

SWE Exec Meeting

October 8, 2007

Attendees:

Julie Herr , Keli Callahan, Janelle Klein and Kim Womack

Quorum of Officers met

Kim Womack: Meeting Scribe

September General meeting wrap-up

Deb was very pleased with our turnout. She enjoyed meeting our members and Joy Bell received positive feedback on her presentation.

Treasurer Report: Approx \$4260 in the bank

Lost approx: \$70.00 on Secret Garden Technical Tour

Old Business – Action Items

Lisa to check into getting Kim web access into our WAMU account

Check with Lisa

Establish SWE List-serve – Julie (Closed)

List serve is established

List-serve: [swe\\_lv@sw.org](mailto:swe_lv@sw.org):

E-mail Address will be transferred to President each year- Will need to contact SWE national to transfer

Need to get this information on General meeting's agenda for Thursday. Julie to test out to see if can transfer all accounts already established or manually set up again.

- Set up a SWE-LVV email address through SWE National (closed)

Julie to set up Section Email account [swe\\_lv@sw.org](mailto:swe_lv@sw.org):

Email address will be added to the webpage (Mike) and to our letterhead (Christine)

- Develop plan for Professional involvement with UNLV – Keli & Lisa (open)

Lisa to contact colleagues to find out about existence of UNLV section

- Nominating committee to be established this year – Lisa (open)

- Propose outreach plan – Jean (open)

- Prepare Outreach presentation for October meeting – Jean (closed)

- Description of roles of Programs committee – Janelle (open)

Janelle to send presentation to Julie

- Research of In-Kind donations – Kim (open)

Julie to give Kim LVV shirts and pins etc.

- Funds Development within membership (open)

Send donation requests to members

Include SWE boutique flyer

Kim to draft member donation letter:

Update: Letter drafted- Kim to send out to officers for comments – wants to have comments NLT Friday, October 13<sup>th</sup>

Also- Thank you letter for donations also drafted – will be sent to officers –Comments NLT than October 12<sup>th</sup>, 2007

### New Business

UNLV meeting with Deb Willems – Keli

Need to name Counselor to the UNLV: Will send Kim and Janelle as co-counselors. A counselor needs to be present at all UNLV meetings...by having co-counselors, the burden isn't placed on one person. Need to advertise to find someone to fill the position. Collegiate society will need to vote to make official

Keli to contact Deb Willems on information she was going to provide to Dr. Pepper- History of SWE, Items that need to be completed by collegiate section to move back to active status

Look into establishing a Joint Collegiate and Professional meeting - Maybe March at the university- Can be held at the great hall and Catered by the Hospitality College

Upcoming Programs schedule – Janelle: See below

Facilitating General Meetings. Julie cannot make all lunch meetings. Use this opportunity for exec committee to do some public speaking ☺

Oct (PBS&J) – Lisa- Technical

Nov (Carollo) – Keli- Technical

-Keli to send Speaker and Topic information to Janelle by Wednesday to have ready for the Thursday meeting

Dec (Viaggio) – Julie- Social: Raffle etc –note: last year, we lost money at this event. Open to other location suggestions but need to do this soon to secure location and have enough time to advertise.

Jan (HDR) Contact: Allison Ratliff–Topic and Speaker TBD

Feb- Kim to look into using JT3 for either Feb or May

Mar (dinner) - UNLV??? In conjunction with collegiate section

Apr (CH2M Hill)

May Kim to look into using JT3 for either Feb or May

June (Appreciation Dinner) – Julie & new president: TBD

National Conference (Oct 24 – 27)

Attend Region meetings/events if possible.

Involvement in PAL (THE PROFESSIONAL ASSOCIATION LIAISON) – Janelle  
(Open)

Action Item-Janelle will look into further: Consensus is that this will be a good networking/piggyback opportunity but we are concerned about commitment level

Attendance to Region B Conference in Pasadena CA Jan 25 – 27. Info online.

-To Attend: Keli, Kim and Lisa?

Upcoming Conferences to think about:

-May/June timeframe: Region B

-October/Nov: National Conference Baltimore, MD

Future Endeavors:

- Hosting Region Conference: Maybe at 5 year Anniversary

\*\*\* Everyone, please update your schedule in SWE-LVV Calendar