for everyone to use for tactical planning.
D. Brochure brainstorming
E. Team Building Activity – Action item: Do this event again at the end of the year.
F. IGED Update – We have the date and location. Biggest challenge will be traffic flow. We will have our fall kickoff meeting soon. Still need a co-chair for the activity.
G. iCON15 – Website is up. Call for speakers is open until October 1. Sponsorship letters have gone out. Committee is full but will need volunteers for the event.
H. Mentoring Discussion
   I. Kim to email Jane and Amanda regarding keys for the PO Box.
J. Meeting Times
   1. A vote was brought by to have board meetings at 6:00 on the third Tuesday of each month at the Panera at 103rd and State Line. – All approved
   2. Action Item: Kim to list out the dates through June to see if we need to move any of them.
   3. Tactical plans need to be done by September 9th for review.

VII. Adjournment