



Society of Women Engineers

Las Vegas Valley Section

P.O. Box 530802
Henderson, NV 89053

LVV- FY09 Executive Committee Year Start and Goals Meeting Minutes June 28, 2008

Attendees: Julie Herr, Samia Twainy, Keli Callahan, Kimberly Womack, Helena Murvosh, and Giana Morini

1. Bylaws review/ amendments for each officer position (Note bylaws amendments for standing committees is done)
 - a. Discussion: bylaw template must be downloaded from SWE site. Template is not yet at site.
 - i. Action item: Julie will download bylaws and send passwords for downloading lists
 - ii. Action item: Helena will send Kim member list when downloaded
 - b. Officers and representatives will review and revise their respective sections and distribute to executive committee for review
 - c. Final bylaws will go to membership for review
 - i. Action item: Julie will supply survey monkey account and password for membership bylaw review and vote
 - d. Final will be sent to SWE
 - e. Date of submittal dependent on receipt of template
2. Brainstorm LVV Goals for FY09
 - a. Membership goal
 - i. Revitalize new membership, Recruit 10 new members
 1. Continue program for members who recruit 2 members
 2. Work on company contact list to target to target new members
 - ii. Retention/recruiting:
 1. Send welcomes to new members, include contact information, flyers. Letters will be sent via US post with Samia's signature.
 2. Send email to notify of upcoming welcome letter
 3. Send letter to members announcing next year events
 4. Send kickoff dinner invitation to all members (kick off meeting topic, preparedness)
 - iii. Action items:
 1. Helena – draft letters and send out for review during July for completed review in August to mail out last week Aug.
 2. Samia and Keli - work on invitation to send out mid Aug
 3. Samia will look into banner for events
 4. Keli will contact Anna at UNLV
 5. Kim will send out prizes for last years membership drive
 - b. Service goal – sponsor/attend three events, one of which is national, targets are:
 - i. WOW -SWE has outreach program information on their website
 - ii. FIRST Lego league

ASPIRE ▪ ADVANCE ▪ ACHIEVE

National Website: www.swe.org

Local Website: www.swe-lvv.org

- iii. FIRST tech challenge.
- 3. Review Budget for FY09 - FY09 was already approved
 - a. No money yet for a scholarship program, but we have a budget for it
 - b. Programs budget is used to guarantee restaurants etc.
- 4. Funds development ideas
 - a. Discussion: SWE LVV needs more capital to be able to sponsor events, however, companies are more responsive to sponsoring specific events rather than general contributions. Last fundraiser was for recharter, donations received from Carollo, JT3, Lochsa, MWH, PBS&J.
 - b. Discussion: Corporate mailer to solicit funds was not very successful.
 - c. SWE boutique. Discussed developing pamphlet of items and taking SWELVV stuff to national meeting
 - i. Action item: Kim to develop pamphlet, need draft mid August for review
 - d. Discussed holding golf fundraiser, driving night. Tabling idea until winter, will work out logistics of doing this in spring.
 - e. Items being considered for future action:
 - i. Send thank you letter to previous contributors
 - ii. Narrow down mailing list
 - iii. Ask Jean to discuss how to obtain funds for grants and budget for WOW
- 5. Career Development was not discussed as Jean unable to attend
- 6. Programs
 - a. Specific dates and topics were not reviewed as Janelle was not able to attend
 - b. Action item: Samia to review speaker database with Janelle
 - c. Giana – draft letter to companies asking them to sponsor lunch/dinner meetings
- 7. Wrap-up/Announcements (10 min)
 - a. Summer meeting schedule: July 12 next meeting, July 26, 9AM
 - b. Next meeting will address: bylaws, action item progress, bank signatures, coordinate w/ Jean to get info on outreach, invitation review, letter review.
 - c. Additional notes :
 - i. Regional meetings:
 - 1. Region ABJ meeting update, Phoenix, Sept 27-28
 - 2. National, Baltimore, Nov 6-8
 - 3. Sonora Region conference and Career Fair, New Mexico, Jan/Feb
 - 4. Summer, May, TBD
 - ii. Officer training modules avail. Online
 - d. Kickoff meeting set for September 11, topic of preparedness discussed