

**SOCIETY OF WOMEN ENGINEERS
CENTRAL OHIO EXECUTIVE COUNCIL MEETING 4 – FY04 MINUTES
November 1, 2003**

Via Electronic Communication

Attendees: Rachel Lewis, Kristina Kuraitis, Patricia Fought, Linda Arnold, Lynne Waldron, Rebecca Blust

Updates from Board

President

Rachel Lewis

Our first activity of the year was a bust. So far we have received one survey back, which makes it difficult to evaluate what our members need and want. We need to try and develop a new approach. We will have a raffle to give away SWE prizes to those that turn in their surveys. I will hunt for SWE items and at the December meeting we will set a deadline for submission of surveys and finalize details.

Wednesdays Cocktail Hour was a success – FINALLY – something went successfully! We will be doing this again in January!

VP

Rebecca Blust

Nothing to report.

Secretary

Lynne Waldron

1. Letters

Fundraising – The letter is undergoing a final review by Linda and Rachel. Rachel still needs to come up with the form. Hopefully the final draft will be done Monday November 3rd for everyone's approval and can start going out by the end of next week. (This item has been backed up slightly due to personal events Rachel and Linda have had to deal with.)

Renewal – We are doing a final review this week. Will send out on Monday November 3rd for final approval by all and begin mailing late next week.

Welcome – Rebecca will write up.
In process.

Treasurer

Linda Arnold

- 10/24/03 - \$1577.81 after Cozymel's
- Can't make the December executive meeting.

- Rachel: estimating \$3000 for banquet – will put together a break down of estimated costs vs. income
- Rachel just received the updated roster from HQs – according to their records we have \$1,065.00 paid in membership dues for the year so I am assuming that means in February we should receive a rebate check for \$213. Hopefully we'll get a few more members or renewals by December 1st – I think that's the cut-off date for February rebates.

COR

Kristina Kuraitis

Nothing to Report

10/22/03 – Rachel – noticed on-line on the COR site that revised by-laws are to be posted 11/01/03. We will update further as we receive more information.

Old Business 08/09/03: Chairs and Committees

Membership

1. This position is currently open.
2. Will temporarily be headed by Rachel with assistance from Executive Council.

Fund Development

1. This position is currently open.
2. Will temporarily be headed by Linda with assistance from Executive Council.

Girl Scouts

1. This position is currently open.
2. Rebecca will act as Chair and work with Kristina and Patricia.

Newsletter

1. This position is currently open.
2. Lynne will head for now with assistance from Executive Council.

Updates from Committees

Student Liaison

Patricia Fought

I am sending out an e-mail to all of the counselors/advisors/presidents this week. I am mentioning the bowling as well as a spring barbeque as possible upcoming events and asking for feedback from them. Hopefully I will receive some information from them about the events that they have had so far and any upcoming events that we may be able to assist them with. My goal is to have this information in the next newsletter.

I think we should definitely do a winter event. I like Kristina's idea of bowling, and when I mentioned it to the DeVry counselor she said that she thought her girls would be interested. I think we should do it here in Columbus, so that we can get at least the 2 schools and anyone else who might feel like traveling. I think we should do Jan so that we miss the Christmas break, or try to get something for Nov. **What does everyone think? Also, what day of the week do you think we should go for?**

Suggestion is to hold in January. Probably a Thursday or Friday evening.

An e-week event would be great. I think we should go for it with DeVry. **What are the thoughts on some sort of design competition? What about a networking night? Could we possibly have something that would allow them to gain contacts that they could use to find summer internships or jobs?**

The consensus is to try to host a networking night at DeVry.

I would also like to see the spring barbeque happen. I think it is a great opportunity to get the girls that are staying in the area to upgrade their memberships. I think we should have this event at a location other than Columbus though, to encourage the girls from Cedarville and OU to attend as well. **What about one of the state parks south of Columbus near Circleville?**

Kristina suggested Hargus Lake.

