

**SOCIETY OF WOMEN ENGINEERS  
CENTRAL OHIO EXECUTIVE COUNCIL MEETING 2 – FY04 MINUTES  
SEPTEMBER 6, 2003  
10:30AM-NOON**

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

**Updates from Board**

**President**

*Rachel Lewis*

1. Started sending out monthly e-mails this week. Will send one every month with updates on upcoming activities and meetings for the month and section needs and other last minute announcements.
2. **GOAL:** Leadership Recruitment & Training. UPDATE: See below for update on chairs and committees.

**VP**

*Rebecca Blust*

Nothing to report.

**Secretary**

*Lynne Waldron (Rachel reporting for Lynne)*

1. Letters – still in process.
  - Fundraising – Linda will work on a draft.
  - Renewal – Rachel will write up.
  - Welcome – Rebecca will write up.
2. Newsletter
  - Will finish this coming week and send to Rachel. Rachel will print and send.

**Treasurer**

*Linda Arnold*

1. We received our final rebate check for FY03 = \$42.50.
2. Linda made an expense/budget sheet. Please review and send her comments. Also, please send her estimated budgets for any activities we are planning or would like to plan so we will know how much money we need to raise.
3. Our current balance still stands at approximately \$1900.00.
4. A possible place to move our account to in the future is Heartland Bank.

**COR**

*Kristina Kuraitis*

Nothing to report.

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

### **Student Liaison**

1. This position has been filled by Patricia Fought.
2. Rachel will send her contact information for Ohio State, Ohio U, Cedarville, and DeVry.

### **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.

### **Webmaster**

1. This committee is being filled by Rachel and Linda until the websites are up and running and fixed.

## **Updates from Committees**

### **Student Liaison**

*Patricia Fought*

1. Need to develop ideas of activities to hold with student sections.
2. Need to keep communication with Newsletter editor with updates on student sections to include in newsletter.

### **Membership**

*Rachel Lewis*

1. At our October Executive Council Meeting we will split up the membership list and make calls before the first meeting to encourage attendance.
2. The starting membership for FY03 was 23.
3. The ending membership for FY03 was 34.
4. The starting membership for FY04 was 22 (either 12 members moved or did not renew.)
5. **GOAL:** 50 Members. **UPDATE:** Current membership = 23.

6. 13 members are listed as expired 06/30/03 and 2 members are listed expired 06/30/02.
7. **GOAL:** Retaining and Recruiting members. UPDATE: Need to work on renewals! Rachel to send letters.
8. Local Corporations to recruit from: Honda, Malcolm Pirnie, Good Year, Scotts, Burgess & Niple. (Also, Ohio State University, and graduating seniors.)

### **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*

Nothing to report.

### **Newsletter**

*Lynne Waldron (Rachel reporting for Lynne)*

1. Autumn Newsletter (Oct/Nov/Dec)
  - a. Deadlines: Officer Articles Due Now, Member Articles Due Wednesday
  - b. Rachel will send in article on open committees/chairs, the Oct 11 event info, a calendar, website info, October meeting info, December event info (waiting on information from Kristina and Linda), and a membership survey.
  - c. Lynne will try to finish this next week before she goes out of town and Rachel will take care of printing and sending.
2. Winter Newsletter (Jan/Feb/Mar)
  - 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.)
3. 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?
4. 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 almost ready.
- 2. Linda hasn't received access information yet for Region Site.

**Old Business 08/09/03: Executive Board Calendar**

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

The next meeting will be Saturday October 4<sup>th</sup> at 9am. (Please note the time change.)

**Old Business 08/09/03: Goals for Year**

- 1. Strategic Priorities – all planned activities need to fit under one of the 5 strategic priorities.
- 2. Activity sheets:
  - a. Rachel handed out activity sheets that will need to be used to document all activities we hold. If you don't know which goal or Strategic Priority your activity falls under just leave it blank and Kristina or Rachel can figure it out.
  - b. Rachel will also e-mail a copy of these to everyone.
  - c. Please turn in sheets one week after activity to Kristina.

**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. 7pm-8pm

- b. The Yard Club is \$100 for room rental and \$50 for bartender for 1 hour.
  - c. Executive Council decided to look into going somewhere like Cozymels or ChiChis. Kristina to follow up.
- 3. December 13 – Franklin Park Conservatory
  - a. 4pm-6pm
  - b. Need to RSVP to FPC 3 weeks in advance (Linda to call ASAP and confirm now so we can pass on information to membership in newsletter.)
  - c. Members will need to RSVP to us by November 21<sup>st</sup>.
  - d. \$5/person for group of 20 (otherwise \$6).
- 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**

- 1. Leadership Summit
  - a. What it would entail: We would need to identify location and lunch options, develop a list of existing and potential leaders (in SWE and community), and identify topics that are important to our section and local community. SWE would provide budget, send out invites, and prepare modules.
  - b. Objectives: Build local leadership pipeline, educate stakeholders on SWE, and leadership training in a non-profit organization.
  - c. Decision: It was decided by the Council that this is a great program but would not be well served this year as we need to

first focus on our membership before we can expand outside of our Section.

**Region G Activities/Updates**

Nothing to report

**Region Conference**

At Carnegie Mellon in April.

**SWE Activities/Updates**

Nothing to report.

**National Conference**

Nothing to report. (We have no attendees.)