

Society of Women Engineers – Rochester Section Meeting Minutes
11/19/2013

- I. **Call to order:** Carol Richardson called to order a meeting of the Rochester Section of SWE at 5:35 p.m. on November 19, 2013, at RIT. The following persons were present: Susan Aurand, Jodi Carville, Cheryl Hanzlik, Marca Lam, Carol Richardson, Mary Steblein, and Jacqueline Tyson.
- II. **Approval of minutes:** The minutes for the 10/15/2013 meeting were approved unanimously.
- III. **Treasurer report:** D. Lubin still needs to send in the final report to close out the grant. J. Tyson to find out if this affects the Rochester Section's ability to get other grants from SWE. The budget was unanimously approved.
- IV. **Section Rep Report:** No report.
- V. **Financial Audit:** The audit will take place on 12/3/2013, at 5:30 p.m. at M. Lam's house.
- VI. **Calendar:** Science Saturday will be either March 1 or 8. Tactical plan, which shows how SWE-Rochester plans to implement the goals, was due to SWE Headquarters on 11/15/2013. The due date will be added to the calendar for future reference.
- VII. **Old Business:**
 - a. Gathering of Professional Women – C. Richardson attended. Main speaker a graduate of RIT-CAST. C. Richardson to follow up on how to become part of the planning board.
 - b. Membership – C. Hanzlik has been sending invitations to the events 3-4 weeks prior, with a reminder the week of. C. Richardson suggested sending invitations to join SWE to women engineers highlighted in the RES magazine.
 - c. SWE Habitat – C. Richardson invited D. Walters and J. Converse to be the lead for the Women Build project. D. Walters is looking for more information on what the role entails.
 - d. SWE Website Status – M. Lam reported the website is up and running. An event survey is on the front page to see what membership is interested in. M. Lam is to post the tax-exempt documentation on a password protected page.
 - e. Executive Meeting Dates – 02/18/2014 board meeting is cancelled. 03/18/2014 to be held as planned, with April 15th still to be decided. The Annual Business Meeting to be held on the 05/21/2014 or 05/22/2014 at the RYC
 - f. No other old business.
- VIII. **New Business:**
 - a. ROC-the-Day – J. Carville to send 3 templates to board. Templates used to send to personal network with reminders of when to send. 1st email to go out 12/02/2013, reminder email 12/06/2013 and 12/10/2013. Last email on ROC-the-Day 12/11/2013. M. Steblein to post to Facebook and administrator for LinkedIn also contacted to post voucher.
 - b. United Way – no report.
 - c. Other new business – J. Tyson to ask bank if have a system to deposit credit card charges, otherwise will use Paypal online to collect donations. AAUW-STEM – SWE has offered to share outreach activities developed by members if requested by the grant writing committee. SWE logo will be put on AAUW website. Uno DoughRai\$er – M. Lam to contact Uno for possible dates, 02/11/2014 or 02/13/2014.
- IX. **2013-14 Programs and Newsletter Ideas:**

Newsletter – January newsletter due to RES on 12/10/2013 and will include scholarship information as well as details on the 02/08/2014 event with Δ Academy/Δ GEMS.
- X. **Adjournment:** C. Richardson adjourned the meeting at 6:45 p.m.

Minutes submitted by: M. Lam