

**Society of Women Engineers – Rochester Section Meeting Minutes**  
**10/15/2013**

- I. **Call to order:** Carol Richardson called to order a meeting of the Rochester Section of SWE at 5:45 p.m. on October 15, 2013, at RIT. The following persons were present: Susan Aurand, Marca Lam, Carol Richardson, and Jacqueline Tyson.
- II. **Approval of minutes:** The minutes for the 09/10/2013 meeting were approved unanimously.
- III. **Treasurer report:** Dues rebates have been received. C. Richardson was reimbursed for pizza from last event, and budget will be changed to reflect money collected from non-members. The budget was unanimously approved with the minor revision.
- IV. **Tax Exempt:** Tax exempt number came in. J. Tyson will fill out form, scan and send to committee. When the website is active, M. Lam will put online with password protection.
- V. **Financial Audit:** A date needs to be set for the financial audit. M. Lam volunteered the meeting to be held at her house.
- VI. **Section Report:** Section report was sent in by M. Steblein, and she voted on the motion.
- VII. **Calendar:** The calendar is up to date and has all report due dates included. Science Saturday has been confirmed with the RMSC.
- VIII. **Old Business:**
  - a. September meeting was very successful.
  - b. Membership – C. Hanzlik to contact dropped and new members. When the new website is operational, will put member names and emails online in password protected section.
  - c. RES – SWE still pays for printed copy of RES journal, which is now online. Should SWE continue to pay for paper copies?
  - d. SWE shirts – J. Carville has shirts for pick-up.
  - e. Habitat for Humanity, Women Build – C. Richardson tried to contact Courtney Reich to lead, but has been unsuccessful. Will approach Justine Converse and Danni Walters.
  - f. Website – The committee approved the preliminary site, and M. Lam to contact SWE to go live.
  - g. Fundraising – participating in ROC-the-day on 12/11/2013. Information ready online.
- IX. **New Business:**
  - a. SWE President Meeting Report – C. Richardson participated in meeting. Section should never pay for Outreach, but submit request through SWE for funding the month the event is held. Also, SWE-Rochester can contact United Way to get on their list of official donation-accepting organizations.
  - b. UofR – reach out to student section for meeting on Sunday, 12/08/2013.
  - c. RES page – include ROC-the-Day, UofR program, SWE scholarship information.
  - d. There will be no January meeting.
  - e.  $\Delta\Sigma\Theta$  Sorority's  $\Delta$  Academy  $\Delta$  GEMS event – To be held 02/08/2014, MCC Building 10, Room 158. J. Tyson is contact person.
  - f. February Fundraiser – avoid school break, Feb. 15-23, 2014. M. Lam to find out if can have during week of 02/10/2014.
  - g. Future meetings and events – March, April and May set up at this point.
- X. **Adjournment:** C. Richardson adjourned the meeting at 6:35 p.m.

**Minutes submitted by:** M. Lam