

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**