

SOCIETY OF WOMEN ENGINEERS
CENTRAL OHIO EXECUTIVE COUNCIL MEETING – FY06 MEETING MINUTES
November 12, 2005, 8:30 – 10:00 a.m.

December 10, 2005

Kristina Kennedy's home

Attendees: Kristina, Rachel, Meghan, Lee Ann, Anna, Suzanne, Jessica, Lynne

Council Updates:

1. President (Kristina)

- a. Next EC meeting – January 7, 2006
 - i. Time: 8:30 a.m. – 10:00 a.m.
 - ii. Location: Suzanne's home
- b. ONLINE CALENDAR UPDATES
 - i. Continue updating with activities, or email Rachel for help.
- c. FY06 end-of-year banquet
 - i. April 22 or 29 dates being considered, all must reply to KK
 - ii. Plan to get room at restaurant – Da Vinci's, ?
- d. Succession Planning
 - i. Kristina is considering a regional position
 - ii. Potential other members interested in board positions: Tamara (from Dayton), Kari (works with LAS, committee chair?), Sherry Fields, Nicole, Enas Darat?
 - iii. We discussed potential officer positions for FY07:
 1. President – Lee Ann
 2. VP – Jessica
 3. Sec. – Lynne
 4. Treasurer – Anna
 5. COR – Meghan
 6. Membership – Suzanne
 7. Student Liaison, Outreach/Girls Scouts – Suzanne?
 8. Newsletter – Peggy

2. Vice President (Jessica)

- a. Corporate Sponsorship – create plan and timeline for promoting additional corporate sponsorship.
 - i. Suzanne is pursuing corporate donations from Honda Manufacturing.
 1. Honda wants to sponsor a specific event.
 2. Will investigate sponsorship of a Girl Scout troop, then talk to Honda re: that.
 3. Or perhaps they can sponsor one of our service events.
 4. Honda already donates to COSI and other local organizations.
 - ii. Jessica is looking up the locations of corporate sponsors (those who support SWE at the national level now) to get potential sponsorship for our section
 - iii. Will contact CPC partners in Columbus for possible sponsorship
- b. Plan for a tour at Victoria's Secret or Bath & Body Works for Spring 06
 - i. Still talking to Victoria's Secret personnel re: week night tour
- c. Investigate joint meetings / activities w/ local SHPE & NSBE
 - i. SHPE chapter is in Dayton, not Columbus
 - ii. Will contact local PE chapter re: joint event/banquet with them.

3. Secretary (Lynne)

- a. Agenda requirements:
 - i. Please reply back with agenda changes 3 days prior to meeting
- b. Ohio State's student IIE chapter is looking for speakers
 - i. Will send Monica Kalb's (chapter president) email address to Rachel and Jessica, potential speakers
 - ii. Rachel will then include in next email to all members

4. Treasurer (Meghan)

- a. Treasurer / Fund Development
 - i. Treasurer's Report
 - 1. Account Balance: \$1610.00
 - 2. Funds Raised : None in November
 - 3. Costs: None in November
 - ii. Fundraisers
 - 1. T-shirt order status
 - a. For sale at \$15 each
 - b. New sales? 2 (Meghan & Lee Ann)_____
 - 2. Membership meetings – continue to charge \$5 per member.
 - a. We will make our own baskets using purchased goods from Jessica @ Bath & Body Works.
 - b. Suggest we charge \$5 for 1-2 tickets for a “raffle basket” and raise more money.
 - 3. Resubmit for another Max & Erma's fundraiser
 - a. M&E's allows two per year
 - b. Considering downtown location in February 06, NOT a Thursday night
 - 4. Pampered Chef party at Peggy's
 - a. Considering March, a Sunday afternoon
 - 5. Golf Tournament in Fall '06?
 - a. Keep in agenda till Fall '06
 - b. Possible idea: Have a day of “learn to play” & a scramble the following weekend

5. COR (Lee Ann)

- a. Next COR update due in January 06
 - i. Will do draft write up and email to all for comments.
- b. 2006 SWE Professional Development Conference (Columbus) report.
 - i. Discussed at region G meeting at National Conference last week
 - 1. High interest
 - 2. Survey to be circulated to region G prior to 14th of November
 - ii. Is it possible to get event going by spring of 06?
 - iii. PD conference postponed until Spring 07
 - 1. Venue & date selected prior to Region G conference in 06
 - a. Waiting for return phone calls from a couple locations.
 - 2. LAS to schedule block of time to promote at regional meeting
 - 3. Committee:
 - a. Lee Ann, Meghan, Jessica & Anna
 - iv. Kristina to e-mail Betty Shanahan to let her know Region G PD postponed to FY07

6. Membership (Anna)

- a. Membership update
 - i. 43 paid members to date
 - 1. 6 new members, 2 members dropped
- b. New member packets
 - i. Ready to distribute when new members arrive.
- c. Post card reminders for January 26 meeting
 - i. Will use mail merge to print address labels

