



ASPIRE • ADVANCE • ACHIEVE

New York Section – FY09

www.swe-ny.org/

Email: swe-ny@swe.org

SWE-NY Board Meeting Minutes– December 9, 2008

1. Meeting Start, Attendance

- a. Lauren
- b. Lorena
- c. Kelly
- d. Sadaf
- e. Becky
- f. Kimberly

2. Email Communication

- a. Becky stressed the importance of reaching out by phone if you are unsure of the tone of an email or if you need clarity. This will avoid multiple-person confusion and help keep our spread-out group running smoothly. There was a recent email string where multiple people were CC'ed on a message where one person should have been contacted personally.

3. General: Survey to approved draft Bylaws (Becky)

- a. Majority rules – 2/5 of members. (75/80 yeses)
- b. We are not allowed to accept votes over the phone. Votes must be sent via email or snail mail.
- c. Lorena will email National to discuss our concern on how we can obtain a majority vote when we generally only have about 15 active members.

4. Treasury (Kelly)

- a. Update on Merrill Lynch and Paypal finances
- b. \$20,488.00 in ML
- c. \$48.78 in Paypal
- d. \$20,548.00 Total
- e. Kelly has over \$400 in checks to cash – can not do this until ML sends her more deposit slips.
- f. A vote is required from the board members on the budget. Kelly will distribute the email to the main board members.
- g. Sponsor of \$500 for Future City Competition
 - i. Lauren: Our sponsorship qualifies SWE NY for a ¼ page ad in the competition program. We have until 12-21-08 to send our preferred ad to Karen Armfield (at ASCE).
 - ii. Lauren will create the ad for Future City Competition.
- h. Lorena: SUNY Stony Brook Engineering Ball (Discussion if updates are available from SUNY SB)
 - i. Sunday, April 19th at Lombardi's on the Sound in Port Jefferson
 - ii. Student, faculty, alumni, professional Networking event
 - iii. SB is asking for sponsorship and has provided a proposal, which contains various packages.
 - iv. Lorena will email everyone a copy of the proposal on the Stony Brook Engineering Ball.
 - v. The board agreed to contribute \$200 to the E-ball and we would like to submit an ad related to membership upgrade. Lorena will email SUNY Stony Brook to see an example of their programs and advertisements.
- i. The board agreed to cap the total on sponsorship to \$1,000 between the scholarship fund and sponsoring events.
- j. To make sure that all other student sections are aware that SWE-NY is interested in possibly sponsoring an event, Lauren will write a proposal on sponsorship from SWE-NY to student sections that can be voted on by the board.

5. Membership Coordinator (Sadaf)



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- a. Update on number of members (new, renewed): 154 members
- b. 2008-2009 21 new members joined so far
- c. 7 new members in November
- d. Lauren suggested sending a survey using surveymonkey.com to ask why our members have not renewed. Sadaf will follow-up with Lauren.

6. Newsletter (Alicia)

- a. Fall issue is up on the website
- b. Winter issue deadline – February 13th

7. Section Reps (Lorena, Lauren)

- a. Section Report – Due 1/20/09
- b. \$25 COR survey winner hasn't responded yet. Becky sent her follow-up emails and asked her to respond before December 31st. Sadaf will reach out by phone to see if she's interested in picking it up.
- c. Update of Goal Deadline Dates/Items (*See next pages*) – **Please return to Becky with updated status and dates.**

8. Corporate Relations (Lauren)

- a. Lauren is discussing expanding this role, with a volunteer for the position - Lauren will discuss expanding the role of Corporate Relations with the volunteer she met. Please let Lauren know if you have any input on the Corporate Relations role.

9. Outreach / Volunteers (Lauren)

- a. Kyrsten and Lauren have both been in contact with the Staten Island high school senior, Teresa, who asked us to help locate an internship or ongoing mentor
- b. Timekeepers, scorekeepers, rules judges, runners, moderators, science judges for High School Science Bowl January 31 (Brookhaven National Lab, Upton) – This event is a science competition. A pre-event information session is held for any volunteers to prepare you. Breakfast and lunch is included the day of.
- c. Judges for Future City Engineers Week Competition January 24 (NYU-Poly, Downtown Brooklyn) – This event is for middle school students. Volunteers will be prepped as well and will be involved in grading projects. This year is focused on water.
- d. Mentor for Future City Competition (West Hollow Middle School, Melville) – Looking for someone to answer engineering questions.
- e. Becky will send Kim information on Future City Competitions to include in SWE Bits.

