

**Society of Women Engineers – Rochester Section Meeting Minutes**  
**09/10/2013**

- I. **Call to order:** Carol Richardson called to order a meeting of the Rochester Section of SWE at 6:00 p.m. on September 10, 2013, at RIT. The following persons were present: Susan Aurand, Jodi Carville, Marca Lam, Carol Richardson, and Mary Steblein.
- II. **Approval of minutes:** The minutes for the 07/09/2013 meeting were approved unanimously with minor changes.
- III. **Treasurer report:** J. Tyson sent the budget for August 2013 and September 2013. Both were unanimously approved. The tax exempt paperwork is being filed. Financial report due dates are added to the working calendar.
- IV. **Section Report:** Section report is due 09/15/2013. Other section report due dates are added to the working calendar.
- V. **Calendar:** The calendar is up to date and has all report due dates included.
- VI. **Old Business:**
  - a. SWEeter data base – SWEeter lost its funding and is no longer operational.
  - b. Membership – C. Hanzlik sent latest report. Need to get list from SWE since some of the 52 members listed under Rochester Section are probably students.
  - c. SWE shirts – order forms are available. Finalized design of logo.
  - d. Habitat for Humanity, Women Build – C. Richardson to approach Courtney Reich to lead. Otherwise approach Justine Converse, Danni Walters and/or Rebecca Glitch, who are all new professional section members.
  - e. Website – application for SWE sponsored website is in.
  - f. Fundraising – participating in ROC-the-day on 12/11/2013. J. Carville will help set up marketing piece.
- VII. **New Business:**
  - a. RES Article – remove women build item, otherwise ready for print.
  - b. Goals for FY14 – worked on list and updated for FY14.
  - c. Scholarship – J. Christman agreed to continue as awards chair.
  - d. October executive meeting – C. Richardson will be out of town. J. Carville to run meeting.
  - e. Professional Networking Day at RIT-CAST – not interested this year.
- VIII. **Programs:**
  - a. Discussion about food to serve at Sustainability Tour.
  - b. Combined AAUW event – SWE Panel on life balance.
  - c. Science Saturday – March 1 or 8, 2013 are requested dates. Do same activity as last year, but engage more professional members.
- IX. **Adjournment:** C. Richardson adjourned the meeting at 7:18 p.m.

**Minutes submitted by:** M. Lam