

## 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**

**Mody Niyati**

### **Education Committee**

**Tess Caswell**

**Jess Tramaglino**

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