

SWE OFFICER MEETING MINUTES 5/2/22

Present: lexi, emma, faith, marya, hope, kate, claudia, ellie

Absent: michaela

New org meeting on wednesday - Kate, Lexi, Emma

President - Lexi

Goals for our section

- ★ Increase participation and retain members throughout the academic year (lots dropped during winter term)
- ★ Ask for feedback quarterly / choose meeting topics that will interest our members
 - Please review this form to make sure it's not missing anything
 - This will be sent out in the week 10 newsletter
 - <https://forms.gle/EVYGLRMfmpr13NbQA>
- ★ Choose a meeting time that works for a majority of members
- ★ Send at least 3 officers to the national conference and at least 2 officers to the local conference
- ★ Have the welcome goodie bags made prior to freshman move in so they can be given to RA's to hand out
- ★ Have all of our events planned out for fall (& first three weeks of winter?) before the academic year starts so we can give that information out to everyone
 - Find a cute way to do this, bookmarks?

Expectations for officers

- ★ Attend all officer & general meetings if able, give notice asap when not able to attend
- ★ Attend / volunteer to help run events if able
- ★ If you don't have at least two events that you have to run within your officer role, plan at least one social event outside of SWEek
 - The event is completely up to you on what it is, when & where
- ★ If you need help, ASK!! :)
- ★ Don't be afraid to offer constructive criticism and give advice/opinions
- ★ Help fundraise & advertise for events and trips
- ★ Keep a positive attitude and try to be a good role model for our section :D

- ★ Fill out the officer performance plan prior to fall quarter starting & meet with president or vp to discuss goals

- [SWE Officer Performance Plan](#)
- Please make a copy of this and move it into your folder while working on it :)

- ★ Register for national membership by August if you are not already a national member

Officer Bonding

- ★ Survey to get to know everyone

- https://docs.google.com/forms/d/e/1FAIpQLSd_Ag8KxMLjaGoUJ0pf99LswYYhKErX3Q9r7PC0DZ9sRN34LQ/viewform

- ★ Hopefully once a month in summer

- Will have to be virtual, so we can brainstorm ideas
 - Jackbox Games
 - Movie night
- Summer officer meetings, on teams, when do we want to have them?
 - I prefer Monday - Thursday after 6pm
 - **Weekends**
 - Sundays ok? Kate does robotics on sundays tho
 - Send out a when is good for saturday/sunday - **Lexi**

- ★ During the school year, we will determine based on feedback in survey

- I'd like to have something during welcome week / week 1 for all officers
- Specific date & time can be determined in August

WE 22

- ★ Houston, October 20th-22nd (fall, week 7)

- ★ Hotel is \$179-\$269 per room per night if we want to be in the SWE block

- Probably need rooms for 3 or 4 nights depending on flight times

- ★ Flights are pricey per person round trip currently, might drop when it gets closer

- As of 4/28, southwest from MDW to IAH round trip is \$326 - nonstop
 - Leave midway at 9:40pm on 10/19. Arrive in Houston at 12:15am
 - Leave Houston on 10/23 at 4:35pm. Arrive at midway at 7pm
 - Everyone gets 2 free checked bags
- Southwest MKE to HOU round trip is \$425 - one stop on each
 - Leave milwaukee at 6:20pm, arrive in houston at 11:05pm
 - Leave houston at 9:05am, arrive in milwaukee at 3:40pm

- ★ So 269x2x4 (hotel) + 326x8 (flights) + 400 (food) = 5,160 + registration (most expensive room is connected to conference center, but is currently sold out)

- ★ ~\$6,000 for 8 students to attend, ~\$750 per person on high end

- ★ I am okay with using our budget to pay for people to go, as long as we can fundraise to try to make back the money
- ★ I have already reached out to marketing to get another crowdfunding campaign for this and to see if we can send Komatsu another proposal
 - Need a write up from HoF and WELocal for Komatsu
 - Emma and Michaela, can you send me a short paragraph about what you learned at WELocal / what you enjoyed?

Welcome Week

- ★ September 1st - 5th
- ★ Need to submit availability to campus life by July 1st

Org Fair

- ★ Activities? Things done previously:
 - Clicker game
 - Cup stacking (minute to win it)
- ★ Supplies
 - Tablecloth with officers handprints
 - Add before you leave for summer?
 - Candy/prizes

Random

- ★ Do we want name tags for all officers?
 - Or something for meetings to set us apart?
 - Yes :)
 - Blank name tags with titles -> use label maker to add our names

Time: 10

Vice President - Michaela

General Meetings (if we stick with even weeks)

Fall -

- ★ Week 2: Career Fair Prep & What to Wear
 - Contact Julie Way
 - Have a clothing swap?
 - We can provide some dress clothes from goodwill / platos
 - Students can take what they need or drop off dress clothes they no longer wear
- ★ Week 4: National Membership chat & LinkedIn Workshop / How to write good emails?

