



Southeast Region D

Charlotte-Metrolina Section, D-002

Executive Council Planning Meeting

Minutes

13 July 2008

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1. Introduction

The Executive Council (EC) of the Society of Women Engineers (SWE) Charlotte-Metrolina (CM) Section met on 7/13/2008 at Scherer Memorial PCA, 4800 Charlotte Hwy, Lake Wylie, SC 29710 . The purpose of the meeting was for the executive council to get to know each other and plan for the next fiscal year.

2. Previous Business

Business items or motions that were discussed or passed via other means (ex. email, teleconference, etc.) since last business meeting:
None

3. Nine Squares

Each of the officers sketched nine pictures that allowed them to share more about themselves. Johari's window was explained with the goal of moving the group into more knowledge of self, and increased knowledge by other's of you.

4. Officer Training

Kerrie with input from Chris created a presentation based on the bylaws that included the duties and responsibilities for each officer position. Presentation is posted on the website and officers were asked to review the training and provide feedback.

5. Financial Policy

The financial policy was presented to the EC. Chris put in a motion to approve it. It was seconded by Angela. The vote was unanimous in approval. The policy will be available on the website. An internal audit will be completed towards the end of the fiscal year.

6. Communication Discussion Items

a) Sponsorship Package - We either need to develop a package or take the note off the website. Decision was to take it off the website and consider further the need for a sponsorship package. HQ has asked that sections not do general fundraising. Sponsorship should be requested for specific activities/programs.

b) Fiscal policy - debit/credit card will be requested for the account which will easily allow online banking. This was approved by consensus.

c) Organization chart - chart with committee chair reporting structure needs to be updated and available on website.

d) Website - We current hold two domain names - swe-cm.org and swe-cm.com. The swe-cm.com redirects to the org. There was discussion about whether we needed to keep both. The cost for the swe-cm.com is about \$8 per year. By consensus, it was decided to keep both. Kerrie also brought up the need for a SSL certificate since we do collect personal information over our website. It was decided since the cost was quite high to ensure that registration continue to be available by printing the form and faxing/mailing it so people who were concerned had an alternative.

e) Service to SWE award - This award was created this year by Mandi. There was a discussion on whether it should have a nomination process and criteria. Jennifer mentioned that when she and Mandi had discussed it, it was intended to be awarded as

deserved not every year by the President. The EC agreed that it should continue as first started and could be awarded by the president / EC as appropriate.

f) Communication - There was a discussion about whether emails should come from the swe-cm email address or the webmaster. It was decided that all emails should come from the section yahoo email. Officers have the login information so the EC can email through the account. If the need arises, officers can send emails from their subscribed email address as the posters list is enabled. Kerrie reminded all officers that any email sent to the section should have a note at the end that explains how a user can unsubscribe from the list serv. Kerrie will continue as our webmaster. The role of checking email will be split between the webmaster, Kerrie, and the secretary, Jennifer. Kerrie will be the primarily checker but Jennifer will supplement as necessary. There was a discussion about who should be the list serv administrator, the secretary or the webmaster. For the time being, Kerrie will continue to do this. In addition, we decided that the event coordinator would be responsible for sending out the evite for her meeting as necessary. Key info should be included in the preview screen so people get the basic information before clicking. Meeting notices should be sent out at least 30 days before the event to allow for submission to the Observer, Journal, News channels etc. A reminder should be sent a week before the event.

g) Only select officers have permission to download information from the membership database (unless they hold another position that gives them additional rights). For this year, the data officer will be the section rep, Angela, which will give her download rights. In future years, this should probably be the membership chair.

h) Kerrie sent out a note to the members asking them to submit their member profiles for our newsletter. At this time, only officers have submitted the information.

i) There are software requirements to maintain and update the templates for the website and newsletter. These options have significant cost, up to \$600. Jennifer will check with Mosaic on potential software packages and cost.

7. Succession Planning

Chris asked each officer to list three people who could take their place. The goal should be to talk to these folks through the year and slowly intergrate them into these roles and the section leadership. These names should be sent to Chris by the end of August.

8. FY09 Planning

July: July 26th will be the Leadership Retreat. Chris and Angela are organizing the event.

August: 15th or 22nd, most likely, Crystal is organizing a social event. \$60 budget for gift cards.

September: 19th - Carowinds & Girl Scouts organized by Sandra and Mandi / 24th - Joint meeting in Columbia

October: 18th will be the Girl Scout Event. Planned by Angela. Budget \$55 for volunteer food.

November: 5th-8th National Conference in Baltimore, MD / 17th - potential date for PD webinar event organized by Chris

December: 5th or 12th, Holiday party organized by Kerrie. \$100 budget for giftcards.

January: 12-15th, diversity event organized by Jennifer. \$50 budget for speaker meal and gift.

February: 21st Girl Scout Event organized by Angela and Sandra. Budget \$55 for volunteer lunch.

March: 6-9th Region Conference in Atlanta/ 19th women's issue organized by Crystal with \$50 budget for speaker meal and gift.

April: Upgrade event if there are any UNC Charlotte seniors to be organized by Angela with budget of \$50. / Joint meeting with PENC to be organized by Jennifer.

May: annual Cinco de mayo to be organized by Angela / PD Event 13-15 with \$50 budget to be organized by Chris

June: 12th Awards Dinner organized by Chris and Sandra. Budget reduced to around \$300.

9. Action Items

Action items are listed in **Table 1 SWE-CM Action Items Summary**:

Table 1 SWE-CM Action Items Summary

Action #	Description	Assignee(s)	Notes
080713-01	Review Officer Training Presentation and send feedback to Kerrie and Chris	EC	Available in officer section of website
080713-02	Check on potential software packages and cost for web editing and newsletter	Jennifer	

10. Meeting Ended

The SWE-CM Executive Council Meeting ended at 6:45 PM.

Appendix A Attendees

Last, First Name	Position	Email
Berry, Angela	Section Rep	angela.berry @ swe.org
Braganza, Jennifer	Secretary	jennifer.braganza @ swe.org
Cathcart, Chris	President	chris.cathcart @ swe.org
Freeburg, Crystal	Alt. Section Rep	crystal.freeburg @ swe.org
Goforth, Kerrie	Treasurer, Webmaster	kerrie.goforth @ swe.org
Kolvick, Sandra	Secretary	sandra.kolvick @ swe.org