

Region G Student Meeting Minutes
Sunday April 4, 2004
8:00am-9:00am
(See sign-in sheet for attendees.)

Roll Call & Introductions

- G050 - deactivated (University of Akron - duplicate section assignment)
- G051 - Carnegie Mellon
- G052 - Case Western Reserve**
- present (2 attendees)
- G053 - University of Cincinnati**
- present (11 attendees)
- G054 - deactivated (University of Cincinnati, OCAS - inactive, duplicate?)
- G055 - Cleveland State University
- G056 - University of Dayton
- G057 - University of Kentucky
- G058 - University of Louisville
- G059 - The Ohio State University**
- present (6 attendees)
- G060 - Ohio University**
- present (3 attendees)
- G061 - Penn State University**
- present (4 attendees)
- G062 - deactivated (Penn State, Beaver - inactive)
- G063 - University of Pittsburgh
- G064 - deactivated (University of Pittsburgh, Johnstown - inactive)
- G065 - University of Toledo**
- present (4 attendees)
- G066 - West Virginia Institute of Technology, Montgomery
- G067 - deactivated (West Virginia University - duplicate section assignment)
- G068 - Youngstown
- G069 - DeVry University
- G070 - Ohio Northern
- G071 - Wright State University**
- present (3 attendees)
- G072 - Grove City College
- G073 - Cedarville University
- G074 - West Virginia University**
- present (5 attendees)
- G075 - Gannon University
- G076 - University of Akron**
- present (1 attendee)
- G077 - Miami University
- G078 - Stark State Technical College**
- present (4 attendees)
- G079 - Penn State, Erie

G080 - University of Kentucky, Paducah
G081 - Robert Morris University

Total Active Student Sections Region G = 27
The e-mail database will be updated by May 1st. (regiong-students@swe.org)

Welcome New Section

G081 - Robert Morris University

Applied for Charter

Morehead State University, Kentucky

Charter Maintenance

Do you know where your charter is?

Action Item: Rachel will contact HQ to see if they have copies of charters and will follow up with the student sections.

Who is responsible for keeping charter?

Counselor. But recommend if section has a permanent office that they hang it up in the office so it doesn't get lost.

What is your section's responsibility for maintaining charter?

Must file the annual and financial report every year by June 30th.

Must have a Counselor in good standing with SWE.

Must have 10 members.

Reports Due

Annual Report FY04 - June 30, 2004

Copies must be sent to HQ and Student Coordinator (Rachel)

Financial Report - June 30, 2004

Copies must be sent to HQ and Student Coordinator.

If sent after the deadline it could delay your refund.

Make sure your President and Treasurer are PAID members or you will not receive your rebate.

Quarterly Reports - April 1, 2004 & September 1, 2004

Sections Missing Reports

Annual FY03

G055, G060, G063, G071, G074

Financial FY03

G055, G060, G063, G066, G071, G074

Quarterly #3 (due April 1, 2004)

G052, G053, G055, G057, G059, G063, G065, G066, G068, G069, G070,
G071, G073, G074, G077, G078, G079, G080, G081

Sections Missing Counselors

G068, G071, G073, G078, G079

(We are at 80% compliance - up from 50% 1 ½ years ago when I took over!)

**Rachel will continue to hunt for counselors for these sections.
Rachel volunteered for Cedarville, but they never answered her e-mails.**

Student Section Vitality

Region G Student Section Vitality Task Force Student Leader:
Michelle Bryant bryant.193@osu.edu

Michelle handed out brochures on the Student Section Vitality. Please contact her if you need help.

Awards/Competitions

Some of the dates for these competitions have changed this year due to the change in the dates of the National Conference. Please check out these links for updated information.

TPC

http://www.swe.org/SWE/StudentServices/SAC/TPCGuidelines_short.htm

Team Tech

http://www.swe.org/SWE/StudentServices/SAC/TeamTech_short.htm

OSS/ONSS

http://www.swe.org/SWE/StudentServices/SAC/OSSAward_short.htm

Student Section Time-Line Review

Calendar is attached.

April 2004 - 1 - Quarterly Report Due

May 2004 - 31 - OSS/ONSS Due

June 2004 - 1 - TPC due

June 2004 - 30 - Annual and Financial Reports Due

July 2004 - FY05 begins

August 2004

September 2004 - 1 - Quarterly Report Due

October 2004 - 13-16 - National Conference

November 2004

December 2004

Student Section Manual

** Updated January 2004**

<http://www.societyofwomenengineers.org/SWE/StudentServices/SAC/StudentSectionManualJanuary2004.pdf>

Region Reps

Roles & Responsibilities:

Region Student Rep (RSR)

Works parallel with the Student Coordinator.

Responsible for disseminating information from HQ to the student sections.

Is a member of the COR and represents the student members of Region G.

Region Newsletter Editor (RSN)
Is the alternate Region Student Rep.
Publishes at least 2 newsletters per year.

Need to vote for FY05
Bethany was re-elected for RSN.
Kendra Schmies was elected for RSR.

Teams

It was decided that we will continue with the teams again this upcoming year.
Action Item: Rachel will be re-evaluating the teams and adding Robert Morris and the professional sections. Contact information will be updated.
Information will be resent to the student sections.

Regional Finances

Currently there aren't any funds for the student sections. Rachel tried to organize efforts this past year but had no response from the student sections.
Action Item: Rachel will re-send information to the student sections.
Priority for funds will be given to student sections that participate in helping to raise funds for the region.
Any funds raised by the students will be set aside in the region account solely for use by the student sections in the region.

Future Conferences

National Conferences
Oct. 13-16 2004: Milwaukee
Nov. 2-5 2005: Anaheim
Oct. 11-14 2006: Kansas City
Region G Conferences
Spring 2005 University of Toledo

Other Discussion

There was some open discussion with questions and answers from student sections for each other. From this discussion came the following action items for Rachel:

Will work with Region and students to find funding for attendance to the National Conference.

Follow up on 2006 E-Week (SWE hosting - teleconference?).

Work to get pages posted on the Region Website with information for students (to include best practices and student section vitality slides).

Rachel will send monthly e-mails to the student sections with updates, announcements, reminders, etc.

Will contact HQ about the possibility of sending membership information via e-mail instead of postal mail.