

SOCIETY OF WOMEN ENGINEERS
CENTRAL OHIO EXECUTIVE COUNCIL MEETING – FY05 MEETING MINUTES
October 15, 2005, 8:30 – 10:00 a.m.

First Watch – Hilliard

Attendees: Kristina, Anna, Lee Ann, Peggy, and Lynne

Council Updates:

1. President (Kristina)
 - a. Corporation Survey Website
 - i. Honda R&D has completed the online portion of the donation process, after completing our web survey. They have agreed to donate \$500 to our Central Ohio Section.
 - b. Next EC meeting – November 12
 - i. Time: 8:30 a.m.
 - ii. Location: Polaris Panera Bread
 - c. National Conference attendance status
 - i. Kristina will attend as a recruiter for Honda
 - ii. Lee Ann will attend, arriving on Wednesday of that week.
 - d. Nominees for SWE Regional Leadership roles
 - i. Nominations are due by end of November.
 - ii. We agreed NOT to submit a nomination this year.]
 - iii. We will discuss this again during our Executive Council FY07 succession discussion
 - e. ONLINE CALENDAR UPDATES
 - i. Continue updating with activities, or email Rachel for help.

2. Vice President (open)
 - a. Kristina nominated Jessica Flasche for this position.
 - b. After discussion and voting, we agreed to have Jessica fill this position for the remainder of FY06.
 - c. Kristina will email Jessica, meet with her for an orientation, and get a bio to add to our website.

3. Secretary (Lynne)
 - a. Meeting attendance tracking.
 - i. Anna will fill in Microsoft Excel spreadsheet for attendance tracking, using meeting minutes for names of attendees.
 - b. Agenda requirements:
 - i. At our June meeting for FY06 planning, we agreed the position of Secretary would:
 1. Email officers with an agenda draft ONE WEEK before each Executive Council meeting
 2. THEN, TWO DAYS before the meeting she will email the final agenda to each officer.
 - ii. In order to do this, Lynne will need officers to reply back at least THREE DAYS prior to the meeting to allow her one day to edit and re-send agenda to all officers. Updates by Wednesday at 5:00 p.m. would be great.

4. Newsletter (Peggy)
 - a. Next issue to be published October 17
 - i. Submit articles to Peggy by today, she is working on the newsletter tonight.
 - ii. Newsletter to be sent to Rachel Sunday for web posting on Monday, October 17, 2005.

5. Treasurer /Fund Development (Meghan, absent, submitted updates)
 - a. Treasurer / Fund Development
 - i. Treasurer's Report
 1. Account Balance: \$1,124.13 in our account
 2. Funds Raised
 - a. Mother Daughter Banquet -- \$130
 - b. Membership Rebate -- \$27

- c. September Membership Meeting -- \$2
 - 3. Costs: \$324 for T Shirts (3 sold so far, offsetting this by \$45)
 - ii. Max & Erma's fundraiser – THIS THURSDAY!!!
 - 1. Date: Thursday October 20 at Hilliard location. Time we'll be there? 7?
 - 2. Our SWE section will receive 20% of profits from all orders with the SWE flier.
 - 3. Flyer copies were passed out at Membership meeting September 28.
 - 4. Rachel or Kristina – send email to our section as reminder?
 - 5. Lynne sent flyer to IIE members, too.
 - iii. Other fundraisers
 - 1. Membership meetings – continue to charge \$5 per member.
 - a. Meghan sent letters to 10 stores (Bath & Body Works, CO Bigelow, Bed, Bath & Beyond, etc.) in the area to get raffle prizes for next meeting.
 - b. Suggest we charge \$5 for 1-2 tickets for a “raffle basket” and raise more money.
 - 2. Pampered Chef party at Peggy's – Considering March date now, a Sunday afternoon
 - 3. Casino Night/Poker Night?
 - a. Everyone chip in \$25 and we donate all \$ to SWE
 - b. Prizes could be raffle baskets, like those for the November meeting.
 - c. Meghan could host at her apartment, or someone can volunteer their home.
 - d. Kristina offered to host this, too. She will review with Meghan and report back at our November meeting.
 - iv. Corporate sponsorship.
 - 1. Lynne contacted Delphi, who has already given \$600 this year to WiE this year and won't be giving to our SWE section.
 - 2. Suzanne is pursuing corporate donations from Honda Manufacturing.
 - 3. No other employers have committed to donations yet.
 - v. Golf Tournament in Fall '06?
 - 1. Keep in agenda till Fall '06.