10. Professional Development Committee (Lauren, Margaret)

- a. Recent events (November, December): MetLife – 8 people from BAE systems, 2 speakers, Lorena and a coworker, and Gail-Ann (former board member) attended.
- b. NYC Happy Hour
- c. Jennings Group NYC – 19 people including 11 Weidlinger employees. Based on the survey, most people said they would attend another seminar, rated overall 3.5/5.
- d. Upcoming Events: After the Holidays party (NYC, January 10) (Alicia) – Kelari (Greek restaurant) – 5 RSVPs, Kyrsten sent out emails reminding everyone to RSVP early. Flyer is on the website.
- e. Jennings Group: Management Styles/Leadership Skills (NYC, February 9)

11. Brainstorm about fun event

- a. Lauren suggested that the board have a fun SWE event.
- b. Sadaf suggested a tour of the new Mets stadium on a weekend and will follow up with her manager.
- c. Kelly will look into a Bronx Zoo event (has a contact who works there).



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- d. Lorena suggested a Coney Island Aquarium tour that was previously held in 2004. Becky will research.

12. Action Items (Kimberly)

- a. Lorena will email National to discuss our concern on how we can obtain a majority vote on the bylaws when we generally only have about 15 active members.
- b. Lauren suggested sending a survey using surveymonkey.com to ask why our members have not renewed. Sadaf will follow-up with Lauren.
- c. A vote is required from the board members on the budget. Kelly will distribute the email to the main board members.
- d. Lauren will create the ad for Future City Competition.
- e. Lorena will email everyone the proposal on the Stony Brook Engineering Ball.
- f. The board agreed to contribute \$200 to the E-ball and we would like to submit an ad related to membership upgrade ad. Lorena will email Stony Brook to see an example of their programs and advertisements.
- g. To make sure that all other student sections are aware that SWE-NY would be interested in possibly sponsoring an event, Lauren will write a proposal on sponsorship from SWE-NY to student sections that can be voted by the board.
- h. Update of Goal Deadline Dates/Items (*See next pages*) – *Please return to Becky with updated status and dates.*
- i. \$25 COR survey winner hasn't responded yet. Becky sent her follow-up emails and asked her to respond before December 31st. Sadaf will reach out by phone to see if she's interested in picking it up.
- j. Please let Lauren know if you have any input on the Corporate Relations role.
- k. Becky will send information to Kim on Future city competitions to include in SWE bits.
- l. Lauren suggested that the board have a fun swe event. Sadaf suggested possibly a tour of the new Met's stadium on a weekend and will follow up with her manager.
- m. Kelly will look into a Bronx Zoo event.
- n. Lorena suggested a Coney Island Aquarium tour that was previously held with past boards. Becky will research.

13. End of Meeting

Please be reminded that all conference calls are recorded.

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

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Please see the attached "Goals" on the following pages





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Excerpted From Section Report, FY09, Report #1

Section Name and Number: New York E04

1. Increase level of membership participation and number of members		Coordinator	Deadline	Accomplished?	Notes
1 year goal	15% of the membership (25 individuals) attend one SWE event or volunteer time	Professional Development	6/30/07	In Progress	
activity	Prepare two upgrade events for students in February (LI and NYC); Network with the SWE Board members; Hold raffle to have SWE-NY pay one years upgrade dues	Membership Coordinator and Student Section Liaison	2/28/07	In Progress	
2 year goal	Prepare new member (within the past year) welcome/ networking event in September; Meet the SWE Board members; Informal/Informational; Talk about new members' expectations;	Membership coordinator	9/30/08		
2 year goal	Prepare 2 non board members for Board positions	ALL Board members	5/1/08		
5 year goal	Develop leadership track (local -> regional -> national)	President	5/1/11		
2. Increase visibility of SWE/SWE-NY locally					
1 year goal	Obtain at least two (2) new corporate partners	Corporate Relations	6/30/07	In Progress	Look into LIA, ACEC
1 year goal	Define corporate partnership and partnership levels; This includes incorporation of partners' logos on our website and links to their website, sponsoring of events, donations for scholarships, etc.	Corporate Relations / VP NYC	12/31/06	In Progress	
2 year goal	Cross promote events with at least five (5) non-profit organizations (AWC, WIC, WITI, IEEE, SHPE, ASME, ASCE, WFH)	Organization Liaisons	6/30/08	In Progress	



