

**SOCIETY OF WOMEN ENGINEERS  
CENTRAL OHIO OFFICER MEETING MINUTES 1 – FY04  
AUGUST 9, 2003**

*Attendees: Kristina Kuraitis, Lynne Waldron, Rachel Lewis, Linda Arnold  
First Watch 10:45am-12:45pm*

**Executive Council**

**What is it and who is on it?**

*HANDOUT: By-Laws*

*Executive Meetings are to be run by President, VP, or COR.*

*We will take our own minutes and distribute.*

**Officer Roles/Responsibilities**

*HANDOUT: Descriptions*

**President**

**VP**

**COR**

*HANDOUT: CSR Procedures (should be updating soon for the COR)*

**Secretary**

*We need to develop: brochure, Welcome Letter, Prospect Letter,  
Newsletter, Fundraising Letter, and Renewal Letter*

*ACTION ITEM: Lynne will start working on these.*

**Treasurer**

*HANDOUT: Finance Handbook*

**Chairs and Committees**

*Committees vs. Focus Interest Groups: Committees are standing committees that operate yearly, focus interest groups are a one time group formed and disbanded at end of activity.*

*HANDOUT: Descriptions of Committees/Chairs*

**Student Liaison**

*See Description.*

*It was decided that this chair reports to the Secretary.*

**Membership**

*See Description.*

*It was decided this chair reports to the VP.*

**Fund Development**

*See Description.*

*It was agreed this person reports to the Treasurer.*

**Girl Scouts**

*See Description.*

*HANDOUT: Picture of Badge – we should try to develop a better one.*

*It was agreed this person reports to the COR.*

**Open Discussion**

*Other possibilities for Committees: Newsletter, Webmaster, Community Service. It was agreed we will also start a Newsletter Committee and Web Committee,*

*but we will wait another year before forming any other Committees or any Focus Interest Groups.*

*The Newsletter committee will report to the Secretary. They will gather articles, and Secretary will act as Editor.*

*Rachel and Linda will currently hold the only positions on the Web Committee as they try to work on Region G's and Central Ohio's webpages.*

### **Executive Board Calendar**

*Meetings will be held monthly on the first Saturday of every month at 10:30am.*

*The next meeting is scheduled for September 6<sup>th</sup>, at 10:30am, at First Watch.*

*From there the location of the next meeting will be determined. Also invited are the new Chairs. Brunch will be provided.*

### **Central Ohio Business**

#### **Goals for Year**

*HANDOUT – Strategic Priorities – all planned activities need to fit under one of the 5 strategic priorities.*

*Our main goals for this year: Fundraising, recruiting and retaining membership, and developing activities for the members.*

*Increase Membership to 50.*

*Recruit Leadership – more leadership involvement from the members through chair positions and committees*

#### **Setting Budget**

*We are currently at \$1,900.*

*We need to estimate incoming money and outgoing expenses. (Estimating membership rebate at around \$400).*

*ACTION ITEM: By January 1<sup>st</sup> have a budget set for the remainder of the year.*

#### **Fundraising**

*Fundraising ideas: Garage Sale (White Elephant Sale at a local Church), Sale SWE items, Silent Auctions, Letters to companies.*

*ACTION ITEM: Linda will look into interest checking/savings account.*

*Letters to companies will not only request money for general funding, but will also allow for a company to pick a particular activity to sponsor.*

#### **Membership Drive**

*HANDOUT: Membership List*

*Local Corporations to recruit from: Honda, Malcolm Pirnie, Good Year, Scotts, Burgess & Niple*

*Also, Ohio State University, and graduating seniors*

#### **Open Discussion**

## **Membership Needs and Expectations**

*Continuing Development Programs and Continuing Education Scholarships*

### **Set Calendar of Events**

**How many meetings/activities?**

**When?**

**By-laws – 2 business meetings a year**

*Will hold a “Cocktail Hour” business meeting once a quarter. Meeting dates: Wednesday October 22, Wednesday January 21, Wednesday April 21. All meetings will be 7pm-8pm, location TBD.*

*Other activity ideas: Lynd Fruit Farm, Franklin Park Conservatory, Mother/Daughter Banquet, Plant Tours, Joint Meetings, Activities with college students, Speakers, COSI*

*ACTION ITEMS: Rachel to look into Lynd Fruit Farm for family activity for October, Linda to look into Franklin Park Conservatory for Christmas event, Kristina going to look into Honda for plant tour*

### **Website**

**Who will take responsibility?**

**What do we want it to say?**

*Right now Linda and Rachel will work on.*

*ACTION ITEM: Rachel to contact Region Director and current webmaster for Template that SWE wants us to use and for Linda to help with Region Pages.*

### **Newsletter**

**Hard copy vs. web-based vs. e-mail**

*We will do a hard copy newsletter due to the fact that not all of our members are using e-mail. This is a concrete way to disseminate information to the members.*

**Who will put together and update?**

*Secretary will edit – committee will collect articles – fund development will collect advertising/funds.*

*First deadline is tentatively set for September 27.*

### **Open Discussion**

*HANDOUT: Annual Report – the SWE annual report was handed out for review, but not necessarily for meeting discussion.*