

SOCIETY OF WOMEN ENGINEERS
CENTRAL OHIO EXECUTIVE COUNCIL MEETING – FY06 MEETING MINUTES
June 26, 2006

Excera Materials Group, 6575 Huntley Road Columbus, OH 43229

6:30 – 8:30 p.m.

Attendees: Lee Ann, Jessica, Meghan, Lynne, Inaas, Elizabeth, Suzanne, Anna, Kristina

Council Updates:

1. President (Lee Ann)
 - a. Next EC meeting
 - i. Monday, August 7, 6:30 p.m.
 1. At Jessica's home
 2. Plan Calendar for FY07
 - b. Upcoming Membership Meetings
 - i. Next Membership Meeting – September 20?
 - ii. Monthly meetings – 9 meetings
 - iii. Alternating locations (and alternating day of week) around Columbus
 1. Polaris, at Martini's
 2. Dublin, at Mary Kelly's
 3. Downtown, at Mamerchor
 4. Worthington, at Winking Lizard
 5. Gahanna/New Albany, at Champps or GameWorks
 6. Campus area, at Buckeye Hall of Fame
 7. Inaas offered conference room where she works, for ppt presentations
 8. 2 of us will bring projectors to meetings to make sure we have one
 9. First half hour will be social, then presentation
 10. Send out menu with rsvp for meetings. LAS to discuss with Suzanne.
 - c. SWE emails
 - i. Header: "SWE: Save the date", "SWE: September Meeting Announcement"
 - ii. Sender – LAS to send these out now to free up some of Rachel's time for website
 - d. Listserv
 - i. Update directory information
 - ii. Plan to have 2 listserv's
 1. Central Ohio Leaders – this has been updated
 2. All Central Ohio SWE members
 - iii. Will try to reduce the number of SWE officer emails by improving attendance at meetings, change day/time or involve more thru call in number
 - e. PD Conference
 - i. Limited availability? Per Jessica, Limited facilities not available on weekends
 - ii. We discussed locations downtown, Easton, Dublin and OSU area and chose:
 1. Easton
 - a. Hilton – Jessica can get us a discount here
 - b. Residence Inn
 - i. Activities
 1. Gameworks
 2. Funny Bone?
 3. Longaberger tour
 4. Breakfast still a possibility at Athletic Club of Columbus, Suzanne is a member and can get discount

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. Jessica is incorporating items from weekend in Phoenix on Strategic Planning. This should help us with our corporate sponsorship requests.
 - ii. Peggy suggested we consider small scholarships to young women planning to pursue engineering.
 - iii. Suzanne is pursuing corporate donations from Honda Manufacturing. (see notes in prior minutes)
 - iv. 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
 - v. Will contact CPC partners in Columbus for possible sponsorship
- b. Investigate joint meetings / activities w/ local SHPE & NSBE
 - i. Jessica attended the recent NSBE conference.
 - ii. NSBE national conference will be in Columbus next year.
 - iii. SHPE chapter is in Dayton, not Columbus
 - iv. Will contact local PE chapter re: joint event/banquet with them.
- c. Surveys from May 17 meeting and email blast sent out to members.
 - i. We got 14 total responses.
 - ii. **Jessica to send survey info summary and gift certificate winner name to Peggy for next newsletter.**
 - iii. **Kelly Distel is the winner of a \$25 Bath & Body Works gift certificate from our random drawing.**
- d. Bylaws
 - i. Professional section bylaws to be released in August.
 - ii. Jessica is working on our section bylaws.
 1. Some officer positions are required, some optional
 2. Nominating committee prepares slate
 3. Some standing committees listed in bylaws.

3. COR (Meghan)

- a. First report due this fall
- b. Golf tournament in fall '07?

