



Society of
Women Engineers

Las Vegas Valley Section

P.O. Box 530802
Henderson, NV 89053

LVV - SWE Executive Meeting Minutes

June 2, 2007

Attendees: Julie Herr, Lisa Freestone, Kim Womack, Jean Hoppert, Keli Callahan, Janelle Klein, Hannah Wilner and Christine Barber

I. Announcements

- a. Summer Executive Meeting Schedule
 - i. July 16, 2007, 5:30-7:00 at WRG.
 1. **Action Item:** Janelle to send out directions and reminders.
 2. Strategic planning meeting (Goals)
 3. Dinner provided
 - ii. August 13, 2007, 11:30-1:00 at Three Tomatoes and a Mozzarella.
 1. **Action Item:** Janelle to send out directions and reminders.
- b. Region ABJ meeting #1 – Scottsdale, AZ; 9/14-9/16.
 - i. Attending: Julie and Keli; Maybe Kim and Lisa
 - ii. If anyone else would like to attend contact Julie.
- c. National Conference – Nashville; 10/24-10/27
 - i. Julie, Lisa, Keli, Kim, and Jean attending
 - ii. Airline tickets have been purchased. Who else is attending?

II. Officer Binders

- a. Binders were handed out and to be used to pass on to successor after officers term.
- b. Review table of contents any errors contact Julie and she will make the changes.
- c. Contact list – was updated.

III. LVV Goals for FY08

- a. Membership
 - i. To increase membership by 20% (6 members).
 - ii. To increase meeting attendance to 12-15.
 - iii. To increase meeting attendance of members to 5-10
 - iv. Collegiate Section
 1. Develop relationship with the section.
 2. Provide mentorship.
 3. More involvement with the section.
 4. Action Item: Keli and Lisa to draw up a plan for Professional involvement
- b. Programs (Keep programs to our goal/mission)
 - i. Balance between:
 1. Technical subjects
 2. Networking
 3. Professional/Career Development
 - ii. Technical Tours (3 per year)
 - iii. Utilize connections with other professional organizations.
- c. Service (Community Development):
 - i. At least two events or service days
 - ii. Participate in programs that support over all mission*
 - iii. Middle school outreach 4th-8th grade.

ASPIRE ▪ ADVANCE ▪ ACHIEVE

National Website: www.swe.org

Local Website: www.swe-lvv.org

- d. SWE involvement
 - i. Increase Regional/National involvement (participation).
 - ii. Region Meeting Dates:
 1. September 15, 2007
 2. October 25, 2007
 3. January 27, 2008
 4. Meeting #4 TBD

IV. **Bylaws Review/Amendments for each officer position**

- a. Bylaw Review
 - i. Need to determine specific roles/responsibilities for officer positions.
 1. Will keep these out of the bylaws but part of our overall procedure.
- b. Region B has approved new Bylaws – information has not been sent out to the sections yet.
 - i. We will have to rewrite part of our bylaws when information is provided.
- c. **Executive Committee**
 - i. President – All agreed roles responsibilities for president – no additional responsibilities.
 1. **Action Item:** Due to list serv issues: President to send out e-mails explaining situation/apologizing for situation (i.e. privacy issues, moving to a new distribution list, etc.)
 - ii. Vice-President – confirmed that VP responsible for all the committees except for the Funds Committee.
 1. Committee Chairs are to report to the VP quarterly – Dates TBD based on Section report due dates
 2. **Action Item:** Nominating committee needs to be established this year – to report to VP as well
 - iii. Treasurer – **Action Item:** Review all contracts for socials, meetings, etc. Financial approver for all funds.
 1. Send financial reports to the President.
 2. Keeper of the budget.
 3. Needs to receive quarterly reports from Funds Committee.
 - iv. Secretary – Responsibilities include:
 1. Sending out announcements to membership using listserv and distro lists (obtain information from Program Chair).
 2. **Action Item:** Meeting minutes are to be sent to webmaster for inclusion on the website.
 3. **Action Item:** Historian for all SWE-LVV Official records – chairs and officers need to determine what should go in the official files (in general: meeting minutes, newsletters, financial reports, general meeting fliers, etc).
 - v. Section Representative – No Changes

V. **Rules and Responsibilities for Section Committees**

- a. **Career Development:** Jean Hoppert – programs for career development, community projects – communicate community involvement to the membership.
 - i. Determined that we are going to pick one or two programs to support with time and funds.
 1. Girl Scouts
 2. Lego League?
 - ii. **Action Item:** Jean is to provide a proposal to executive board with career development plans.
 - iii. **Action Item:** Jean will provide a short presentation at he meeting on June 14th on what the Lego League is.
 - iv. Provide quarterly report to VP.



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- b. **Funds Development:** Hannah Wilner
 - i. Responsible for sending corporate sponsorship letters.
 - 1. Needs to go out in the summer.
 - 2. Keep corporate lists up-to-date.
 - 3. Submit quarterly report to Treasurer.
 - 4. Send webmaster information on what level of sponsorship.
 - 5. **Action Item:** Send corporate letter template for review to the executive board before sending out.
 - c. **Membership Committee:** Hannah to take over until a replacement is found.
 - i. Keep up to date information on membership numbers.
 - ii. Maintains/provides new membership packets, etc.
 - iii. Sends reports to VP.
 - iv. Will provide mailing labels for members when needed for section mailings (invitations, newsletters, surveys, etc)
 - d. **Programs Committee:** Janelle Klein
 - i. Coordinate locations and speakers for meetings.
 - ii. Prepare announcements – send to webmaster and secretary.
 - iii. Coordinate technical tours/social events.
 - iv. Eventually we would like to have sub committees in the area: One person for tours, one for social events, and one for meetings.
 - v. **Action Item:** Janelle to send a complete version of what her roles are now to the executive committee.
 - vi. Future program topic ideas: How to be a Mentor; Facilitation, Communication, Leadership; Time Management.
 - vii. Future Tour Ideas: Spring reserve; Behind the scenes of The Secret Garden; Hoover Dam; Behind the Scenes Ka, City Center, Lagoon @ Bellagio, Lake Las Vegas.
- VI. Budget for FY08 – Kim Womack**
- a. Discussion
 - i. Adjust budget based on comments from draft – i.e. include some administrative funds for the committees to help with the costs.
 - ii. **Action Item:** Kim to research In-Kind donations
- VII. Miscellaneous Notes**
- a. June Executive meeting cancelled
 - b. Janelle to act as back up to Kim for June 14th dinner
 - c. Kick-off meeting September 20th
 - i. Speakers: Joy Bell, Topic: Benefits of SWE
 - ii. Deb Willems, Region B Governor
 - iii. Location TBD (Janelle to check Memphis Barbeque, Hannah to go through our corporate lists)
 - d. August Mixer/Social
 - i. Location TBD
 - e. Officer Training Modules set for July – should be offered online
 - i. More information to come, Dates: TBD

***Mission: Highly desirable career aspiration for women; Empowers women to succeed and advance; Be recognized for their life changing contributions and achievements as engineers.**