


SOCIETY OF WOMEN ENGINEERS
CENTRAL OHIO EXECUTIVE COUNCIL MEETING – FY05 MEETING MINUTES
January 8, 2005, 8:00 – 9:30 AM
First Watch, Dublin

Attendees: Kristina, Suzanne, Lee Ann, Tricia, Lynne

Council Updates:

1. President (Kristina)
 - a. Chapter attendance at the Region G conference (2/25 – 27)
 - i. Kristina, Lee Ann, Tricia, Lynne and Rachel
 - ii. We agreed to book two rooms for Friday night
 - iii. Attendees will pay registration fee, our chapter will pay hotel costs for one night
 - b. “The Engineer as Leader,” Engineers Leadership Institute training
 - i. Put on by Engineers Foundation of Ohio at the Columbus Airport Marriott
 - ii. February 18-19, 1005, speaker is James G. Dalton
 - iii. We will sponsor one officer to attend this. Submit names to Kristina.
2. Vice President (Becy), absent, covered by President Kristina:
 - a. SWE Garage Sale Discussion...details, etc?
 - i. Becy does not see a need to accumulate at her house. Everyone can collect on their own and bring to the garage sale in May
 - ii. Need to solicit volunteers!
 - iii. Need to advertise! Make flyer to send out to all members.
 - b. Next Meeting – Saturday, Feb. 5th @ **9 am** at Becky’s House (Directions below.)

 - viii. **Lee Ann will bring the bagels.**
3. Secretary (Lynne)
 - a. Winter Newsletter Ideas?
 - i. Bio of Rachel Lewis (speaker at 4th membership meeting in April).
 - ii. Letter from the President (Kristina).
 - iii. Pottery Painting picture and brief write up (Tricia).
 - iv. Garage Sale donations.
 - v. Funds development article
 - vi. Toy Challenge article – Rachel
 - vii. WiE bowling article – Lynne with pictures from Rachel
 - viii. Lynne will bring copies of Winter newsletter to January membership meeting
 - b. Pampered Chef Party
 - i. Plan for April party
 - ii. Lynne volunteered her home, can do catalog party as well
 - iii. Will be used as fundraiser for our SWE chapter
4. Treasurer / Website / Membership (Rachel), absent, notes from her follow:
 - (1) Website
 - (i) I need to update the calendar. Can everyone send me what you are working with the dates and descriptions so I can update the website and the calendar? Thanks!
 - (ii) I will be working on the look soon to add our new logo and do a little more to jazz it up a little.

- (iii) I need updated meeting minutes to post.
- (2) Logo
 - (i) There were no submissions so I will just use mine.
 - (ii) Does anyone have time to look into finding someone to print shirts, getting prices, samples, etc? If not I will do it, but I won't be able to get to it for at least a month.
 - 1. **Lee Ann will get costs for this by January 31**
- (3) Treasurer
 - (i) Fund Development
 - 1. I was able to locate 302 companies to send fundraising letters to. I have printed up all the materials, I just need help to stuff envelopes and get them to the post office. My hope is that we will get a 10% response with \$100 donations each, that would be 30 companies = \$3000. Time will tell.....
 - 2. We were approved by the Region for \$225 to sponsor a Toy Challenge team! I will submit the proper paperwork to the Region in the spring when the challenge closes and we should receive our reimbursement in the summer. The money covers registration and the cost of building the toy.
 - 3. Next Fundraising activity
 - a. Garage Sale – Rebecca
 - 4. Future Fundraising ideas
 - a. Selling Pampered Chef
 - i. Follow up from Lynne
 - b. Christmas in July
 - i. We could organize all of our members (and our consultants) who sell things and set up the month of July for shopping, where a portion of all profits would be donated to us.
 - ii. Any other ideas? Anyone want to plan or organize it?
- (4) Membership Committee
 - (i) The committee is actively working on the Mother/Daughter Fall event. Michelle [REDACTED] and Meghan [REDACTED] took over the planning, updates will be sent to the EC as they are available.
 - (ii) The committee would like to plan either a networking/recruiting event or Leadership Conference/Training for this spring or summer. Currently no one is available to plan, as soon as someone is available we will begin planning. Does the EC have a preference or suggestions as to which type of event they would like to do this year? Which ever one isn't planned this year we will save for next year. It is my suggestion to plan a Networking event and invite all old, new, and potential members and just make a SWE information session and social event. Any input or help would be appreciated. Also, when would we want to hold an event? I'm not sure right now what our section calendar looks like.
 - (iii) Current membership is 46 with one member who has contacted us that they are moving into our Section soon (she is currently President of a Section in Michigan), which will bring our total to 47, only 3 away from our goal of 50!
 - (iv) Our newest member is a student member, she is attending a private college near Columbus. Because there isn't a student section at that school she is assigned to our section. It would be nice if Tricia would keep her in the loop of when we're doing things with the student sections. Here's her info for Trish: [REDACTED] She is attending [REDACTED]
 - (v) Here are the survey results thus far: (Also, I have the long sleeve t-shirt for the drawing at the January Meeting.) (I'm just going to go over the top results, not all of them. This data should be considered in the future by all committees and the EC in planning programs and events for the Section.)
 - a. So far 30% of the members have submitted a survey.
 - b. Which Activities interest you:
 - i. 77% of responses = Community Service & Social
 - ii. 62% of responses = Tutoring, Mentoring, Professional Development, & Networking