6. Membership (Anna)

- a. New member packets
 - i. Contents include letter from Anna, our brochure, SWE professional brochure, membership application form
 - ii. Ready to distribute when new members arrive.
- b. Mother / Daughter Banquet
 - i. 26 Attended, 24 adults and 2 kids.
 - ii. See article in our newsletter.
- c. Post card reminders will be sent to members re: our November 16 membership meeting.

7. COR (Lee Ann)

- a. 2006 SWE Professional Development Conference (Columbus) report.
 - i. Web survey approved by Region Governor Mary Ann Walsh and Helen.
 - ii. If they don't send it out, Lee Ann will ask Rachel to send out to Region G.
- b. BHAG updates
 - i. BHAG – Transend the need for the W in SWE
- c. T-shirt order – status
 - i. T-shirts arrived before Membership meeting and 4 were sold that night.
 - ii. T-shirts available for sale at \$15 each.
- d. November 16 Membership Meeting update
 - i. OSU Professors “Spotlight”
 - ii. Location: TGI Friday's in Hilliard, off of Fishinger Road
 The panel will include: **Dr. Patricia Morris**
Materials Science and Engineering Professor
Dr. Mary Juhas
Senior Assistant Dean for Diversity, Outreach and Communications in the college of engineering
Glenda LaRue

Director of the Women in Engineering program

All three of our panel members will briefly describe their educational background, work experience and how they achieved their current position. Following will be a question/answer session and open topic candid conversation.

8. Girl Scouts / Outreach (Suzanne, absent, submitted updates)

- a. COSI event report -- October 8
 - i. The event was a huge success. Over 250 local girls signed up for the day long-event. They had numerous hands on activities throughout the day and then attended various panels on different types of actual engineering jobs. I spoke on what an engineer could do at Honda during new model development for one of the panels. The girls seemed genuinely interested and asked great questions (including "Can a girl really be an engineer?"). We were able to get the Region to donate 200\$, but our section couldn't contribute anything due to limited funds. As a result, SWE was listed as a sponsor on both the t-shirts and programs. I spoke with Carolina Desmone at length about applying for more support next year on the national level. Since we've had 1 successful event already, she thought it may be easier. I'd also like our section to support more on the financial and manpower side of things for next year. We had 1 volunteer - myself - who ! participated. The local OSU WIE/SWE group had many members there to support. It makes it hard to volunteer support as a section and then have no one volunteer / show up!
- b. Future City events update.
 - i. On Saturday I met with Lisa **Huelskamp** , the Ohio Region Future City director. She spoke highly of Peggy! I'd like to talk to Peggy a little more about this, but from what I understand from Lisa, they need 1) Engineers to help mentor a school group (from around now till Jan) and 2) Judges for the actual competition. I'm sure we could try to get support from our membership for judges for the competition. For the mentor, she said 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 them the appropriate contact. Myself and/or Peggy could talk to Lisa and see how many judges they may need a little closer to the actual event. I think that may be realistic for us to ! support.
- c. Additional Science Fair support needed within the community
 - i. Get contacts at local schools – no update. Suzanne will start calling schools now. She knows a few teachers at Columbus Public. Other EC members to pass along contact info to Suzanne.
 - ii. Suggest we contact Columbus School for Girls
- d. Topics tabled till spring: Race for the Cure?
 - i. We are in the database for "Race for the Cure." May 16?
 - ii. I'm expecting to hear something this month. I'll follow up with them in November if I haven't heard anything.

9. Student Liaison (Tricia)

- a. Joint OSU/Professional SWE seminar. Topic: Stuff You Didn't Learn in Engineering School.
 - i. WAS cancelled due to cost
 - ii. Kristina negotiated with the speaker and got a discount offer.
 - iii. 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. Fall event – set date and activity (Plant Tour – Anthony Thomas, Anheuser Busch?) Nov 12.
 - 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.

10. Webmaster (Rachel)

- a. Post Max & Erma's flyer on the website -- DONE
- b. Add submit button to corporation survey on website -- DONE

Event Updates:

Membership Meetings:

Nov. 16	Speakers: OSU Professors	Topic: "Spotlight" Location: TGI Friday's in Hilliard
Jan. 26	Speaker: Sara Shunkwiler	Topic: Career Changes
March 22	Speaker: Peggy Flaherty	Topic: Public Speaking Skills (Toastmasters)
May 17	Speaker: Meghan Roe	Topic: Environmental Engineering, impact on industry

Other speakers: Speaker: Mary, Anna's mentor Topic: Quality

Special Events:

1. What: Fundraiser
Who: Max & Erma's
When: Thursday, October 20, 2005, all day
Where: Hilliard M&E's
Cost: We get 20% back from profits due to our flyers

Respectfully submitted,
Lynne M. Waldron
Secretary, Central Ohio SWE
October 20, 2005