4. Secretary (Lynne)

- a. IIE joint events
 - i. June 29 Abbott tour will be joint with IIE and ASCE.
- b. Wine tasting party July 22
 - i. At WineMakers Guild in Dublin
 - ii. 7 p.m. at WineMakers Guild in Dublin
 - iii. Sent email invitation to LAS for distribution to members
 - iv. 72 wine glasses were ordered on Lynne’s credit card. \$ 355.82
 - v. Food responsibilities:
 1. Lynne – cheese and cracker platters
 2. Suzanne – pinwheel sandwiches
 3. LAS – veggie tray and cream puffs
 4. KK – fruit, etc. for chocolate fountain
 5. Meghan – chocolate fountain

5. Treasurer (Inaas)

- a. Treasurer / Fund Development
 - i. Treasurer’s Report
 1. Account Balance: \$ _____
 2. Funds Raised : \$ _____ **waiting for Fuddrucker’s response**
 - a. Costs: \$ _____
 - i. Anna will bring receipts for postcards/postage sent for last membership meeting of the year.
 - b. Need to change name on account to Inaas

- ii. Fundraisers
 - 1. T-shirt order status
 - a. For sale at \$15 each
 - b. No new sales
 - c. Recommend membership meeting price reduction to those wearing SWE t-shirts to meeting. \$4 instead of \$5, or \$4 price reduction on meals ordered.
 - 2. Membership meetings – suggest we order full meals instead of appetizers, send out menu choice with rsvp, requesting payment ahead of meeting date.
 - 3. Resubmit for another Max & Erma’s fundraiser: Suggest German Village M&E this time. (On hold until after Strategic Planning meeting.)

6. Membership (Suzanne)

- a. Membership update
 - i. ___ - paid members to date
 - 1. ___ new members, ___ members dropped
 - ii. Early bird \$5 if dues are paid by June 30
- b. New member packets
 - i. Ready to distribute when new members arrive.
- c. Mail postcards for next Membership Meeting – September
 - i. Email members about \$4 discount for wearing T-shirt to meetings.
- d. Suggest EC members send a list of potential new SWE members (co-workers, friends, family, etc) to me – maybe 5 each. I’d like to put together a packet/email for these potential members (without being too pushy!) for a membership meeting. Let me know what you think.
- e. Hand written note to all new members attending a membership meeting

7. Newsletter (Peggy) Unable to attend

- a. **August newsletter deadline: August 7 MUST SUBMIT ON TIME!!!**
- b. **Newsletter will be sent out as final copy, not draft**
- c. Newsletter articles:
 - i. President’s Pen President)
 - ii. (New Officer Announcements (VP, President)
 - iii. Spotlight on ___Meghan Roe to submit small picture & bio
 - iv. T-shirt sales – Meghan
 - v. New Member Welcome (Suzanne)
 - vi. Treasurer’s Report (Inaas)
 - vii. May Membership Mtg Recap (Lee Ann to send pictures, Lynne submitted minutes)
 - viii. End of Year Banquet Report (Kristina). Please send pictures
 - ix. Membership Survey results
 - x. Komen Race for the Cure report (Suzanne)
- d. Could we attach newsletter to mass email, instead of sending a link to it?
 - i. We need online newsletter format to apply for award
- e. September Meeting Announcement (President or VP)
- f. Submit any National News or updates that need to be printed in newsletter
- g. Rachel will fix any pdf file problems prior to posting on website
- h. Should we go back to print copies?
- i. Rachel to submit kids/teacher article

8. Girl Scouts / Outreach (Kristina)

- a. Girl Scouts – Honda – OSU Women in Engineering Partnership
 - i. SWE partnering with OSU WiE to develop program – event will consist of Honda tour and hands-on activity (car building kit). Activity will involve girls building an electric car. Event date set for 10/20 at Honda ELP plant. GS to schedule follow-up meeting once car kits are available – mid July.

- ii. Girl Scouts Event on Dec. 2nd – Holiday Design Building Project – will need SWE Professional volunteers. Details TBD.
- b. Abbott Tour on 6/29
 - i. 5:30–7:30 pm.
 - ii. Joint event with IIE & ASCE
 - iii. THIS is FREE!
 - iv. We only have 6 signed up for this event!!! Any other EC interested in attending so that we can make a good showing???

