

**SOCIETY OF WOMEN ENGINEERS  
CENTRAL OHIO EXECUTIVE COUNCIL MEETING 3 – FY04 MINUTES  
OCTOBER 4, 2003  
9:00AM – 9:45AM**

*Attendees: Rachel Lewis, Kristina Kuraitis, Patricia Fought, Linda Arnold*

**Updates from Board**

**President**

*Rachel Lewis*

Might not be able to attend November Executive Meeting. (May consider canceling if others will not be in attendance.)

**VP**

*Rebecca Blust (update by Rachel)*

No updates.

**Secretary**

*Lynne Waldron (update by Rachel)*

1. Letters

Fundraising – Linda will work on a draft.

Linda has draft and will send to Rachel and Kristina for review.

Renewal – Rachel will write up.

Will send out with meeting minutes for review.

Welcome – Rebecca will write up.

No update.

**Treasurer**

*Linda Arnold*

- Can't make the December executive meeting.
- Account = \$1800.

**COR**

*Kristina Kuraitis*

Can't make it to the November Executive Meeting.

**Old Business 08/09/03: Chairs and Committees**

**Membership**

1. This position is currently open.
2. Will temporarily be headed by Rachel with assistance from Executive Council.

**Fund Development**

1. This position is currently open.

2. Will temporarily be headed by Linda with assistance from Executive Council.

### **Girl Scouts**

1. This position is currently open.
2. Rebecca will act as Chair and work with Kristina and Patricia.

### **Newsletter**

1. This position is currently open.
2. Lynne will head for now with assistance from Executive Council.

## **Updates from Committees**

### **Student Liaison**

*Patricia Fought*

No update.

### **Membership**

*Rachel Lewis*

1. Call members about upcoming membership meeting. We decided not to do this – will continue to follow up with e-mails.
2. Membership Numbers
  - a. **GOAL:** 50 Members. **UPDATE:** Current membership = 23
  - b. 11 members are listed as expired 06/30/03 and 2 members are listed expired 06/30/02.
3. **GOAL:** Retaining and Recruiting members. **UPDATE:** Need to work on renewals! Rachel to send letters.
4. Local Corporations to recruit from: Honda, Malcolm Pirnie, Good Year, Scotts, Burgess & Niple. (Also, Ohio State University, and graduating seniors.)
  - a. Newsletters are being sent to companies to distribute to employees – included in the newsletters are member applications.

### **Fund Development**

*Linda Arnold*

1. **GOAL:** Increase fundraising efforts and incoming funds. **UPDATE:** Linda will work on a fundraising letter draft.
2. We want to do the White Elephant Sale. Tabled for discussion until Lynne is at meeting.
3. Rachel will look into the possibility of selling SWE items. Will locate Sections that already have items we could order from – and charge a little extra for to generate some profit. Will also contact some printers/screeners and price their items.

### **Girl Scouts**

*Rebecca Blust (update by Rachel)*

No update.

## **Newsletter**

*Lynne Waldron (update by Rachel)*

1. Winter Newsletter (Jan/Feb/Mar) – Kristina will print and send.
  - a. Deadlines: Officer articles Monday Dec. 1, Member articles Monday Dec. 8, Editor to finish by Monday Dec. 15, Mailed Monday Dec. 22.
  - b. Articles: Rachel will do a feature on the life members, Rebecca will do an article on family/career life balance issues, Patricia will send an update on student sections. Others are asked to help come up with article ideas. (Linda suggested a section with helpful web links.)
2. Spring Newsletter (Apr/May/Jun)
  - a. Deadlines: Officer articles Mon. March 1, Member articles Mon. March 8, Editor finished by Mon. March 15, sent by Mon. March 22.
  - b. Article ideas?
3. Summer Newsletter (Jul/Aug/Sept)
  - a. Deadlines: Officer articles Tues. June 1, Member articles Tues. June 8, Editor finished Tues. June 15, sent by Tues. June 22.
  - b. Article Ideas?

## **Webmaster**

*Rachel Lewis & Linda Arnold*

1. Central Ohio Page is essentially done. Rachel will finish up some final touches and post for review by Linda. Once it is proofed Rachel will inform the members.
2. Goal deadline – November 1<sup>st</sup>!

## **Executive Council Calendar**

Meetings will held the first Saturday of every month at First Watch in Dublin.

The next meeting will be Saturday November 1<sup>st</sup> at 9am.

## **Membership Needs and Expectations**

Continuing Development Programs and Continuing Education Scholarships

## **Upcoming Activities**

1. October 11: Autumn Family Outing to Lynd Fruit Farm
  - a. 4pm-8pm
  - b. Estimate for 20 people is approximately \$12/person. We will charge \$5 for adults and \$3 for children if they RSVP, otherwise it will be \$10 adults and \$7 children if they do not.

- c. We will provide water, hotdogs, marshmallows. (Rachel will purchase that morning.)
  - d. Activities will include: Pumpkin picking, a wagon ride, the Giant Corn Maze, and a bonfire.
- 2. October 22 – Cocktail Hour Central Ohio Membership Meeting
  - a. Kristina will set up reservation with Cozymels and make a sign.
  - b. Rachel will make name tags.
- 3. December 13 – Franklin Park Conservatory
- 4. Winter Activities
  - a. Plant Tour – Honda
    - i. Tours of Manufacturing Facility.
    - ii. Begins in January on Thursday nights 5:30-6:30.
    - iii. Need to write them a letter to request tour.
    - iv. Kristina has information when we are ready to plan.
  - b. Membership Meeting
    - i. Cocktail Hour
    - ii. Tentatively set for Wednesday Jan. 21.
- 5. Spring Activities
  - a. Mother Daughter Banquet – will need to raise funds first!
  - b. Membership Meeting
    - i. Cocktail Hour
    - ii. Tentatively set for Wednesday April 21.
- 6. Other Activity Ideas
  - a. Joint Meetings
  - b. Activities with college Students.
  - c. Speakers
  - d. COSI
  - e. Newborns in Need Baby Shower

**New Business**

Winter activities need to start being planned at beginning of November.

**Region G Activities/Updates**

Nothing to report

**Region Conference**

At Carnegie Mellon April 2-4

**SWE Activities/Updates**

Nothing to report.

**National Conference**

Nothing to report. (We have no attendees.)