7. Newsletter (Peggy, absent but sent update below)

- a. Next issue to be published January 10
 - i. Submit articles to Peggy by January 6.
 - ii. Newsletter will be sent to Rachel for web posting
- b. Newsletter articles:
 - i. President's Pen
 - ii. Spotlight on VP – Peggy will write
 - iii. T-shirt sales -- Meghan

- iv. National Conference Report (Jessica)
- v. New Member Welcome (Anna)
- vi. Treasurer's Report (Meghan)
- vii. Regional Conference Announcement (Lee Ann)
- c. Membership Survey
 - i. This was posted on website in past and included in newsletter
 - ii. Rachel will print and bring some to the January 26 meeting to get participation there
 - iii. Perhaps draw name from those submitted for a prize at the meeting.

8. Girl Scouts / Outreach (Suzanne)

- a. Future City events update.
 - i. Met with Lisa Huelskamp , the Ohio Region Future City director. They need:
 - 1. Engineers to help mentor a school group (from around now till Jan)
 - a. They usually like to have 1 on 1 (meaning our whole group couldn't support if/when we had time). It is a big commitment - approx. 40 hours from now till Jan. If anyone is interested in being a mentor, we could get her the appropriate contact
 - 2. Judges for the actual competition.
 - a. Could try to get support from our membership for judges for the competition. Peggy/Suzanne will ask Lisa for number needed closer to event time.
 - b. Will send form in email to members
 - ii. We have 60 schools signed up for FC this year, per Peggy.
- b. Additional Science Fair support needed within the community
 - i. Get contacts at local schools – no update. Suzanne tried her contact at Columbus Public. She is checking with the science teacher - no info back yet. Suzanne has not contacted any other schools yet. If anyone has any school contacts, let her know
 - ii. Suggest we contact Columbus School for Girls
- c. Topics tabled till spring: Race for the Cure?
 - i. We are in the database for "Race for the Cure." May 20
 - ii. We will be sponsoring a table at the race, perhaps get bottles of water and granola bars, etc., at Sam's Club.
- d. Girl Scouts
 - i. We may try to sponsor a troupe.
 - ii. More details later.

9. Webmaster (Rachel)

- a. Post picture of T-shirt on website
 - i. Lee Ann to re-send email with picture
- b. Need to update calendar for events
 - i. Each of us who owns events needs to check online and update
- c. Review all EC member comments re: links to winning SWE web sites:
 - i. <http://www.msn.fullfeed.com/~swewi/>
 - ii. <http://www.swehouston.org/>
 - iii. We reviewed and discussed what we liked/disliked about both Wisconsin and Houston websites.
 - iv. Rachel suggested we add a link for "Resources for Kids" on our website
 - 1. This could provide information re: engineering careers
 - v. Anyone with more ideas, please email Rachel

10. Student Liaison (OPEN)

- a. Topic: Stuff You Didn't Learn in Engineering School.
 - i. Kristina negotiated with the speaker and got a discount offer.
 - ii. We may incorporate this into our Professional Development conference now, instead of the joint event with OSU SWE.
- b. Invite local college sections to our membership meetings.
- c. Winter event – set date and activity (Plant Tour – Anthony Thomas, Anheuser Busch?)
 - i. Will consider 10 a.m. tour of Anheuser Busch, followed by lunch.

- ii. Anthony Thomas not feasible, since tours are only during normal business hours.
- d. Spring event – set date and activity (Upgrade Party?) May 6??
 - i. Correlate date with DeVry schedule.
 - ii. May do upgrade event and invite students to OUR banquet
 - iii. Anna will investigate and get list of seniors in our area.
- e. E-Week
 - i. Can we go to schools to promote Women in engineering?
 - 1. Anna will investigate, email Lisa
 - 2. Perhaps we could talk to teachers during their lunch hour
 - ii. Volunteers: Rachel, LAS, Jessica, Meghan, Lynne

Event Updates:

Membership Meetings:

Jan. 26	Speaker: Sara Shunkwiler	Topic: Career Changes	Location: Cozymel's (Dublin)
March 22	Speaker: Rachel (or PE)	Topic: New PE requirements	Location: Molly Woo's ??
May 17	Speaker: Meghan Roe	Topic: Environmental Engineering, impact on industry	

Other speakers: Mary, Anna's mentor **Topic:** Quality
 Peggy Flaherty **Topic:** Public Speaking Skills (Toastmasters)

Special Events:

- ❖ Plant Tour at LIMITED in January
 - a. This is an OSU SWE or WiE event
 - b. LAS will contact Glenda to see if we can join in the tour

Respectfully submitted,

Lynne M. Waldron
 SWE Section G001 Secretary
 December 12, 2005