

SOCIETY OF WOMEN ENGINEERS
CENTRAL OHIO EXECUTIVE COUNCIL MEETING – FY06 MEETING MINUTES
March 12, 2006

Peggy's home, 2:00 – 3:00 p.m.

Attendees: Lee Ann, Anna, Suzanne, Jessica, Peggy, Lynne

Council Updates:

1. President (Kristina) – Absent
 - a. Next EC meeting
 - i. **April 8, 2006, at Lynne's home**
 - ii. Time: 9:30 – 11:30 a.m.
 - b. ONLINE CALENDAR UPDATES
 - i. Continue updating with activities, or email Rachel for help.
 - c. FY06 end-of-year banquet
 - i. April 29 at Spaghetti Warehouse, 7-9 p.m.
 - ii. Jessica will work on favors from Bath & Body Works (discount).
 - iii. Lee Ann will help with certificates of appreciation.
 - iv. Rachel is working on design / logo for invites – due Feb/end
 1. RACHEL – Please send to KK ASAP!
 - v. I plan to send invites March/beginning using E-VITE by March/end.
 1. Anna – can you help me with this???
 - d. Succession Planning
 - i. Potential other members interested in board positions: Tamara (from Dayton), Kari (works with LAS, committee chair?), Sherry Fields, Nicole, Inaas Darrat
 - ii. Potential officer positions for FY07 – Please spread the word and encourage new SWE members to consider running for a position this year! It would be great if we had at least (2) members running for each position!!!
 1. President – Lee Ann Schwope & Anna Shumpert
 2. VP – Jessica Flasche
 3. Sec. – Lynne Waldron & Elizabeth Widman
 4. Treasurer – Anna Shumpert & Nicole?
 5. COR – Meghan Roe
 6. Membership – Suzanne Miller & Inaas Darrat?
 7. Student Liaison, Outreach/Girls Scouts –Kristina Kennedy
 8. Newsletter – Peggy
 - e. Regional Conference in Cincinnati (March 3 – 5th) (233 attendees)
 - i. Lynne will put together a report of the weekend events and submit to Peggy for the next Newsletter
 - f. Upcoming Membership Meetings
 - i. Wednesday, MARCH 22nd @ 6:30 – 7:30 pm at Don Pablo's (Olentangy River Rd)
 1. Speaker: Rachel Lewis on PE Requirements / Special Guest is Glenda LaRue, PE
 2. I have reserved a "private patio" area that seats up to 50 and have requested RSVP's be sent to me for a better headcount.
 3. So far, I only have (3) RSVP's...please remember to RSVP to me!
 - ii. Wednesday, MAY 17th @ 6:30 – 7:30 p.m. at Fuddrucker's on Fishinger Road
 1. SWE Fundraiser night, too? Need to reserve back room
 2. Speaker: Meghan Roe on Environmental Engineering, impact on industry, and Recruiting Leadership for FY07 Elections
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. Victoria's Secret Tour
 - i. 20 attendees: 11 SWE professionals, 1 SWE student, 1 SWE/IIE and 7 IIE.
 - ii. We got \$45 income from the event
 - iii. Had more than 20 RSVP, but it was limited to 20
 - iv. 15 people attended the social hour at Bon Vie afterwards
 - v. Will submit summary to Peggy for newsletter
- c. 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. IIE joint events
 - i. 7 IIE members attended Victoria's Secret warehouse tour February 22.
 - ii. We will also invite them to help out during Komen Race for Cure event
 - iii. Considering wine tasting party in June
 - 1. Will contact Camelot for available dates, costs

4. Treasurer (Meghan)

- a. Treasurer / Fund Development
 - i. Treasurer's Report
 - 1. Account Balance: \$ _____
 - 2. Funds Raised : \$ _____
 - 3. Costs: \$ Region G Conference costs for members attending?
 - a. Lynne, Kristina, and Rachel will be reimbursed for gas and hotel costs. Please submit receipts to Meghan.
 - 4. Discussed changing account to a business account with US Bank to a business account to receive a debit card. We need to show the bank the minutes from this meeting to show all executive council members are aware of the change. This new type of account will not affect our non-profit status. The only charges that would be incurred would be if we have >150 transactions/month, which we never do. I think this will make it much easier for the following treasurer's to deposit money.
 - ii. Fundraisers
 - 1. T-shirt order status
 - a. For sale at \$15 each
 - b. New sales? _____. Pictures in newsletter should help. Let's push at next meetings!! _____
 - 2. Membership meetings – continue to charge \$5 per member. We will start giving receipts since \$5 donation can be tax deductible for members.
 - 3. Resubmit for another Max & Erma's fundraiser:
 - a. M&E's allows two per year
 - b. Considered downtown location in February 06, but didn't get it, trying for possible April fundraiser Submitted for April fundraiser. Two week deadline from submittal was 2/15/06. I will follow up with another call on 2/20. I have also submitted a fundraising inquiry with Fuddruckers.
 - 4. 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)

- a. 2006 SWE Professional Development Conference (Columbus) report.
 - i. Discussed at region G meeting at National Conference
 1. High interest
 2. Survey to be circulated to region G prior to 14th of November
 - ii. Jessica and LAS discussed at Cincinnati Regional Conference
 - iii. May use Limited conference rooms and Hilton East hotel at Easton
 - iv. PD conference postponed until Spring 07
 1. Committee: Lee Ann, Meghan, Jessica & Anna

6. Membership (Anna)

- a. Membership update
 - i. 49 - paid members to date
 1. 1 new members, 0 members dropped
- b. New member packets
 - i. Ready to distribute when new members arrive.

7. Newsletter (Peggy)

- a. Next newsletter deadline: Monday, April 10, 2006
- b. Newsletter articles:
 - i. President's Pen (Kristina)
 - ii. Spotlight on Inaas Darrat
 - iii. T-shirt sales – Meghan
 1. will ask Rachel if picture link available yet
 - iv. New Member Welcome (Anna)
 - v. Treasurer's Report (Meghan)
 - vi. Regional Conference Report (Lee Ann and / or Lynne) – next month
 - vii. March Membership Mtg Recap (Anna)
 - viii. May Membership Mtg Announcement (Kristina)
 - ix. End of Year Banquet Announcement (Kristina)
- c. Membership Survey
 - i. This was posted on website in past and included in newsletter
 - ii. Rachel will print and bring some to the March 22 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. Additional Science Fair support needed within the community
 - i. 2 SWE members (Inaas and Suzanne) and 3 friends of SWE members helped judge the Westerville Big Walnut Middle School Science Fair last Saturday, 3/4. There were over 80 exhibits on display – the judges were busy!
- b. 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, get bottles of water and granola bars, etc., at Sam's Club – approx.\$100 donation
- c. Girl Scouts
 - i. SWE partnering with OSU WiE to develop program – event will consist of Honda tour and hands-on activity. Activity will involve girls building an electric car. Event date set for 10/20 at Honda ELP plant.
- d. From Kristina: Columbus Public Schools is looking for professional volunteers to judge "Invention Convention" on Tuesday, April 11th at the Aladdin Shrine Temple (near Easton) @ 9 – 11:45 am. Will pass along additional details, when I get them.
 - i. Concerns: It's a weekday, so we may not get much interest, but we can at least put the word out

9. Webmaster (Rachel) Absent

- a. CPD's
- b. Post latest newsletter on website

