

SOCIETY OF WOMEN ENGINEERS
CENTRAL OHIO EXECUTIVE COUNCIL MEETING – FY06 MEETING MINUTES
January 14, 2006
8:30 – 10:00 a.m.

Suzanne Miller's home

Attendees: Kristina, Meghan, Anna, Suzanne, Jessica, Peggy, Lynne

Council Updates:

1. President (Kristina)
 - a. Upcoming EC meetings
 - i. February 4, 2006
 1. Lynne will send out agenda to all
 2. EC members will reply back with notes
 3. Lynne will compile meeting minutes and distribute
 - ii. March 12, 2006
 1. Time: 1:00 – 3:00 p.m., just prior to Pampered Chef Party
 2. Location: Peggy's home
 - b. ONLINE CALENDAR UPDATES
 - i. Continue updating with activities, or email Rachel for help.
 - c. FY06 end-of-year banquet
 - i. April 29
 - ii. Plan to get room at restaurant –
 1. Da Vinci's – cost \$100 to rent for 30-100 people
 - a. \$18 for appetizers
 - b. \$19-20 for meal
 2. Peggy will check on Scalley's (sp?) restaurant costs
 - 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. 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
 - e. Regional Conference in Cincinnati
 - i. Registration begins January 14
 - ii. Conference dates: March 3-5
 - iii. Rachel to provide link in newsletter
2. Vice President (Jessica)
 - a. Corporate Sponsorship – create plan and timeline for promoting additional corporate sponsorship.
 - i. Drafting "Value of SWE" to promote to companies via HR reps
 - ii. Suzanne is pursuing corporate donations from Honda Manufacturing. (see notes in prior minutes)
 - iii. 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
 - iv. Will contact CPC partners in Columbus for possible sponsorship
 - b. Plan for a tour at Victoria's Secret
 - i. February 22 at 5 p.m.
 - c. SWE award forms are out

- i. You can even nominate a non-SWE member
 - ii. Peggy will put this in next newsletter
- d. 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. OSU WiE is having Recognition Banquet
 - i. February 15
 - ii. \$35 for professional to attend, or corporate contribution of \$150 allows professional to attend for free.
- c. IIE joint events
 - i. Sent email invitation to IIE members for our SWE January membership meeting.

4. Treasurer (Meghan)

- a. Treasurer / Fund Development
 - i. Treasurer's Report
 - 1. Account Balance: \$ 1740.15
 - 2. Funds Raised : \$ 0
 - 3. Costs: \$ 0
 - 4. Meghan to discuss account options with bank personnel to improve convenience of account management for the treasurer, perhaps be able to get debit card
 - ii. Fundraisers
 - 1. T-shirt order status
 - a. For sale at \$15 each
 - b. New sales? None this month
 - 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: Submitted but have not heard back yet.
 - 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. March 12, 2006
 - b. 3-5 p.m.
 - 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, absent, will comment by email)

- a. Next COR update due February 10
 - 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. Will present this at Cincinnati Regional Conference
 - iii. Is it possible to get event going by spring of 06?
 - iv. 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. Committee: Lee Ann, Meghan, Jessica & Anna
 - a. Committee meeting on January 23 @ 7p.m. @ Cozymel's or after the membership meeting on the 26th

6. Membership (Anna)

- a. Membership update
 - i. 43 - paid members to date
 1. 0 new members, 0 members dropped
- b. New member packets
 - i. Ready to distribute when new members arrive.

7. Newsletter (Peggy)

- a. Issue published January 10
 - i. Newsletter sent to Rachel for web posting
- b. Next newsletter deadline: Monday, February 13, 2006
- c. Newsletter articles:
 - i. President's Pen
 - ii. Spotlight on Inaas Darrat
 - iii. T-shirt sales – Meghan
 1. will ask Rachel if picture link available yet
 - iv. March 12 Pampered Chef Party (Peggy)
 - v. National Conference Report (Jessica)
 - vi. New Member Welcome (Anna)
 - vii. Treasurer's Report (Meghan)
 - viii. Regional Conference Announcement (Lee Ann) – next month
- d. 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 T-shirt 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. – January 21, 2006 at COSI
 - a. Sent email to members
 - b. Suzanne will take pictures of our volunteers at the event, post on our website
 - c. 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 troop. Suzanne spoke to Becky Side (sp?)
 - ii. January 31 is deadline for girl scouts to get Lockheed funds for a technology badge event
 - iii. Anna has coordinated 3 Girl Scout event days and will send out information to all of us.
 - iv. All to send ideas for technology projects to Suzanne this week.

9. Webmaster (Rachel, absent, will comment by email)

- a. Post latest newsletter on website
- b. Clean up older postings on website; e.g. time for Jan. 26 mtg.
- c. Will check with ODOT for sponsorship of March membership meeting
 - i. Could we hold at ODOT and cater in food?
 - ii. If not, we can use Panera Bread as location
- d. Jessica to send SPIOC information to Rachel for web designing help
 - i. SPIOC categorizes each part of website
- e. Post picture of T-shirt on website
 - i. Lee Ann to re-send email with picture
- f. Need to update calendar for events
 - i. Each of us who owns events needs to check online and update

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: ODOT or Panera
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 Victoria's Secret
 - a. February 16

Respectfully submitted,

Lynne M. Waldron
SWE Section G001 Secretary
January 20, 2006