

SWE Section Meeting 2/04/09 Minutes

Attendees: Penny Parang, Laura Clymer, Shelley Stracener, Angela Nickels, Ashley Alletag, Monica James, Twana Arnold, Pooja Bhatia, Suzanne White

Upcoming Events (Penny) – Laura talked about the Iron Cactus for the networking lunch. It will be good to still have the lunch so that we can try and get volunteers for the events this month. Laura will contact the Iron Cactus and see if the private room is available 2/13 or 2/12. Send the time for the lunch to Shelley to post on the Web site.

Had communications with members from San Antonio about having an event in San Antonio. There is one male member from that area sent in information about a basketball tournament; Laura will send out a Punchbowl invite for the event (March 14) early next week. We can also plan a dinner for the same night. Need to get an updated roster. Also need to contact the members in San Antonio to see if anyone can help coordinate events in that area.

AI – Penny needs to determine who to contact at Nationals that there are new officers.

There are lots of volunteer opportunities this month – e-week, science fest, SWE booth. Penny will get with Laura to create an email outlining all of the events.

Region Updates (Angela and Ashley) – Had a WEP/SWE event that didn't have a Punchbowl invite, so there wasn't any attendance. National awards nominations are due March 1. Section awards are due in May. This weekend is the region conference and the region meetings. At the conference, there will be meetings about the upcoming Senate explaining what everything means and how it changes what the senators do. The profit rules for the section passed at the last section meeting. The new bylaws have not been approved yet. They need to be updated/approved in the SWT section until they are passed and approved.

Angela and Ashley had a proposal for the group; since Ashley got no funding from her job to attend the region meeting they asked if our section would pay. Monica wanted to make sure there is a paper trail for receipts/etc. All officers voted yes on the proposal.

Training Update (Suzanne) – We have an agenda for the green engineering event – mechanical, electrical, etc; would like to have someone from each one participate in the event. Want to have pictures of the people in these areas that can also talk about the education needed to have a career in each area. Going to get a \$1000 from NGCP (got the maximum award). The girl scouts are also helping to fund the event. Would like to request from the section (\$2000); if it is not needed it won't be used. Need to supplies or direct expenses. IBM and other companies are providing materials and other support. Need to keep records on who we get money from, and we can use those records to show other organizations who are giving money to SWE events. For the NGCP if we are given money, we may need to match that. We need to create a line item budget to provide to SWE so that we can see what we are paying for. The officers would like to review the budget to see what it includes and then approve it. Need \$1200 for supplies for each girl - \$12 a girl. For giveaways need \$1000 - \$8 a girl. We may need to scale back on this for this year given the economic situation and that companies aren't donating as much as in years past. Laura, Monica, Ashley, Twana, Pooja, Shelley, Penny, and Angela should get a copy of the

budget for discussion and approval. Need a value for the donations as well as the money donated for the event.

AI – Ashley and Angela will send out a corporate packet to the leadership team. Angela emailed the corporate package to everyone.

Budget Update (Monica) – Got a check for \$1900. Need to see what the dates are on the other checks we get – not sure if this is the current check for the Fall or for the Spring. Last year we got \$2500, so we are down \$500 from last year. Want to go into companies and help boost overall membership. There is a reduce fee for membership if you have experienced a job loss.

Ashley gave everyone copies of questions for the SWE budget (see below) – will send them around to help everyone learn more about the budget and what is in there. Name tags should be in the budget. We should be prepared to shoulder more costs as companies stop providing registration fees, travel costs, and other money donations.

Expense Questions

1. Is the conference reimbursement always given to one of the section representatives? (ie Katie this year)
2. What kind of office supplies and things do we purchase for the \$100? (mostly curious what we buy since we have no office space)
3. Door Prizes - \$60 Actual. My thought is we should charge ourselves "cost" for the SWE gear that we give away, why should we charge ourselves more than what we paid for them? (3.51 cost versus 5.00 selling price)
4. What does networking on behalf of SWE at ARHMA entail? Is this budgeted \$200 travel expenses?

Income Questions

1. Is it realistic to budget an income of \$4000 this year to sell the SWE gear?

SWE Gear Questions

1. What is a passbook?
2. Roughly how many of the SWE gear items do we plan to raffle off or donate?