- c. Prof. Development Activities:
 - i. 62% of responses = Leadership Training & Tours of Industry
 - d. Days for Meetings:
 - i. 85% of responses = Thursday
 - ii. 77% of responses = Wednesday
 - iii. 69% of responses = Tuesday
 - iv. 62% of responses = Sunday
 - v. 38% of responses = Saturday
 - vi. 31% of responses = Monday & Friday
 - e. Preferred Meeting Location
 - i. 85% of responses = Easton
 - ii. 69% of responses = OSU
 - iii. 62% of responses = Hilliard & Dublin
 - f. Brunch Activities
 - i. 69% of responses = Hands on Activity
 - ii. 54% of responses = Motivational Speaker
 - g. Scholarships:
 - i. 54% of responses = for National Conference & College Fees
 - ii. 38% of responses = for Professional Development
 - h. Committees of Interest:
 - i. 69% of responses = Membership
 - ii. 62% of responses = Community Service
 - iii. 54% of responses = Girl Scouts
 - iv. 46% of responses = Student Liaison
 - i. SWE Buddies
 - i. 54% of responses = are interested in buddies
 - ii. 54% of responses = older member w/ younger member
 - iii. 38% of responses = same age & same degree/area of work
 - j. SWE Mentor
 - i. 62% of responses = are interested in mentoring college students
 - k. Current Status of Members:
 - i. 62% of responses = work full-time and no kids at home
 - ii. 23% of responses = work full-time mom
 - iii. 8% of responses = other
- (vi) My personal suggestions based on the survey are to start a Community Service Committee (maybe next fiscal year) and combine the Girl Scout stuff into it. Community Service seems to be a big area of interest. Based on the responses I was able to get the membership committee going this year, I plan on continuing to work on this committee to get it running efficiently. Also, I think we all agree to continue to try and set up tours, and we should try to plan a Leadership training of some sort in the near future (also maybe something to schedule for next year).
- (vii) Birthday cards
1. We are working on making SWE birthday cards to send to the members. The birthdays will be provided on the surveys, so only members who submit surveys will receive cards.
 2. Hope to finish making the cards and start sending them in a week or two.

(5) Toy Challenge

- (i) I don't have any updates right now. The kids just got back to school this week. I'm going to try to go out in the next week or two and get some pictures and video. I'll get an update from the coaches for the next EC meeting.
- (ii) We need to set a date to have the teams present their toys. I'd like to do it after the competition closes in May. How does the last week of May sound? I was going to contact the teams to see if a week night or a Sunday afternoon would work best for the kids and parents to meet. I'd like to invite all SWE members, parents, teachers, principal, and sponsors and let the kids show off their toys. I'll see if we can use the cafeteria at

their school. Also, we'd like to have a pizza party for the kids and I think we could do it after their presentation. Any input or thoughts?

(6) Miscellaneous Stuff:

- (i) *Here are some on-line resources I found that we might be able to contact to set up a Professional Development workshop with:*
- (ii) National Association of Women Business Owners (www.nawbo.org)
- (iii) NxLevel Entrepreneurial Training (www.ohiosbdc.org or www.odod.state.oh.us)
- (iv) Ohio Small Business Development Center (www.columbus-chamber.org/sbdc.html)
- (v) Women's Business Ownership Program (www.sba.gov)
- (vi) Women's Business Resources Program (www.ohiosbdc.org)
- (vii) Women's Network for Entrepreneurial Training (www.columbus-chamber.org/wnet.html)