Ideas from Lynne – attend Clay Café in Grandview and make pottery items. They carpooled and picked students up.

Rachel agrees that picking up the students is a good idea – for some reason they feel uncomfortable with showing up places and many of them don't have transportation. There is also a glass blowing place somewhere just outside of Columbus. Maybe we could look into that as well.

Membership

Rachel Lewis

I have updated the membership data base and have attached it. We need to focus on getting our members to renew and to recruit new members. Once renewal letters are sent out I will begin work on a recruiting letter to send to companies. We need to develop a list of who we want this letter to go to, and also to start sending these companies copies of our newsletters to spark interest. My suggestions are Honda, Malcolm Pirnie, Good Year, Scotts, Burgess & Niple, and Ohio State University (professors and graduating seniors). Are there any others anyone can think of that would be good?

1. Membership Numbers

- a. I just received September's membership report from HQs – apparently because of the conference they have been behind in updating their records. Below is the updated information.
- b. **GOAL:** 50 Members. **UPDATE:** Current membership = 27
- c. 10 members are listed as expired 06/30/03 and 3 members are listed expired 06/30/02.

Fund Development

Linda Arnold

1. **GOAL:** Increase fundraising efforts and incoming funds. Fundraising letter is in process and should be ready to send end of next week. We next need to develop a corporate database.
2. We want to do the White Elephant Sale. Tabled for discussion until Lynne is at meeting.

We seem to have mixed emotions on this one. Here's Rachel's decision: to have it in spring to give us time to advertise to our members and to try and find a location and make better arrangements. If nothing else we'll do it "garage sale" style. Even if we only make \$50 – it's \$50 we can use right now. **We all have a lot on our plates – is there anyone that can be in charge of this event?**

Linda will try to lead in organizing this event.

3. Rachel will look into the possibility of selling SWE items. Will locate Sections that already have items we could order from – and charge a little extra for to generate some profit. Will also contact some printers/screeners and price their items.

We will continue to work on this.

Girl Scouts

Rebecca Blust

UPDATE:

Activity Type/Format

A one day event encompassing all or some of the following:

Round Robin (girls rotate through various hands on exercises)

Demonstration (we do the experiments)

Presentations (discussion surrounding different career/types of

engineering)

Age Group

Seniors (High School)

Cadets (Middle School)

Juniors (4-6 graders)

Brownies (2-3 graders)

Multi Age groups

Facilities

OSU
On site at troop meeting location
Local Church
Company Sponsor

Dates and Times
Spring (March, April, or May)
Saturdays/Sundays

Staffing/Volunteers
SWE Executive Staff
SWE Members
SWE Student Organizations

Newsletter

Lynne Waldron (update by Rachel)

1. Winter Newsletter (Jan/Feb/Mar) – Kristina will print and send.
 - a. Deadlines: Officer articles Monday Dec. 1, Member articles Monday Dec. 8, Editor to finish by Monday Dec. 15, Mailed Monday Dec. 22.
 - b. Articles: Rachel will do a feature on the life members, Rebecca will do an article on family/career life balance issues, Patricia will send an update on student sections. Others are asked to help come up with article ideas. (Linda suggested a section with helpful web links.)
 - c. Rachel's Update: I will be sending a letter next week to our 3 life members with request. I will also put together a letter from the President again and see if DeVry can give us an article on the National Conference (I think their Counselor who is also a Central Ohio member ended up going with a couple of the girls.)
 - d. KRISTINA – will write an article on her “Golden Circle” Award and trip to Italy.

Anyone else have any ideas?

2. Spring Newsletter (Apr/May/June)
 - a. Deadlines: Officer articles Mon. March 1, Member articles Mon. March 8, Editor finished by Mon. March 15, sent by Mon. March 22.
 - b. Article ideas?
3. Summer Newsletter (Jul/Aug/Sept)
 - a. Deadlines: Officer articles Tues. June 1, Member articles Tues. June 8, Editor finished Tues. June 15, sent by Tues. June 22.

b. Article Ideas?

