

SOCIETY OF WOMEN ENGINEERS
CENTRAL OHIO EXECUTIVE COUNCIL MEETING – FY05 MEETING MINUTES
March 5, 2005, 8:00 – 9:30 AM

First Watch - Hilliard

Attendees: Kristina, Rebecca, Suzanne, Lee Ann, Tricia, Rachel, and Lynne

Council Updates:

1. President (Kristina)
 - a. 2005 Region G conference report.
 - i. We had 5 attendees at the conference in Toledo on February 25-26: Kristina, Lee Ann, Tricia, Sarah Drees, and Lynne.
 - ii. We arrived Friday night a little late for the pizza, but still spent some time at their COSI, which is attached to the Wyndham hotel in downtown Toledo. Part of our group enjoyed the “Virtual volleyball” and Kristina got the highest jump at the vertical jump exhibit.
 - iii. We also attended the self defense class on Friday night. Kristina encouraged Lynne to volunteer when the instructor wanted to demo how to defend yourself.
 - iv. Saturday morning began with Helen Patricia speaking at a breakfast, then we all walked over to Seagate Center for Saturday’s activities. We attended several seminars, including: Women in Management, Diversity, Financial Planning, International Business, and Advisors, Counselors and Presidents. Sarah participated in one of these sessions.
 - v. As we finished lunch, Dr. Glenn Lipscomb had a quiz for us on Dinner Etiquette. There were 12 questions on it, such as “when do you put the napkin on your lap?, what do you do with the napkin if you get up and go to the restroom?, how do you signal the waiter/waitress you are ready to order?, how do you signal you are done eating?” Ask one of us if you don’t know the answers.
 - vi. The afternoon sessions included student and professional regional business meetings, and wrapped up with the Joint Region Business Meeting. The last discussion was about our BHAG, presented by our COR – Lee Ann Schwope. Lee Ann led a discussion and brainstorming activity to get input for the COR to use when developing our Big Hairy Audacious Goal.
 - vii. Four of us left for Columbus at this point. Sarah stayed for the banquet.
 - b. 2006 Professional Regional Conference
 - i. This was discussed at the 2005 Regional conference in Toledo
 - ii. It was suggested we host this in Columbus.
 - iii. More discussion to follow. Could be a fund raiser for us.
 - c. SWE Membership training
 - i. Kristina brought back a brochure from the conference, we passed it around at our Saturday meeting and each picked our top two choices.
 - ii. We agreed on the following: Knowledge of SWE, Membership as a Contact Sport, Team Building, and Section Finances.
 - iii. We will look into having some training for at least our executive committee.
 - iv. This is offered FREE from SWE.
 - d. FY06 Elections
 - i. Nominations accepted 4/3-23 (E-mail to KK).
 - ii. Target date for elections: 5/1 – 15 (two weeks).
 1. Rachel is setting up on-line voting.
 - iii. **Each exec / committee head – review duties on website.**
 1. **Additions / changes due to Rachel by 3/15.**
 - iv. New officers take over 6/1/05.
 - e. Next meeting: Saturday, 4/2/05 @ **8 am** (First Watch, Hilliard).
2. Vice President (Becky)
 - a. SWE Garage Sale – May 21, 2005, 9 a.m. to 3 p.m.

Becky, note time!

- i. Becky needs a list of major/large items to put in their neighborhood flyer. Items such as a crib, golf clubs, stroller, sofa, etc. These help bring in the crowds.
 - b. Draft of “Thank You” letter to company sponsors (financial support).
 - c. Summer BBQ – discuss cost / member & non-member. We will do pot luck and share costs.
- 3. Secretary (Lynne)
 - a. Spring newsletter – articles due to Lynne by 3/15.
 - i. Student / Professional Bowling activity (Tricia). We decided not to do an article on this since only a few of us professionals attended and NO students.
 - ii. Spring BBQ article (with students at Park of Roses) – Tricia
 - iii. Fundraising update (Rachel)
 - iv. Letter from the President (Kristina)
 - v. Garage Sale Announcement (Becky)
 - vi. “Meet a Member” (Lynne) (Lee Ann sent Lynne WiE’s member article questions.)
 - vii. Regional Conference article – Lee Ann volunteered to write
 - viii. Toy Challenge article – Rachel to write.
 - b. Denison Industries Tour (Marysville)
 - i. Becky gave Lynne a contact name and phone number. Lynne called Steve Harvey at Denison (now called Parker – Denison Hydraulics Division). They are undergoing major changes with Lean implementation. Their older 5S/Workplace Org/Visual Control methods are in the process of being updated by the Parker Hannifin lean manufacturing change agents. Steve suggested Lynne contact Chuck Hawkins in Personnel in a couple months, when things settle some for Parker – Denison.
 - ii. So, Lynne sent Chuck an email requesting a May visit date.
- 4. Treasurer / Website / Membership (Rachel)
 - a. Treasurer / Fund Development
 - i. Responses from Fund Request Letters? None so far
 - ii. Christmas in July party discussion...
 - iii. SWE T-shirts w/ logo – pursue order based on funds (Qty = 20)?
 - 1. Rachel has worked on logo and sent out an email re: choices of logos for shirts
 - 2. Lee Ann will order 30 T-shirts. Still discussing what sizes to order.
 - b. Membership Committee
 - i. Mother / Daughter Banquet
 - 1. Has speaker been officially invited? Kristina to send letter to Sara Shunkwiler
 - 2. Target cost / member & non-member? Actual cost is \$20 per person, we’ll collect \$25 per person to help raise funds.
 - ii. Networking event update – target date, etc? We discussed, perhaps July, but not if we want to include OSU SWE members, then decided to table this until the Fall and then try to get some corporate sponsor help with the event.
 - iii. Birthday Cards? Rachel is working on these this week.
 - c. Toy Challenge update – set date for final presentation to SWE members?
 - i. We need fund raising for the Toy Challenge. Perhaps in April a car wash or bake sale or candy bars sale (if kids can sell at their school).
- 5. COR (Lee Ann)
 - a. Next COR Report due: 4/28/05
 - b. BHAG report / update. Lee Ann has brainstorming notes from the discussion held at the regional conference and is working on this.
 - c. Phone follow up of fundraising letters? How to proceed? Still discussing.
- 6. Girl Scouts / Outreach (Suzanne)
 - a. “Introduce a Girl to Engineering” report. Sara’s mother called Suzanne; Sara was unable to make the scheduled visit to Suzanne’s office for this event.
 - b. Longerberger Basket Tour Update. To see actual production we would have to tour during normal business hours during the week. That’s not practical for our group, so we discussed going to a “demo” on a Saturday (9-5) or Sunday (12-5). This way you can see demo, then make your own basket (if you want) for \$61. Kristina will send out a mass email to SWE members. If >5 say yes,