5. COR (Lee Ann)

- a. Next SWE Report due 1/28/05

6. Girl Scouts / Outreach (Suzanne)

- a. E-week activity potential? RSVP count?
- b. Introduce a Girl to Engineering Day (more details in Event Updates section)
 - i. Girl Shadow Day participation:
 - 1. Suzanne – yes
 - 2. Lee Ann – maybe
 - 3. Lynne, Tricia and Kristina – against company policy (safety, security reasons)

7. Student Liaison (Tricia)

- a. Upcoming activities (see below).
- b. **USE ONLY [REDACTED] for Tricia's emails**

Event Updates:

Membership Meetings:

- 1. Table Topic: Gina [REDACTED] (Professor at DeVry) on Bioinformatics
When: Tuesday, January 18th @ 7 – 8 pm
Where: TGI Friday's (Off of Fishinger Rd., Hilliard)
Provided: Appetizers and Nonalcoholic Drinks
- 2. Table Topic: Rachel [REDACTED] (Transportation Engineer) on Aerial Engineering
When: Tuesday, April 12th @ 7 - 8 pm
Where: Cozymel's in Dublin
Provided: Appetizers and Nonalcoholic Drinks

Special Events:

- 1. What: Longerberger Basket Plant Tour
Who: SWE Members and Friends & Family of SWE Members
When: TBD (Spring 2005)
Cost: TBD
RSVP: Kristina [REDACTED] ([REDACTED]) by TBD.
- 2. What: Denison Industries (Marysville)
Who: SWE Members and Friends & Family of SWE Members
When: TBD (Spring 2005)
Cost: TBD

RSVP: Lynne [REDACTED] ([REDACTED]) by TBD.

3. What: 2nd Annual SWE Mother / Daughter Brunch
Who: SWE Members, Mothers & Daughters of SWE Members
When: Saturday, October 1st, 2005 @ 11 am – 1 pm
Where: Biddie's Coach House (Dublin)
Cost: TBD
RSVP: Rachel [REDACTED] ([REDACTED]) by TBD.

Student / Professional Joint Activities:

1. What: Bowling
Where: Columbus Bowling Palace
When: Thursday, February 10, 2005, 9 p.m.
Cost: \$10.50 for 2 games and shoe rental
RSVP: Tricia [REDACTED] ([REDACTED]) by February 7, 2005
2. What: BBQ
Where: TBD (near Toledo, ONU, OU, etc.?) Bowling Green? Park of Roses?
When: TBD (late April 2005?)
RSVP: Tricia [REDACTED] by TBD

Girl Scouts / Outreach:

1. What: E-Week (Introduce a Girl to Engineering Day)
For E-week, our SWE Section will be sponsoring "Introduce a Girl to Engineering Day." We will be coordinating a half-day job shadowing event with local Columbus-area middle school girls (Grades 6 -8) on Thursday, February 24th. Prior to signing up, please confirm with your company if this fits within their policy. Each girl will be responsible for transportation to/from each SWE member's workplace. If interested in participating, please email Suzanne with your name, employer, and employer location.
When: 2/24/05
RSVP: Suzanne [REDACTED] ([REDACTED]) by 1/7/05.
2. What: Toy Challenge (5th & 8th Graders) – www.toychallenge.com
Our SWE Section is currently sponsoring two teams of 6th graders working to invent a new toy concept. This is a national competition and we are very proud of our teams! The teams have already started working, but if you are interested in helping out, please let us know!
Contact: For more information, contact Rachel [REDACTED] ([REDACTED]).
3. What: Cell Phones For Life
When: Tuesday, January 18th @ 7 pm
Drop off old / used cell phones as donations at the January Membership Meeting. Lynne will continue to collect these all year and send to Cell Phones For Life.
Contact: Lynne [REDACTED] ([REDACTED]) for additional details.

Fund Raising Effort:

1. What: Pampered Chef party and catalog party
When: April, at Lynne's home
Contact: Lynne [REDACTED]

2. **What:** SWE 2nd Annual Garage Sale
 Where: London, Ohio (Rebecca [REDACTED] House)
 Details: Did you move recently and have any old “junk” that you’d like to get rid of, but want to donate it to a good cause? Did you recently get married and have a lot of unwanted gifts lying around? Please consider donating your new or used items to our SWE Garage Sale. All proceeds will be profit for our Section and will be used to fund educational, outreach, and social events. More details to come...
- When:** May 2005
 Contact: Rebecca [REDACTED] ([REDACTED]) for more details.

Respectfully submitted,
Lynne [REDACTED]
January 21, 2005