

SWE Exec meeting

September 10, 2007

Attendees: Julie Herr, Lisa Freestone, Kim Womack, Keli Callahan, Janelle Klein

National SWE Mission: Establish engineering as a highly desirable career aspiration for women; Empower women to succeed and advance. Be recognized for their life changing contributions and achievements as engineers.

Exec Reports:

Treasurer - Financial Report

- We have \$3400.
- Lisa to check into getting Kim web access into our WAMU account

Section Rep - Section Report

- Submitted on last week. Keli included our goals from our strategic planning meeting along with lessons learned (Summer is LVV's off time)

Programs - Upcoming events

- Secret Garden tour on Sep 29th. Cost is \$15. We can allow 30 people, all ages. Meet at 9, tour starts at 9:30.
- October speaker will be from PBSGJ, Lisa will facilitate meeting
- Keli will find speaker for November meeting at Carollo.
- Kim to buy 2 \$25 Starbucks gift cards for our Sept 20 speakers

Career Guidance - Future programs

Old Business:

Brainstorming - HOW DO WE ACCOMPLISH OUR GOALS??

Goal #1 - Membership:

Increase membership by 6
Increase meeting attendance,
Develop relationship with collegiate section

- Voted to start a "Recruiting Program". Any member who sponsors 2 new members will receive 50% off their next years dues. Any member who sponsors 3+ new members will receive 100% of their next years dues. Any new member who joins before Dec 31 will have their name put in a drawing to have the 2nd year dues paid by LVV.
- Lisa to have an advertisement made to send out to members and to have at meetings. Would be great in postcard form.

Goal #2 - Programs:

Subject balance (tech, networking, professional)
3 technical tours per year
Develop relationship with other prof organizations

- Janelle to have tentative year's schedule established soon to be posted online
- Janelle working to have tour #2 during E-week
- Janelle, Keli and Lisa will use contacts in other professional organizations to get SWE involved in joint meetings/tours/events

Goal #3 - Service:

Hold 2 event/service days
Participate in programs that support overall mission
Develop Middle school outreach programs

Goal #4 - SWE Involvement:

Increase participation in region & National functions
Presence in E-Week

- 3 officers attending Region conference
- 4 officers attending National conference this year.
- Lisa to look into "Introduce a girl to engineering" program for E-week

Action items:

Establish SWE List-serve - Julie

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

Julie working with National to get List serve renamed to SWE-LVV instead of SWE-LVV08

Julie to set up Section Email account with National that will be routed to the section president.

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 career guidance plan - Jean (open)

Prepare Career Guidance presentation for Kick-off meeting - Jean (open)

Description of roles of Programs committee - Janelle (open)

Research of In-Kind donations - Kim (open)

New Business:

General meeting format - luncheons at job locations.

How do we get companies involved?

Hold meetings at job sites. Will ask those who support us if they are interested in hosting

Officer participation - We are all over-tasked!!

1. Help each other so no one feels overwhelmed

Ask for help when needed...we cannot afford another meltdown

2. Need to encourage more membership involvement

Start a Rewards program for member attendance and participation? (off the top of my head - to discuss online with group)

3. Executive meeting times

Flexible to accommodate officers - lunch good for Christine, bad for Kim and vice versa 😊

Officer (partial) reimbursement for Region/National conferences

VOTE, addition to Bylaws

Section Rep (or representative) will have 100% of registration reimbursed by section

Any other officer in attendance will be reimbursed 50% of registration if not covered by company funding.

Lisa to draft formal verbiage to add to Bylaws.

SWE Boutique

Booth at National?

Treasurer to be organizer until Funds Development committee is formed

Officers will bring LVV pins to National

Julie to give Kim LVV shirts and pins

Funds Development within membership

Send donation requests to members

Include SWE boutique flyer

Kim to draft member donation letter - hey, it's tax deductible!!! 😊

Any other business??

None

Next General meeting - Sept 20 @ Memphis BBQ (5:30pm)

Next Exec meeting - October 8 @ 3 Tomatoes (11:30am)

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