we'll do this the same day as one of our next two EC meetings (April 2 or May 7), having our EC meeting just before (at restaurant near Longaberger).

7. Student Liason (Tricia)
 - a. Student / Professional BBQ update. We plan to focus on students in Columbus, such as DeVry.
 - b. Tricia will contact some of our MAL's to help out with students in SWE groups not so close to Columbus, like Cedarville, Findley, Bowling Green, etc. Perhaps some of these are also closer to other SWE Professional Chapters, like the Dayton chapter.

Event Updates:

Membership Meetings*: Note: Drop off garage sale items and used cell phones!

1. Table Topic: Rachel Lewis (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: Suzanne Singhas (suzanne_singhas@ham.honda.com) by TBD.
2. What: Denison Industries (Marysville)
Who: SWE Members and Friends & Family of SWE Members
When: TBD (Spring 2005, perhaps May)
Cost: TBD
RSVP: Lynne Waldron (lynne.m.waldron@delphi.com) by TBD.
3. What: SWE BBQ
Who: SWE Members and Friends & Family of SWE Members
When: Saturday, July 16th, 12 pm
Where: Becky Blust's House (London, OH)
Cost: TBD (bring a pot luck dish and \$ for portion of items purchased by Becky)
RSVP: Becky Blust (rblust@udayton.edu) by TBD.
4. 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: \$25 per person
RSVP: Rachel Lewis (rachel.30.lewis@earthlink.net) by TBD.

Student / Professional Joint Activities:

1. What: Student / Professional BBQ
Where: Park of Roses (Columbus, OH)
When: TBD (late April 2005)
RSVP: Tricia Fought (pfought@columbus.rr.com) by TBD.

Girl Scouts / Outreach:

1. What: Toy Challenge Student Presentation & Pizza Party
 Details: Our SWE Section is currently sponsoring two teams of 6th graders working to invent a new toy concept. The teams are planning to present their toy designs to our SWE section, followed by a pizza party.
 When: April/mid
 Contact: For more information, contact Rachel Lewis (rachel.30.lewis@earthlink.net).
2. What: Cell Phones For Life
 When: Tuesday, April 12th @ 7 pm
 Drop off old / used cell phones as donations at the April Membership Meeting.
 Contact: Lynne Waldron (lynne.m.waldron@delphi.com) for additional details.
3. What: Engineering Career Day for Young Women (Abby Fry may speak at this)
 (<http://www.goodyear.com/careerday/pbInforegistration.html>)
 Details: Seeking women currently in engineering or technical fields to participate as panelists, to speak briefly about their education and job experiences, encouraging the young women in attendance to prepare for or select a career in math/science/engineering.
 Where: Goodyear (Akron, OH)
 When: Saturday, April 30th
 Contact: Brandy Moorhead (brandy_moorhead@goodyear.com) Phone: (330) 796-6372

Fund Raising Effort:

1. What: Pampered Chef catalog party
 Where: Lynne Waldron's House (Dublin)
 When: Sunday, April 10th, 2 pm
 RSVP: Lynne Waldron (lynne.m.waldron@delphi.com) by April 1st.
2. What: SWE 2nd Annual Garage Sale
 Where: London, Ohio (Rebecca Blust's House)
 Details: Donation drop off available at the April 12th membership meeting.
 When: May 21, 2005; 9 a.m. – 3 p.m.
 Contact: Rebecca Blust (rblust@udayton.edu) for more details.

FY06 Elections:

Nomination Instructions:

- Please send nominations to kkennedy@oh.hra.com between 4/3 – 23.
- Please be sure to include in your nomination, name & e-mail address of nominee.

Voting Instructions:

- The FY06 Elections will be held May 1 – 15th w/ on-line voting.

New Officer Instructions:

- New officers can expect to take over on June 1st!
- The FY06 President will be responsible for organizing a new officer / goal setting meeting in June.

*See detailed descriptions of the positions on the Central Ohio web site: <http://www.swe.org/RegionG/CentralOhio/officers.html>

Respectfully submitted,
Lynne M. Waldron
Secretary, Central Ohio SWE
March 9, 2005