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5 year goal	Develop scholarship program (partially subsidize with corporate partners)	Treasurer and Corporate Relations	6/30/11
5 year goal	Develop dinner event to introduce SWE to corporations (check NJ)	Corporate Relations	6/30/11

3. Increase the visibility of SWE-NY at the National and Regional levels.

2 year goal	After holiday party (Invite NJ, Mid-Hudson, CT, Eastern PA, IBM)	President/ Professional Development	1/31/08	Sections have requested adding an event to make it more enticing (ie: ice-skating)
2-5 year goal	National conference - 4 Board members (Sect Reps + 2) attend	ALL	6/30/11	
2-5 year goal	Regional conference - 5 non-Board members attend; 4 Board members (Sect Reps + 1 VP + P) attend	ALL	6/30/11	
5-10 year goal	Propose National or Regional conference	ALL	6/30/16	Must partner w/ a student section (like Drexel/PA did)

4. Programs

1 year goal	Develop professional development events based on member survey responses (including meeting frequency & topics)	Professional Development	6/30/07	In Progress
activity	Send annual survey in May (to help plan the following year)	Professional Development	5/31/07	In Progress
activity	Find quality speakers in an engineering related field	Professional Development	6/30/07	



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5. Increase diversity and family issues awareness

activity	Attend two fundraisers (Revlon, VPs Making Strides)		6/30/07	In Progress
1 year goal	Plan an end of year activity (ALL Membership welcome); Find a location that is coordinator convenient for all members;		6/30/07	

6. Improve membership communications

activity	Website to be updated at least monthly	Website Coordinator	6/30/07	In Progress
activity	Coordination between website and newsletter and SWE Bits	Website Coordinator/Newsletter Editor/ Secretary	6/30/07	In Progress
activity	Newsletter to be published quarterly	Newsletter Editor	6/30/07	In Progress
activity	Post all meeting minutes and goals on website	Website Coordinator	6/30/07	In Progress

7. Encourage young females to pursue engineering and science careers

2 year goal	Assign counselors to each student section	Student Section Liaison	6/30/08	
activity	Continue participating in Rube Goldberg Contest	Karen Tyll	6/30/07	In Progress
1 year goal	Continue high school outreach (Styvesant)	Volunteer Coordinator	6/30/07	In Progress
5 year goal	Develop Girl Scouts program / badge	Volunteer Coordinator	6/30/11	

8. Submit Member and Section Award Nominations

activity	Apply for Professional Section Newsletter Award (due June 1)	Newsletter Editor	6/1/07	In Progress
activity	Apply for Professional Development Program Award (due June 15)	Professional Development	6/15/07	In Progress
2 year goal	Apply for Membership Program Award (due June 30) {based on new programs; ie student upgrade event}	Membership coordinator	6/30/08	
2 year goal	Nominate a NY member for Fellows Award	Nominating committee	6/30/08	
2 year goal	Nominate a NY member for New Faces of Engineering Award	Nominating committee	10/31/08	
2 year goal	Prepare at least one member for an Award	Nominating committee	1/1/09	



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9. Internal Organizational Goals

activity	Create, develop, maintain Section budget	Treasurer	9/1/06	Yes	
activity	Create and submit Section Reports (4 per year)	Section representatives	9/1/06	Yes	
activity	Update responsibilities of elected/non-elected positions	President and VPs	4/1/07	In Progress	
2 year goal	Define Section Procedures	ALL	4/1/07	In Progress	Survey, election
1 year goal	Assign Organization Liaisons to interact with other engineering societies	President and VPs	6/30/07	In Progress	
2 year goal	Develop Nominating committee to help prepare award nomination packages	President and VPs	6/30/08		