

## Meeting Minutes

SWE Kick-off meeting September 19, 2009 at Orion Conference Center, Bay Area Blvd

Attendance 4 officers 6 members/guests

Start 9:20

### Officer introductions

- Laura
- Kellie
- Lora
- Yvonne
- Cami – by proxy

### Introduction to SWE 9:30

- History
  - Bonnie Dunbar
- Background and mission
  - Even men – especially at the national level
  - Leadership growth opportunities
- Mission
- Objectives
  - Assist women in return to active work
  - Need to promote Engineering, Science, and Math

### Introduction to SWE-TSC 9:40

- Local educational and service events
  - Science fairs
  - Future cities
  - NASA Competitions
- SWE Houston joint events (we were somewhat of a spinoff)
  - Question on Houston Engineering Council?
  - Not our section, but SWE-HA
- Other events
  - Happy hours, etc.
- List of regular events
  - Luncheons
    - Hope to have evening
  - Joint events with SWE-HA
  - Conferences
    - Regional in Dallas this February
    - 10.000 to 15.000 at the national conference

- Educational and continuing development events
  - General membership
  - SWE vitality retreat
  - SWE Webinars
- Showed the SWE website
- Showed the SWE-TSC website
- Where we fit in the National
  - Region C Section 8
  - Charter 2004
  - South of 225 and East of I-45
  - Our schools
    - TAMU-Galveston
    - UHCL
- Members need to make sure which section they are a part

Break 10:03

Resume 10:18

Committees and Tasks 10:19

- Needing Volunteers
  - Education Coordinator/Committee
    - Engineering week
    - School liaison
  - Continuing development Programs
    - Leadership development
    - Lifework
    - Speaker database
  - \*Fundraising
  - \*Marketing Tasks/Committees
    - Getting the name out e.g. pencils
  - \*Membership Committee
  - \*Publicity
    - Website
    - Newsletters
  - Outreach, Luncheon, & Social Events
    - Membership events
    - Luncheon
    - Social Event Coordinators
    - Holiday outreach event
    - Year-end Awards Banquet
  - Officer Nomination
    - Short-term in the Spring
  - Historian
  - Student/Collegiate Section Liaison

Idea: Jess – Someone to keep track of what the opportunities and when they are?

A: Lora to review the Mega Issues and get them in the newsletter

Kickoff the brainstorming 10:30

LV: What is your vision for the section?

Counter from Amanda:

What do the officers see?

LL: What do we do to get more people involved?

College experience is “Free Food”.

Tess: Issue – trying to get on the listserves

JSC today – getting it out in time.

Be flexible for the different member types

Different events.

Get a few more events into Pasadena

Lectures

“Sponsored by SWE”

“Sponsoring” for the catering

Outdoor events

BBQ

Weekend getaways “retreat”

Employment

Seminar

Résumé updating

Job Fairs

Joint events to spread out costs

Not just in engineering – American Business Women’s Assoc

Engineering Connections Dinner

Professionals from various companies

Tutoring/Mentoring

HS

Colleges

Classroom opportunities

Helping kids out with their science fair project

“Dress for Success”

Luncheon – wrong people to ask are here.

Utilize the NASA Education Office

Speaker’s bureau

## **Volunteers**

### **Social Committee**

**Amanda Young, amanda.m.young@nasa.gov;  
Mody Niyati, nsmody1@gmail.com**

### **Education Committee**

**Tess Caswell, tess.e.caswell@gmail.com;  
Jess Tramaglino, jrfd09@gmail.com**

For the December event

Get the professionals into the schools a bit earlier to get a rapport with the girls

Anita Gale has volunteered her house to this event

Habitat for Humanity

## **Speakers**

Astronauts

Need to be flexible, long lead-time

Flight Directors

Engineering Backgrounds

Entrepreneurs

Debbie Crop from MRI

Life-work Balance

Ideas for Pasadena 11:13

Door Prize Drawing 11:15

Adjourn 11:23