Webmaster

Rachel Lewis & Linda Arnold

The website is up and operational! The link is:
www.swe.org/SWE/RegionG/ProfSects/CentralOhio/home.html. Thanks Lynne for sending me the typos – I will work to get them fixed. I am also going to add 2 more pages – one with detailed information on our upcoming activities/events, and one with upcoming activities/events in the area that might of interest to members but not necessarily sponsored by us. I will also work to finish the pages that are still under construction. My deadline is November 1 to have it completed!

10/24/03 – Rachel – I actually have added a few more pages and still have 3 more to eventually be added. I am hoping that by having a very operational and informative website we will generate more “business” – both membership and corporate

Executive Council Calendar

Meetings will held the first Saturday of every month at First Watch in Dublin.

The next meeting will be Saturday **December 6th** at 9am.

The December meeting will be at First Watch. Depending on attendance plan on it being a little longer so we can brainstorm and we can get things rolling for winter. Also, with Rachel having a baby on the way she wants to make sure everyone is on the same page in case she temporarily has to be MIA. (SWE will again cover food since it'll be a longer meeting.)

Membership Needs and Expectations

Continuing Development Programs and Continuing Education Scholarships

Upcoming Activities

1. October 11: Autumn Family Outing to Lynd Fruit Farm
 - a. This event would have been a lot of fun had anyone other than one member shown up! It ended up costing around \$100 – but those of us that were there had a blast! Rachel will post pictures on-line in hope we can spark more interest for either this activity or a similar one next year.
2. October 22 – Cocktail Hour Central Ohio Membership Meeting
 - a. Kristina will set up reservation with Cozymels and make a sign.
 - b. Rachel will make name tags.
 - c. The meeting was a success – thanks to those of you that attended!
3. December 13 – Franklin Park Conservatory
KRISTINA – Will not be there.

RACHEL – sent e-mail to DeVry and OSU with invite. Told them they had to RSVP to Linda by 11/21 and had to send money by 11/28 to hold their spot. (I informed them that student members would no longer be able to RSVP for our events without paying up front to hold their spot because they are notorious for not showing up.)
RSVPs: so far just Rachel. (Lynne will RSVP next week.)

4. Winter Activities

a. Question still stands: **Do we want to do something for E-Week**

b. Plant Tour – Honda

- i. Tours of Manufacturing Facility.
- ii. Begins in January on Thursday nights 5:30-6:30.
- iii. Need to write them a letter to request tour.
- iv. Kristina has information when we are ready to plan.
- v. We will go for the first Thursday in February (5th).
- vi. Rachel & Kristina to work on letter.

c. Membership Meeting

- i. Cocktail Hour
- ii. Set for Wednesday Jan. 21.
- iii. For now we will keep it at Cozymel's.

d. Student Activity

- i. See Student Liaison report.

5. Spring Activities

a. Mother Daughter Banquet – will need to raise funds first!

- i. Rachel is going to start fundraising efforts for this event in November.
- ii. Kristina suggested holding at restaurant. Suggested Lindy's at Polaris. Rachel will look into.
- iii. Speaker ideas: Lynne – could talk about 6 sigma. Kristina – suggested plant manager of Budweiser. Rachel – suggested Luke the Juggler (motivational speaker).

b. Membership Meeting

- i. Cocktail Hour
- ii. Tentatively set for Wednesday April 21.

c. Student Activity

- i. Possible upgrade bbq.
- ii. See Student Liaison report.

d. Girl Scout Activity

e. White Elephant/Garage Sale

New Business

Region G Activities/Updates

Nothing to report

Region Conference

At Carnegie Mellon April 2-4

SWE Activities/Updates

Nothing to report.

National Conference

Nothing to report. (We have no attendees.)