



Society of Women Engineers

Las Vegas Valley Section

P.O. Box 530802
Henderson, NV 89053

LVV-Executive committee meeting Meeting Minutes January 11, 2009

Attendees Samia Twaney, Keli Callahan Kimberly Womack, Helena Murvosh, and Jean Hoppert

1. Samia called meeting to order
2. Update of officer/committee chair status:
 - a. Samia, President, Barbara Rusinko, Section Representative, and Giana Morini, Alternate Section Rep., will all be relocating as part of Bechtel's restructuring. Via phone, Janelle Klein, Programs committee chair, asked for assistance to organize remaining meetings.
 - b. Exec Committee members agreed to send out email informing membership of changes and requesting parties interested in serving in executive role to volunteer.
 - c. Samia mentioned Giana had the section reports complete and up to date for submittal
3. Schedule of future meetings/events: revise current schedule as necessary and post new: Officers each picked meeting to organize. Dates, locations, possible speakers were tentatively set (pending reservation confirmations) for the remaining meetings. Determined no speaker required for end of year banquet. See action items below for tentative dates and organizer.
4. Schedule future exec meetings: Meeting dates were set for Friday nights 1-2 weeks before each general meeting. See dates in action items.
5. Outreach programs:
 - a. Samia and Jean discussed the summer camp. Samia and Barbara will be able to return during summer to participate. Samia mentioned that Gari Lindsey is willing to help run the camp. Samia is looking for other volunteers.
 - b. Jean mentioned two robotics events: Feb 21 and March 27-29
6. UNLV student outreach:
 - a. With the LVV Section change in officers, no new programs can be performed for student section this year.
 - b. The \$250 assistance with books will be offered next spring.
 - c. Students will be invited to general meetings and outreach events via email.
7. Web administrator update: Mike Herr agreed to continue.
8. Future conferences:
 - a. January Meeting: Jean and Keli said that they would coordinate to either attend or find other alternate to attend the next region meeting in place of section rep.
 - b. May Meeting: This will be held in Las Vegas. Jen Harris is organizing and will be contacted to coordinate LVV section meeting around. Also to see if she needs assistance.
 - c. Member attending meetings in place of Section Rep will need appropriate paperwork signed by section rep.
9. Nomination for next years officers discussed:
 - a. Jean Hoppert agreed to be Nominating Committee Chair.
 - b. Request for nominations will be sent out early due to changes in officers
 - c. Exec. committee agreed to consider a yes/no vote for all the officers based on number of responses to nominating request.
10. Meeting adjourned. Action items summarized below.

Action item summary

1. Samia:
 - a. February meeting organization (Feb 12 or 19), luncheon at school
 - b. email Jen Harris, cc Helena, regarding May meeting coordination (May 30)
 - c. Summer camp: update members on status, confirm Gari is willing to take over
 - d. Return notebook
2. Keli:
 - a. March meeting organization (Mar 12 Carollo)
 - b. Coordination with Jean for January meeting representation
 - c. Checking with Lisa Freestone to see if she can volunteer some time
3. Kim:
 - a. check if any paperwork needs to be done to remove Samia from bank account
 - b. coordinate April meeting location with Helena
4. Helena:
 - a. April meeting organization: April 16, checking w/ CH2M Hill, then JT3 (contact from Kim)
 - b. Draft letter to members for volunteers/nominations
 - c. Reserve room with McCayo's for end of year meeting (June 11)
 - d. Check on RSVP notification
 - e. Coordinate meeting announcements and notifications with Janelle
5. Barbara:
 - a. return notebook
 - b. provide paperwork for alternates to attend meetings
6. Giana:
 - a. return notebook
 - b. submit section reports
 - c. email Keli, Kim, Helena info for remaining reports
7. Janelle:
 - a. Prepare meeting announcements
 - b. Coordinate meeting announcements and notifications with Helena
8. Jean:
 - a. Coordination with Keli for January meeting representation
 - b. Send volunteer information for upcoming events to SWE groups
9. All
 - a. Proof request for nominations letter
 - b. Copy officers and committee chairs on transition and select meeting organization correspondence to assure issues are addressed during transition time.
 - c. Exec meetings: 5:15 PM, Friday's, Feb 6, Mar 6, April 3, March 8, June 5,