9. Web/Media (Rachel) Unable to attend

- a. Website
 - i. Co-webmaster
 - ii. End of year updates – website contest – turned in our entry in this
 - iii. Send in links for kids stuff, other resources for teachers, parents, to Rachel
 - iv. Need online newsletter format, so we can submit for award, work with Peggy. If additional software is needed, submit invoice to Inaas
- b. SIPOC information for web designing help
 - i. This will be done during one of our EC meetings, with participation from all EC members.
- c. Need to update calendar for events
 - i. Each of us who owns events needs to check online and update
- d. ALSO – TABLED FOR DISCUSSION BY NEW OFFICERS -- since we have no real by-laws yet, now is the time to make changes to the leadership if we feel it's necessary – are we happy with the chair positions we have – do we want to move something around? Or do we want to make a VP of Operations and a VP of Programming and move some of the chair responsibilities around? I'm just putting some thoughts on the table – it seems to me things are going well with the current set-up, but I think we need to discuss our options and get it as perfect as we can before it's time to write our new by-laws and then it won't be so easy to change.
- e. Purchase meeting announcements software, approved.
 - i. Lee Ann will handle SWE emails, to free up some time for Rachel
- f. Need naming convention for all our SWE emails
 - i. Revised Yahoo email account

10. Student Liaison (Michelle) Unable to attend

- a. Discuss joint activities with students for FY07.
- b. Currently learning html.

11. Professional Development (Elizabeth)

- a. Discuss FY07 plans
 - i. ASCE joint lunch meeting with a technical speaker (help gain CPDs)
 - ii. Will coordinate joint Abbott tour on June 29 with ASCE, IIE and SWE
 - iii. Create a study group for those planning to take the FE/PE soon. Meet on a designated time interval at a library or quiet study place.
 - iv. Speaker: my boss at Columbus Engineering Consultants present the world's first Automated Detailing & Drafting (ADD) Software, cecBridge, which creates drainage structure drawings in 60 seconds.
- b. PE/CPDs
 - i. General discussion of how Central Ohio SWE will handle new law
 - ii. Need to determine who must sign these.
 - iii. Elizabeth will bring certificates to meetings. Samples shown at this meeting. KK will bring some to June 29 Abbott tour to distribute as needed.

12. E-Week (Anna)

- a. E-Week this year is 18-24 February 2007 – Engineers Make a World of Difference
- b. Proposed Program: Monthly program in an under-privileged/very low-income school in Columbus where most kids are at-risk.
 - i. Investigating program location.
 - ii. Events would include mentorship as well as science/engineering related activities
 - iii. Need commitment from Central Ohio SWE for \$.
 1. Proposed budget has not yet been created
 2. Funds not covered by Central Ohio SWE will be raised by outside sources

Strategic Planning Session:

Lee Ann led the group, with help from Jessica, through a brainstorming session then choosing our highest priorities to work on. We listed our strengths and weaknesses, prioritized them, then aligned them with our SWE values. Anna summarized the event on Lee Ann's laptop powerpoint presentation. Lee Ann will send out notes to all of us and communicate upcoming events. We must all develop a six month outlook for our next meeting and come prepared with ideas to support our top projects.

Event Updates:

Membership Meetings:

Sept 20 -- ?? **Speaker:** Elizabeth's boss **Topic:** cecBridge – Automated Detailing & Drafting (ADD) Software
Location: _____ **Time:** 6:30 p.m.
This date will be confirmed at our June 26 Strategic Planning Meeting

Potential speakers: Mary, Anna's mentor **Topic:** Quality
Peggy Flaherty **Topic:** Public Speaking Skills (Toastmasters)
Lynne Waldron **Topic:** Six Sigma

Special Events:

- a. **Wine Tasting at WineMakers Guild**
 - i. July 22, 7-10 p.m.
- b. **Mother Daughter Brunch –**
 - i. Nov 4 or 11
 - ii. Location: Columbus Athletic Club
 - iii. Topic: History of Central Ohio SWE

Respectfully submitted,
Lynne M. Waldron
SWE Section G001 Secretary
June 28, 2006