



ASPIRE • ADVANCE • ACHIEVE

New York Section – FY09

[www.swe-ny.org/](http://www.swe-ny.org/)

Email: [swe-ny@swe.org](mailto:swe-ny@swe.org)

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## SWE-NY Board Meeting Minutes– February 5, 2009

### 1. Meeting Start, Attendance

- a. Becky
- b. Kyrsten
- c. Kimberly
- d. Margaret
- e. Lauren
- f. Kelly

### 2. Review of Action Items

- a. Lorena: SUNY SB receipt of Engineering Ball sponsorship; ad example
- b. Lorena: issue of a non-profit organization budget not showing revenue
- c. Sadaf: \$25 COR survey winner [post call follow up: winner never responded, so the card will be used for other SWE business]
- d. Lauren and Sadaf: Surveymonkey.com survey about member non-renewals
- e. All: Feedback on possible fun SWE events: Citibank Park, LI Vineyards early to mid-May to be before traffic gets bad for summer, Bronx Zoo – different weekend, late may-early June]

### 3. Treasury (Kelly)

- a. Update on Merrill Lynch and Paypal finances
  - i. 19,410 – ML
  - ii. \$50.86 – Paypal
- b. Status of deposit slips receipt - Kelly is waiting for the deposit slips.
- c. Status of Budget Approval – Budget was fully approved.

### 4. Section Reps (Lorena, Lauren)

- a. The section report was sent to national. Lauren can forward the report to anyone who is interested. National is focusing on professional development and speaker seminars.
- b. Voting on New Region E Senator – Nationals has not sent the list of nominations yet.

### 5. Outreach / Volunteers (Lauren)

- a. Feedback on HS Science Bowl, Future City Competition – Lauren and Becky attended along with 20 local high schools. The winner was Ward Melville HS and they will be competing in Washington, DC. March 7<sup>th</sup> will be the Middle School competition.
- b. March 29: Volunteers needed at Jacob Javits Center Engineer Your Life! college fair and at the Lower Hudson Valley Engineering Expo – We are currently looking for volunteers for the Hudson Valley Engineering expo. [Follow up: we got 4 volunteers for the EYL fair, more than enough to staff.]

### 6. Professional Development Committee (Lauren, Margaret)

- a. After the Holidays party recap – 14-15 participants, 1 student and several board members attended. Everyone had a great time and a recap will be in the next newsletter.
- b. Margaret: Jennings Group, Management Styles/Leadership Skills –The new date is Tuesday, March 3<sup>rd</sup> and a revised flyer was sent for the SWE Bits. Margaret will send an email to those who have RSVPed based on the former date letting them know will we will honor their RSVP if they wish. If they will not be able to attend the new date, Margaret will forward any requests for refunds to Kelly.
- c. The April 2<sup>nd</sup> seminar will be held at Google. The Google event is free for everyone as a thank you to those who were interested in seminar series. Margaret will check the RSVP link on the Google event to make sure it's an email RSVP.



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- d. March 11 Happy Hour Flyer to highlight SWE-SHPE co-membership – Margaret has been in touch with SHPE e-board and we will be co-hosting with SHPE and possibly IEEE. SHPE is preparing the flyer with both logos and SWE Board will have the ability to approve before it is distributed hand.
- e. Kyrsten: Postcards for Spring 2009 events – Calendar, Distribution – Kyrsten revised new dates on the postcard to reflect the dates for events. Please send any comments by Tuesday. Lauren will send the room information for the March 10<sup>th</sup> event to Kyrsten. Kyrsten will work with Sadaf to obtain mailing addresses for our members.
- f. Lauren: SUNY Stony Brook March 10 event - \$15 for non-members, all else are free. This event is sponsored by Stony Brook. They are also in the process of advertising to various collegiate sections in case they want to come.

#### 7. Newsletter (Alicia)

- a. Next Deadline for submissions – February 13

#### 8. Website Coordinator Position (Lauren)

- a. A new website coordinator will be starting in the fall and Yuping will begin transitioning files and answering any questions.

#### 9. Bylaws Vote (Becky) – They bylaws were approved by the majority vote of 32 yeses and was sent back to the final committee. Becky will send the results to Kelly for tax purposes.

#### 10. Any Other Business

- a. Bronx Zoo – Kelly has a contact at the Bronx Zoo.
- b. Wine event on LI for late May or early June will be planned.

#### 11. Action Items (Kimberly)

- a. Lauren can forward the section report to anyone who is interested.
- b. Please let Becky know if you are interested in volunteering at the Hudson Valley Engineering expo.
- c. Margaret will send an email to those who have RSVPed based on the former date for the March Jennings group seminar to let them know we will honor their RSVP if they wish. If they will not be able to attend the new date, Margaret will forward any requests for refunds to Kelly.
- d. Margaret will check the RSVP link on the Google event in April to make sure it's an email RSVP since it is a free event.
- e. Lauren will send the room information for the March 10<sup>th</sup> event to Kyrsten to update the postcard.
- f. Krysten will work with Sadaf to obtain mailing addresses for our members to send the postcard out.
- g. Becky will send the results of the bylaws to Kelly for tax purposes.

#### 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>

**NEXT MEETING: MONDAY, MARCH 2 6:00 PM**