



Meeting Minutes

Subject: FY10 Live Board Meeting - August
Location: Weidlinger Associates (NYC) / VHB Engineering (LI)
Author: Sadaf Khattak
Attendees: **Long Island**
 Kyrsten Brea
 Laureen Pellegrino
 Lorena Moschetta
 Alicia Licata
 Kerry Simoneau
 Maja Niksic
 Jennifer Millard
Attendees: **New York City**
 Margaret Tang
 Sadaf Khattak
 Jing Du
 Kelly Schumacher
 Sharveen Seebaluck
 Maja Niksic

Date of Meeting: 3 Aug 09
Time of Meeting: 6:00pm
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	Subject	Action By	Due Date
1.	Membership Committee: Sharveen and Sadaf to review the procedure for the membership update. There are currently 134 professional members.	SS / SK	9/1/09
2.	Treasury a. SWE-NY has a total of \$22,469 in its treasury, with a total of \$22,160 in the Merrill Lynch account and \$183 in PayPal. b. The FY-2010 budget is in progress; Kelly to get update to Kyrsten this week. c. Kelly will also make the changes to the account signature cards this week. d. Kyrsten will get Kelly the year-end financials this week.	 KS KS KB	 8/10/09 8/10/09 8/10/09
3.	The FY2010 calendar needs to be further reviewed. a. Next get together: 29 August – BBQ @ Alicia’s home in Brooklyn. KB requested that everyone RSVP to Alicia and Kyrsten as soon as possible so that plans can be finalized for food. All are requested to respond by 8/22/09. b. Florence Hudson Event – see professional development. c. 10/13/09 Long Island event corresponds to SWE National Conference and may need to be changed. d. NY Cares – See Community Outreach. e. SWE’s involvement in either the Making Strides walk or the Komen walk relating to breast cancer is to be further discussed. Kyrsten stated that she would like to continue with the support of this event but take it in a different direction. f. Kyrsten and Jennifer will look further into a Women’s Build or other events for community outreach that Stony Brook has been doing.	 All KB KB KB KB / JM	 8/22/09 TBD TBD TBD ? TBD
4.	President’s goal for the FY10 Board a. Kyrsten would like to establish a Secondary & Collegiate Scholarship Program, with a collegiate scholarship of \$500 and two high school scholarships of \$200 each, to be awarded to two students, one from LI and one from NYC. Kyrsten will develop this further in conjunction with the budget. The goal is for this to be in conjunction with corporate sponsorship, not SWE’s operating expenses.	KB	9/1/09



	Subject	Action By	Due Date
5.	<p>Professional Development Committee</p> <ul style="list-style-type: none"> a. NYC VP to facilitate coordination of professional development activities. b. The NYC Happy Hour for September is on the calendar, with a location to be selected. c. September Florence Hudson seminar has been moved to 10/5/09 and is to be held either at Cooper Union or Columbia University. Logistics will be finalized upon start of the school year. Event will relate to her career path, along the lines of the event held last year in Long Island. d. Mina to assist with a possible LI trip to vineyards or orchards. e. NY Cares – reach out to collegiate chapters as this is during the National Conference. f. LI to schedule an October Time Management seminar. g. LI to explore a possible Community Build. Update for the next board meeting. h. Margaret to sent out email to new Jing regarding contacts for various seminars, etc. i. Kyrsten will send out the survey results to the Jing and Margaret regarding the “hot” topics requested from last year. j. Margaret will develop a short description for a proposed networking / job hunting Happy Hour for Board approval. 	<p>JD /</p> <p>MT</p> <p>KB / JD</p> <p>MA</p> <p>MT / JD / AL</p> <p>AL</p> <p>KT / AL</p> <p>MT</p> <p>KB</p> <p>MT</p>	<p>9/3/09</p> <p>9/3/09</p> <p>Update</p> <p>9/3/09</p> <p>Update</p> <p>10/5/09</p> <p>9/3/09</p> <p>9/3/09</p> <p>9/3/09</p> <p>9/3/09</p> <p>9/3/09</p>
6.	<p>Community Outreach</p> <ul style="list-style-type: none"> a. LI VP to facilitate coordination of Community Outreach efforts. b. New York Cares day 10/17/09 [9:30 – 3:30]. Board members encouraged to join the SWE team and donate of their time or funds. http://www.newyorkcaresday.org/swe_nysection. A project in Queens or Brooklyn requested to make it more convenient for LI members. SWE will seek to solicit more volunteers from the collegiate chapters to join those members who are not going to SWE National. c. Potential LI events: Meals on Wheels / Habitat for Humanity / Food Bank / Homeless Shelter Volunteering. Board members requested to forward suggestions to Kyrsten and Alicia. 	<p>KB</p> <p>AL</p> <p>All / KB</p> <p>KB / AL</p>	<p>9/3/09</p> <p>Update</p> <p>Ongoing</p>
7.	<p>Newsletter</p> <ul style="list-style-type: none"> a. The deadline for the Summer issue is 8/6/09. Please submit all articles to Alicia as soon as possible. Please note that board member photos will be included in this issue. 	<p>All</p>	<p>8/6/09</p>
8.	<p>Other Items</p> <ul style="list-style-type: none"> a. Engineering Week – Maja asked about SWE’s past participation in E-week, which tends to fall during spring break for the collegiate sections. Maja will look into participation in judging various competitions, i.e. FutureCity. Maja will also look at mentoring opportunities at middle schools. Laureen will forward information to Maja. Board members asked to send Maja and Kyrsten email with any other opportunities. b. All of the links in the Internal Links document are not functional and should be checked prior to being sent out. c. Maja asked about application for awards; SWE-NY has applied for some awards in the past, but there will be a more focused effort to target some awards this year. d. Kyrsten will look into the bylaws regarding removal of empty positions on the board that have continued to go unfilled, and the procedure for eliminating them. 	<p>MN / LP</p> <p>KB</p>	<p>9/3/09</p> <p>Update</p> <p>10/7/09</p> <p>Update</p>
9.	<p>Next Meeting – 9/3/09 and will be a conference call only. The Board agreed to push back the start time of the call to 6:15 p.m.</p>	<p>All</p>	<p>9/3/09</p>