



ASPIRE • ADVANCE • ACHIEVE

New York Section – FY09

www.swe-ny.org/

Email: swe-ny@swe.org

SWE-NY Board Meeting Minutes– January 7, 2009

1. Meeting Start, Attendance

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

2. Review of Action Items

- a. Lorena sent the email to SWE National regarding a majority vote on the bylaws and our low response level. National responded saying if a certain number of responses are received, the majority of those votes will decide – not voting is abstaining. A survey needs to be sent to the members either via email or snail mail. If the members do not approve it, then we will need to ask why. Becky will send an email from the SWE Yahoo email account to our members with the bylaws asking them to approve.
- b. Proposal on the Stony Brook Engineering Ball: Lorena will check to make sure that Stony Brook received the sponsorship from SWE-NY and is still pending an example of an ad.
- c. Kelly will update the budget based on the updates she received via email. For the holiday party, we are still subsidizing \$7 for SWE NY members.
- d. Sadaf: \$25 COR survey winner response? Laureen sent Sadaf an email but is pending a response.
- e. Laureen and Sadaf: SurveyMonkey.com survey to ask why members have not renewed. Lorena mentioned that it is a National issue this year to find out why people have not been renewing membership.
- f. Laureen: Ad for Future City competition; Proposal on sponsorship from SWE-NY to student sections – Laureen is working on the proposal on sponsorship from SWE-NY to student sections and will revisit the proposal closer to the start of the new school year.
- g. Becky: Update of Goal Deadline Dates/Items – If you have any updates, please let Becky know. Laureen will get the revised Goals for this quarter's Section Report.
- h. All: A fun SWE event:
 - i. New Mets stadium tour (Sadaf) – pending update
 - ii. Bronx Zoo (Kelly) - Pending feedback from Kelly's friend
 - iii. Coney Island Aquarium tour (Lorena/Becky) - Becky will email Karen about the Coney Island Aquarium tour

3. Treasury (Kelly)

- a. Update on Merrill Lynch and Paypal finances
 - i. ML - \$20,311.00
 - ii. Paypal - \$346.78
- b. Deposit slips from ML have not been received. Approximately \$200 in checks are waiting to be cashed.
- c. Status of Budget Approval – Kelly needs to update a few items before the board can approve the revised budget.

4. Membership Coordinator (Sadaf)

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

5. Section Reps (Lorena, Laureen)



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- a. Update of Goal Deadline Dates/Items
- b. Voting on New senator for Region E on March 10th

6. Outreach / Volunteers (Laureen)

- a. High School Science Bowl January 31 (Brookhaven National Lab, Upton) – Becky will be attending.
- b. Future City Engineers Week Competition January 24 (NYU-Poly, Downtown Brooklyn) – Mentors are no longer needed and this item can be removed from future SWE Bits.
- c. Mentor for Future City Competition (West Hollow Middle School, Melville) - West Hollow Middle School found a mentor and this item can also be removed from SWE Bits.

7. Professional Development Committee (Laureen, Margaret)

- a. Alicia: After the Holidays party (NYC, January 10)
 - i. 13 people are confirmed.
 - ii. We will have the holiday party at Kellari and have a semi-private section.
 - iii. Alicia is suggesting that we have next year's holiday party towards the end of January since the attendance rate is better then.
- b. Margaret: Jennings Group, Management Styles/Leadership Skills (NYC, February 3)
 - i. Kyrsten and Margaret have the flyer ready and it is being finalized.
 - ii. The room has been secured.
- c. The date for final seminar will be on April 2nd due to the speaker having a conflict. The last speaker series will be on leadership influence and power. Margaret has already requested partnership/sponsorship from Google.
- d. Kyrsten: Post Cards for Spring 2009 events – Kyrsten will have a draft by Monday and ready to send by February 3.
- e. SHPE attended our last happy hour and approached Margaret with possibly cosponsoring an event. The professional development committee is recommending we try cosponsoring a happy hour on March 11th. For that happy hour, we should try to make a handout that highlights combined SWE-SHPE membership.
- f. Laureen: March 10 event, Florence Hudson – Stony Brook is also looking for a speaker for an event and it was decided that we will combine our event with them. Laureen has been in touch with Amanda Chin from Stony Brook.

8. Website coordinator position (Yuping)

- a. Yuping has recently moved to NJ and as a result the website coordinator position will be available for next year starting in July.
- b. Laureen has someone she spoke to about this that's interested or we can have a student member working on it.

9. Action Items (Kimberly)

- a. Becky will send an email from the SWE yahoo email account to our members with the bylaws asking them to approve.
- b. Lorena will check to make sure that Stony Brook received the sponsorship from SWE-NY for the Engineering Ball and is still pending an example of an ad. Laureen is following-up with the March 10th event with Amanda from Stony Brook.
 1. Kelly will update the budget based on the updates she received via email.
 2. Laureen will send the board a copy of the program from the future city competition.
 3. Laureen is working on the proposal on sponsorship from SWE-NY to student sections and will revisit the proposal closer to the start of the new school year.
 4. If you have any updates for the section goals, please let Becky know.
 5. Pending feedback from Kelly's friend on a fun SWE-NY outing at the Bronx Zoo.



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6. Becky will email Karen about the Coney Island Aquarium tour that was taken in the past as another option for a fun SWE-NY event.
7. Kyrsten will have a draft of the postcard for Spring 2009 events by Monday and ready to sent by February.
8. We will co-sponsor our March 11 Happy Hour with SHPE. We will have our flyer say something about combined SWE-SHPE membership, or have a handout with this at the event.
9. Kyrsten and Margaret are finalizing the flyer for the February 3rd Jennings Group Seminar. The date for final seminar will be on April 2nd due to the speaker having a conflict.
10. Lorena will look into finding out how a non-profit organization ensures that their budget does not show revenue.
11. Kelly will bring the tax exempt form to the after holidays party and look into renewing our tax exemption for this year.

10. End of Meeting – Next meeting is Thursday, February 5 at 6:00 pm

Please be reminded that all conference calls are recorded.

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