



ASPIRE • ADVANCE • ACHIEVE

New York Section – FY09

www.swe-ny.org/

Email: swe-ny@swe.org

SWE-NY Board Meeting Minutes – September 16, 2008

1. Meeting Start, Attendance (6:30 PM Becky)

- a. Lorena
- b. Yuping
- c. Laureen
- d. Becky
- e. Kelly
- f. Kimberly
- g. Sadaf
- h. Margaret
- i. Mina

2. President's Update (Becky)

a. Member introductions

- i. Becky Goldberg– President
- ii. Laureen Pellegrino– VP LI, Section Rep and Corporate Relations Coordinator
- iii. Lorena Moschetta – Section Rep
- iv. Yuping Shen– Webmaster
- v. Kelly Schumacher– Treasurer
- vi. Kimberly Wong – Secretary
- vii. Sadaf Khattak– Membership Coordinator
- viii. Margaret Tang– Chair of Professional development

b. New Bylaws for member approval

- i. Last May-July, Alicia, Hetal and Becky created a new proposed set of bylaws for the section. Now a vote to approve the bylaws is required by the members. Lorena will check with National to see if verbal or written approval is required.

3. General Board Notes

a. General conference call agendas

- i. Becky will send out the agenda before each meeting and if you have no additional information to add please let her know.

b. Access to the executive board list serv and Yahoo account

- i. Becky will re-send Chadni's email address to Kimberly to make sure she's on the board list serv.
Post Meeting Update: Chadni was added to the list serv.
- ii. The yahoo account is Swe_ny@yahoo.com All board members should be able to access. For Log-in and password information, please contact Becky.

c. Website updates

- i. Yuping updates the website frequently with event information and our internal calendar.

d. Going-away alerting

- i. Please let Becky, Laureen or Kyrsten know if you will be away on vacation or out of the office.

e. Change in contact information



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- i. Let Becky and Kimberly know if your contact information changes. Updates should also be made to the SWE directory on the national website.

4. Treasury (Kelly)

a. Update on Merrill Lynch and Paypal finances

- i. Merrill lynch bank account \$20,422
- ii. Paypal account \$131.43
- iii. Total: \$20,553.43

b. Update on FY09 budget

- i. Budget is attached in the email.

5. Membership Coordinator (Sadaf)

a. Update on number of members (new, renewed)

- i. 98 members have not renewed
- ii. 138 members total
- iii. Laureen suggested Sadaf send email reminders to those that have not renewed yet.

6. Student Sections (Becky)

a. Update on schools for which we have contact information or still need

- i. Chandni was last year's SWE president for Columbia and she joins as the new Student Section Liaison.
- ii. Polytechnic University is now NYU-Poly.
- iii. We have information for: SUNY Maritime, Hofstra, Manhattan College, SUNY Stony Brook, NYU-Poly, and Columbia.

7. Newsletter (Becky)

- a. Fall issue deadline – November 14
- b. Alicia will be in Dubai on business for the next month and a few months afterwards. She will still be coordinating the newsletter and holiday party.

8. Website and Online Calendar (Yuping)

- a. Internal calendar was updated and a link was sent this afternoon. Please let Yuping know of any changes.

9. Section Reps (Lorena, Laureen)

- a. **Proposed changes to COR (Council of Representatives) (Lorena)** National would like to make the council representation smaller and will be voting on this during the national conference. The smaller council structure will replace the existing council of representatives and will be called the SWE Senate. It will be more focused on long-term strategic positioning of the society and have the same legislative duties but it will be smaller. 2 professional senators per region

- i. Lorena will provide details to Becky if anyone is interested in learning more on the smaller council structure.
- ii. If you have any opinions, please let Lorena and Laureen know before October 5th. It will be included in the SWE bits as information for the members.
- iii. Section reports are still required.

b. Next report submission (Lorena)

- i. Lorena submitted the last section report. She would like to update goals for this year. Lorena will email the goals to Becky so that it can be discussed at the next board meeting.



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10. Professional Development Committee (Kyrsten, Margaret)

a. Recent events (September):

i. Wednesday 10th NYC Happy Hour, Sunday 14th Susan G. Komen Walk

1. NYC Happy Hour was held at Delancy on the Lower East Side.

a. Total of 6 attendees - 1 board member, 2 new members including our gift card award winner.

