

SOCIETY OF WOMEN ENGINEERS
CENTRAL OHIO EXECUTIVE COUNCIL MEETING – FY06 MEETING MINUTES
September 6, 2006

Lynne's home, 6:30 – 8:30 p.m.

Attendees: Lee Ann, Jessica, Lynne, Suzanne, Kristina, Peggy, Inaas (on phone)
(UPDATED September 19, 2006)

Goal: Calendar Planning for FY07

Event Updates:

1. Mother Daughter Brunch – SM, LAS, JF
 - a. 11:30 a.m. – 1:00 p.m., November 11, 2006
 - b. Columbus Athletic Club
 - c. Cost will be \$25 - \$30 per person
 - d. Suzanne working on meal options, which will be included on invitations: 1 salad, 2 sandwich options, 3 dessert options
 - e. Jessica working on invitations, requesting each member to submit mother/daughter photo
2. Membership Meetings – SM
 - a. Dates, Locations and topics (times will be 6 p.m. social hour, 7 p.m. presentation):
 - i. Sept. 19 -- Polaris, at Martini's
 1. Topic: Welcome to SWE
 2. Speaker: Lee Ann Schwope
 - ii. Oct. 18 -- The Columbus Maennerchor, 966 S High Street
 1. Topic: Technical Bridge Design - Columbus Engineering Consultants program review.
 2. Speaker: Elizabeth Widman and her boss
 - iii. Nov. 16 -- Dublin, at Mary Kelly's
 1. Topic: Project Management
 2. Speaker: Jessica Flasche to get speaker from PMI
 - iv. Jan. 16 -- Worthington, at Winking Lizard
 1. Topic: Potential topics include Mentoring, Leadership, and Engineering vs. Management.
 2. Speaker: **NEED** speaker
 - v. Feb. 15 -- Gahanna/New Albany, at Champps or GameWorks
 1. Topic: Public Speaking Skills
 2. Speaker: Jessica Flasche
 - vi. Mar. 13 -- Campus area, at Buckeye Hall of Fame or Faculty Club
 1. Topic: OSU Panel
 2. Speakers: Kristina Kennedy to get 2-3 OSU reps
 - b. Members will pay \$5 for meeting attendance.
 - c. We decided on a \$2 discount for wearing SWE logo T shirt to meetings.
 - d. Social hour from 6-7 p.m. Meeting presentations start at 7 p.m.
3. Outreach Activities – KK
 - a. Oct. 20 – Gearing Up! (SWE – Girl Scouts __ OSU WiE) Full day event at Honda East Liberty Plant with Girl Scouts ages 13-17. KK to attend meeting with Girl Scouts on 9/13/06.
 - b. Nov. 4 – Girls Explore Engineering! Full day event at COSI with middle school girls. Information available on COSI website.
 - c. Jan. 20 – Future Cities Competition at COSI will need judges
 - d. Feb. 24 – Introduce a Girl to Engineering Day – ½ day event at OSU with local 3rd – 6th graders, parents and teachers

4. Collegiate Activities – MM (absent, no update)
 - a. Inviting college SWE members to our membership meetings
5. PD Conference – LAS, JF
 - a. June 1-2 at the Hilton @ Easton
 - b. Jessica toured Hilton to review facilities for conference.
 - c. Hoping to get Abbott to host a conference room, LAS sent letter.
 - d. 9 RSVP's so far, most from Abbott
6. E-Week – AS (absent, but sent email report for meeting)
 - a. E-Week is Feb. 18-24, 2007

7. Joint Events with IIE – LW
 - a. **SEPTEMBER 14, 2-5pm: Process Improvement Event at Ohio Health.** Dave Rice, PE and IIE Chapter #1 member, is hosting a process improvement presentation. The meeting place is Riverside Hospital in Columbus. Agenda as follows:
 - i. Introductions
 - Brief Welcome from Hospital Leadership
 - Discussion of Problem Solving Methodology
 - Case Examples (Currently Pathology, Surgery, and Patient Flow)
 - Tour of Pathology
 - Questions and Answers
 - ii. RSVP is due by Tuesday, September 12 to Russ Ballard at ballard.11@osu.edu.
 - b. **OCTOBER 5, 6-8pm: Problem Solving Event at Honda.** Jordan Green, IIE member, is hosting this tour. The meeting location is the Marysville Auto Plant in the MAP Auditorium.
 - i. There will be a presentation from IIE member Tim Leopold, an Ohio University Alumni, related to IE techniques used at Honda. There will also be a tour of the auto plant with the area of focus coming from the presentation. After the tour there will be time for pizza, chips and sodas. Make sure you're on time - the event will start promptly at 6pm!
 - ii. RSVP is required by September 26; please send your name, occupation, and school/company to Russ Ballard at ballard.11@osu.edu.
 - c. **NOVEMBER (date, location, and time TBD): Material Handling Problem Resolution.** What a fantastic opportunity! Susan Shields, Warehouse Equipment Inc. (WEi), is working to setup a dinner and presentation.
 - i. **Members are encouraged to submit a m-a-t-e-r-i-a-l h-a-n-d-l-i-n-g problem to Sue at sshields@weinet.com or call her at (513) 288-2388. WEi will choose two actual cases to discuss at this event.**
 - ii. Solutions on how to become more efficient and productive and budget costs for those solutions will be presented at the meeting in an open forum. See more details in the attached zip file.
 - iii. **The deadline for submitting your problem to Sue is October 15th.** You may RSVP to schroerb@histat.com to reserve your place.

Business Updates

1. Corporate Sponsorship – JF
2. COR Report – MR
 - a. National Issues – on SWE website
 - b. Report to Region G Governor

3. Treasures Report – ID (on conference call)
 - a. Need Fuddrucker’s response with \$ for fundraiser held there
 - b. Meghan to send report to Lynne**
 - c. Meghan to meet with Inaas and turn over bank account information**
4. Newsletter – PF
 - a. Need articles sent to her by October 2.
 - b. Lee Ann to provide online newsletter software information to Peggy
 - c. Newsletter articles:
 - i. President’s Pen (Lee Ann)
 - ii. Spotlight on ????
 - iii. T-shirt sales (Inaas/Meghan)
 - iv. New Member Welcome (Suzanne)
 - v. Treasurer’s Report (Inaas/Meghan)
 - vi. September Membership Mtg Recap (Lee Ann to send pictures, Lynne to submit minutes)
 - vii. October Membership Mtg Announcement (Suzanne)
 - viii. End of Year Banquet Announcement (Lee Ann)
 - ix. Outreach events (Kristina)
 - x. IIE/SWE joint events (Lynne sent email list to all officers, including Peggy on 9/7/06)
 - xi. SWE National Conference ??
5. Website – RL (absent)
6. Bylaws – JF
 - a. SWE professional template for bylaws has been released.
 - b. Jessica will draft our bylaws, submit for approval, then present to us for a quorum (at least 2/3) vote.
 - c. Jessica reviewed template and some of the draft, such as:
 - i. List of permanent officers: Pres, VP, etc.
 - ii. Election Process
 1. 3 person nominating committee
 2. Slate submitted to membership by April 15
 3. Additional candidates deadline (by petition) April 30
 4. Then membership can vote online
7. Next planning meeting – LAS
 - a. Oct 8, 5:00 p.m.
 - b. Panera Bread, 875 Bethel Road, Columbus, OH (614) 457-6800
 - c. Michelle is hosting
8. Calendar
 - a. Lynne to update FY07 calendar with corrections from this meeting.

Respectfully submitted,
Lynne M. Waldron
SWE Section G001 Secretary
September 19, 2006