

**SOCIETY OF WOMEN ENGINEERS
CENTRAL OHIO EXECUTIVE COUNCIL MEETING
FY06 KICK-OFF MEETING MINUTES
June 11, 2005, 9:00 – 11:00 AM
Kristina Kennedy's Home**

Attendees: Kristina, Becky, Lee Ann, Rachel, Anna, Peggy, Tricia, and Lynne

1. Kristina kicked off our FY06 Executive Council with introductions. Each officer gave a brief description of herself, including occupation, employer, family and educational background.
 - a. President – Kristina Kennedy
 - b. Vice President – Becky Blust
 - c. Treasurer – Meghan Roe (absent)
 - d. Secretary – Lynne Waldron
 - e. COR – Lee Ann Schwope
 - f. Membership – Anna Shumpert
 - g. Webmaster – Rachel Lewis
 - h. Student Liaison – Patricia Fought
 - i. Out Reach / Girl Scouts – Suzanne Singhas
 - j. Newsletter – Peggy Panagopoulos
2. We had short Information Exchanges from Old → New Officers. Discussions and paperwork were passed to the new officers.
 - a. Break Out Sessions
 - i. Treasurer (Rachel & Kristina → Meghan) – To be held later since Meghan was absent
 - ii. Membership (Rachel & Kristina → Anna)
 - iii. Newsletter (Lynne → Peggy)
3. Goal Setting
 - a. Break Out Sessions of 20 minutes were held concurrent with new officer break outs to develop individual office goals.
 - i. Examples: SWE Personal Growth, Activity Coordination & Attendance, and PR Goals.
 - b. Group Discussion / Correlation – Then as a group we reviewed:
 - i. **Secretary** - Lynne
 1. Since the secretary no longer will have the newsletter responsibility, she will now have agenda duties in addition to meeting minutes.
 2. ONE WEEK before each Executive Council meeting the secretary will email officers with an agenda draft.
 3. TWO DAYS before the meeting she will email the final agenda to each officer.
 4. She will finish her newsletter responsibility with the Summer '05 issue. This issue will highlight our new editor – Peggy. Lynne will write the article.
 - ii. **Webmaster** – Rachel
 1. Our activity calendar is now ONLINE. Rachel distributed calendar revision instructions to each officer. Each officer can add their activities to the calendar.
 2. Our newsletter is also online.
 3. Rachel will send out monthly emails to members. Each officer must submit information by the 1st of the month to Rachel for distribution.

4. MESSAGE BOARDS have been created for by-laws, committee use, etc. There is one set up for us for the Executive Council use, too. Feel free to post items there, then check replies.
- iii. **Membership** – Anna
1. Goal is to increase membership by asking members to invite friends from work to attend membership meetings.
 2. Plan to improve retention by emailing members before the end of summer to encourage re-enrollment. Perhaps have a drawing for a T-shirt. Our website already has a scrolling reminder to renew membership.
- iv. **Student Liaison** – Tricia
1. Plan for 3 student events this year.
 - a. Fall (Nov. 12)
 - b. Networking (Feb. 22) during E-week (Feb. 19-25)
 - c. Spring (picnic on May 6).
 2. Picked 2 schools to concentrate on:
 - a. Dayton – Becky, contact person
 - b. DeVry – Gina, contact person
 3. Plan to contact Ohio Northern, Ohio University and Toledo to let them know to contact us if they need help.
 4. Rachel suggested we have a workshop for local teachers to train them about the engineering occupation.
- v. **Newsletter** – Peggy
1. We considered monthly membership meetings with dinner and a speaker each time. But, after some discussion, we agreed to bi-monthly meetings. The September newsletter will kick this off, holding the first on the last Tuesday or Wednesday of the month. We discussed having it the same weekday each time, but some of us have other monthly/weekly obligations on certain weekdays. So, we conceded to switch between Tuesdays and Wednesdays to accommodate more schedules.
 2. Peggy plans to increase the newsletters to bi-monthly, instead of quarterly. Perhaps have links from the online newsletter to calendar events.
 3. Please forward any job openings we know of to Peggy and she will post them in our newsletter online.
- vi. **COR** – Lee Ann Schwope
1. Lee Ann will circulate the COR report to Kristina and Lynne to review one week before submission.
 2. By July 1st, a survey will go out to see who plans to come to our Regional Professional Conference here in Columbus. We need to coordinate this with the student chapter, who hosts the regular regional conference.
 3. Update executive council on National "going on" to increase awareness & communication.
 4. Actively participate in the Environmental Scanning FIG (Focus Interest Group) as a COR representative.
- vii. **Vice President** – Becky Blust
1. Planning ONE effective fund raising event for FY06
 - a. Creative memories?
 - b. Pampered Chef?

- c. Wine and Cheese party?
 - d. Lee Ann will give Becky the list of companies to solicit for donations. Lee Ann has edited it, with some help from other board members.
 - e. Rachel suggested a workshop on effective presentations. Becky may be able to get a Dayton instructor to teach this, for free? We could then use as a fund raiser.
 - viii. **President** – Kristina Kennedy
 - 1. Goals are Administration of the local SWE section, focus on Anna with Membership Committee, help Becky with fund raising.
- 4. FY06 Calendar Review
 - a. We reviewed and set dates / deadlines for key activities.
 - i. Membership Meetings, Newsletter Postings, Special Activities, Plant Tours, Etc.
 - b. See the online calendar for July events
 - i. Picnic on July 16, 2-7 p.m., at Becky's home. Bring swim suits and a dish or two to share.
 - ii. Vitality Training on July 23, 9 a.m. to 2 p.m. at Excera Materials Group's Conference Room, hosted by Lee Ann.
 - 1. Regional rep will speak to us about Knowledge of SWE and Membership as a Contact Sport.
- 5. Website Updates
 - a. As of this year, Rachel has set up an on-line calendar. Each Executive Member and Committee Head will be responsible for posting their upcoming events. Rachel reviewed on-line posting procedures.
 - b. One of the message boards has our By Laws (1987 version) posted and we need to access the message board to begin our reviews. The first posted message by Rachel is about the list of officers for our section. Please log on and post your messages. Rachel will review a part of this at each of our meetings.
- 6. Our next Executive Council Meeting will be September 10, 8:30 a.m., at Panera Bread at Polaris. We will have NO August meeting.

Respectfully submitted,
Lynne M. Waldron
Secretary, Central Ohio SWE
June 14, 2005