2. Susan Komen Race for the Cure was on September 14th.

a. 2 members and 2 non-members attended.

ii. Upcoming Events: Happy Hours, Negotiating Skills (NYC) and Conflict Management (NYC), Florence Hudson (LI), “After the Holidays” party (NYC)

1. NYC Seminars:

a. The Jennings Group agreed to host 3 seminars for SWE for free in exchange for cross promotion advertising.

b. They will be on Monday, December 1; Tuesday, February 3; and Wednesday, April 1.

c. Events are expected to be hosted and sponsored by Skanska and Google.

d. Margaret emailed copy of the brochure on the Jennings group to Becky and Kyrsten to review.

e. Margaret will work with the Jennings group on the seminars to the focus on the needs of our membership.

f. The board will review the SWE Bits email before it goes out. **Post Meeting Update:** Margaret sent the description to the group and did not receive any comments. The cross promotion will be sent out separately.

g. Lauren and Margaret would like to have the seminars open to both members and non-members. Lauren requested that a percentage of seats should be allocated to members.

h. No show payment policy is under discussion at the professional development meetings.

i. The April 1 seminar conflicts with a scheduled board meeting. Becky will move the board meeting to April 8th.

j. Becky will email the board with the PD information that Margaret has provided.

k. The professional development committee should apply for the PD Awards this year.

2. NYC HH – Nov 12th, March 11th, May 13th

3. After holidays party on January 10th at 19th West 44th Street

a. Pre-fixe menu will be provided.

b. The Event Coordinator is Alicia.

c. Alicia is making sure that one of their main courses is vegetarian.

d. Need 25 people to RSVP by January 3rd.

4. LI Seminars

a. Making strides – October 19th at Jones Beach. Help donate.

b. Stress Management/Biofeedback Long Island Seminar - October 28.



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i. Marianne Libretto will speak about biofeedback and stress management (topic blurb is forthcoming) and give attendees time after her presentation to try out a program. Location is at Becky's office.

c. Financial Health-related seminar on LI – Thursday, November 13th

- i. Laureen is arranging for a seminar with a Merrill Lynch rep as a speaker.
- ii. This event will be sponsored by Merrill Lynch, likely held somewhere in Hauppauge.

d. Florence Hudson will be available for March 10th LI event.

e. Dale Carnegie seminar (May or June - in Hauppauge).

f. Flyers are forthcoming for the Oct/Nov events, with blurbs for SWE Bits.

g. Becky will update the calendar as soon as she has all location details.

iii. SWE National Conference – Baltimore – November 6-8, 2008

1. Becky, Lorena, Sadaf, and Mina will be attending.
2. Hotel will be in the Inner Harbor.
3. Order of the Engineer – Ceremony planned at Conference for anyone who graduated from an ABET accredited school is allowed to participate, take an oath to protect the public, and receive a ring to wear on the writing hand. Deadline to sign-up is September 30th.
4. Becky will provide a blurb for the SWE bits. **Post Meeting Update:** Included in September 29, 2008 SWE Bits.

11. Action Items (Kimberly)

- a. Becky will send out the agenda before each meeting and if you have no additional information to add please let her know.
- b. Lorena will check with National to see if verbal or written approval is required for our new bi-laws from our members.
- c. Becky will re-send Chadni's email address to Kimberly to make sure she's on the board list serv. **Post Meeting Update:** Chadni was added to the list serv.
- d. Please let Becky, Laureen or Kyrsten know if you will be away on vacation or out of the office.
- e. If your contact information changes, please let Becky and Kimberly. Updates should also be made to the SWE directory on the national website.
- f. Please let Yuping know of any changes for our internal calendar or for the website.
- g. Lorena will provide details to Becky if anyone is interested in learning more on the smaller council structure.
- h. If you have any opinions, please let Lorena and Laureen know before October 5th. It will be included in the SWE bits as information for the members.
- i. Lorena will email last year's goals to Becky so that it can be discussed and revised at the next board meeting.
- j. Margaret will work with the Jennings group on the seminars to the focus on the needs of our membership.
- k. The board will review the SWE bits email before it goes out. **Post Meeting Update:** Margaret sent the description to the group and did not receive any comments. The cross promotion will be sent out separately.
- l. Flyers are forthcoming for the LI PD Oct/Nov events, with blurbs for SWE Bits.



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- m. Becky will update the calendar as soon as she has all location details for LI PD events
- n. Becky will provide a blurb for the SWE bits for the Order of the Engineer ceremony held at this year's conference. **Post Meeting Update:** Included in September 29, 2008 SWE Bits.

12. End of Meeting

Please be reminded that all conference calls are recorded.

Dial (212) 812-2800 and enter Passcode **9474 0280**

For quick access, go to <https://www.spiderphone.com/94740280>

FY09 Board Call Schedule

Thursday October 2

Monday November 3

Tuesday December 2

Wednesday January 7

Thursday February 5

Monday March 2

Wednesday April 8

Thursday May 7

Monday June 1

Calls will all start at 6:00 pm, will be held once per month, generally rotating between Monday and Thursday.

For all calls, dial (212) 812-2800 and enter passcode 9474 0280.