- Ask Rick Gagliano
- ★ Week 6: Company Speaker?
- ★ Week 8: Scheduling Advice
- ★ Week 10: Destress

Winter -

- ★ Week 2: Workshop?
- ★ Week 4: No school Monday
- ★ Week 6: Career Fair Prep / Student panel?
- ★ Week 8: Nuggets of Wisdom & All about SWE's Officer Board
 - Give advice for classes and professors
 - Have an open and honest talk about what each officer does and try to recruit people to run for the board
 - Have nominations open between this meeting and week 10
- ★ Week 10: Destress & answer any remaining questions about officer roles

Spring -

- ★ Week 2: Professional development workshop?
 - Nominations open till Friday
 - Elections will run Sunday week 3 to Friday week 5
- ★ Week 4: Company Speaker?
- ★ Week 6: Introduce new officers ?
- ★ Week 8: Scheduling Advice ?
- ★ Week 10: Destress

Events

Fall -

- ★ Welcome Week Activities - everyone
- ★ SWEek - everyone
 - 3-4 different events
 - Last year:
 - cARRnival
 - Ice cream social
 - Professional Development
 - All about SWii event
 - Board/card game night

- Org fair

- ★ Networking Dinner - Fundraising
- ★ Sleepover - Secretary, recommended week 8 in fall or week 2 in winter
- ★ National conference in Houston, TX - everyone?
- ★ FLAME - Outreach

Winter -

- ★ Hands on Future - Outreach
- ★ Networking Dinner - Fundraising
- ★ Senior Social, 21+ Night? - President

Spring -

- ★ WELocal conference - everyone?
- ★ SWENext Sectional - SWENext
- ★ Sleepover - Secretary, recommended week 2
- ★ Mr. MSOE - Fundraising
- ★ Girl Scout STEM Day - Outreach

Time: 3

Treasurer - Marya

- ★ Reimbursements
 - All officers keep paper and online receipts for reimbursements
 - Upload into treasurer folder
 - Need officers' personal addresses and ID #s as well
 - Will find from officer information form, everyone please update
 - [Officer Information](#)
- ★ Account balance
 -
- ★ Cash balance
 -
- ★ How much of our money do we want to budget for specific things
 - Networking dinners
 - Outreach
 - Social Events

- Conferences
- Officer Bonding - less than \$100 per event this past year

Time: 1

Secretary - Claudia

★ T-Shirt contest

- Start thinking of timeline for this
 - Send webmaster a description for this, including deadlines
 - Promote at general meetings
 - Shirts by the end of fall quarter?
 - Design due by week 5 or 6 ?
 - Money due at time of order
 - \$20 since long sleeves or \$15 for tees
 - Give the person that designed it a free shirt ?
 - New national members get a free shirt

★ Sleepover

- Meet with Betty to see if we can have this event in person
- Based on previous years, week 8 of fall or week 2 of winter is recommended
 - Starts Friday @ noon to Saturday around 3 typically
- Plan early so we can contact admissions while they're sending things out
- Make a formal invite letter that can go into their admission packets?
 - Idea:



Time: 4 min

Outreach - Emma

- ★ Goodie bags
 - Contact Alexa to see if they will be paying for them again and if they have a particular budget. If not, goal is less than \$2 per bag
 - May be able to get funding from DEIB - Claudia
 - Having them ready ahead of time so they can be handed out
 - Send supplies to lexi
 - Ask Alexa to send to Lexi's apartment instead of cc
 - Start plan for what goes in them
 - Ideas?
 - Playdoh - katie ashley
 - *rubber* Ducks - claudia
 - Live ducks? 😊 - hope
 - Possibly purple? Or with swe logo?
 - Pens 0.0 - claudia

- Stickers - faith
 - Claw Clips - faith
 - I agree - claudia
 - Still waiting on Betty and Rick to give a head count
- ★ STEM Center Volunteer Opportunities
 - Contacts: Liz Taylor and Sarah Stensel
 - Quarterly activities
- ★ Middle school girls in STEM @ Round Lake
 - Contact: Susan Clausen - sclausen@rlas-116.org
 - Email to see if they're doing this event this year
- ★ Outreach committee
 - Teams has been made for it
 - Outreach team mini meetings during general meetings?
- ★ Start thinking of events you'd like to have by the July officer meeting?

Time: 3 min

SWE Next - Kate

- ★ Email school contact list to introduce yourself
 - Should be in Paul's folder or on the SWENEXT website
- ★ If possible, once a quarter plan an event with a local school that has a SWENEXT chapter?
- ★ Maybe plan a fall and spring sectional for all Milwaukee area SWENEXT groups?
- ★ Monthly newsletter?
 - Is this even supposed to happen though?

Time: 2 min

Fundraising - Faith

- ★ Career Fair Networking Dinner
 - Last year we did appetizers and mocktails
 - Sit down for dinner? Randomly matched to companies
 - High top tables (preferred compared to sitting down)
 - More space
 - Look in last years doc to see which companies we invited

- Make google form for registration
- Check with Bryanna, but I think we charged companies \$200 each to have a table
- Julie Way was a mess to deal with
- Look at feedback survey from last year and reach out to those companies
- Catering
 - Arrange for on 25Live, ~\$2k budget in previous years
 - Advertise in meetings and emails
 - Email blast content
 - Date, time, place, cost, dress code, registration info
 - Free for students
 - Dress business casual
 - Sell as “after hours” last chance to meet companies

★ Mr. MSOE

- Up to you for when, DH Auditorium was used this year for location
 - Start planning beginning of winter quarter
 - Also will check events concentration (note from Bekah)
 - Be weary of other events that are going on
 - Want people to show up
 - Preview performances?
 - Add to registration for removing clothes (may result in disqualification)

★ Fundraisers

- Past ones
 - Chipotle
 - Noodles
 - Krispy Kreme (very liked)
 - Maybe do two (fall and spring)
 - Racine Kringle
- New Ideas?
 - Holiday themed?
 - Bake sale? (Honors and KSM had one) in Winter?
 - Cookie decorating?
 - Check with Campus Life to see what other people are doing

Time: 6 min

Webmaster - Ellie

- ★ Officer spotlights on IG
 - Use info that Megan collected or any new info you want
 - New photos
 - Make a schedule for posting everyone
 - Have everyone posted by week 2 monday
- ★ Update email list with new freshmen
 - Promote the social media to the new girls
 - Go through master email list and double check for active and alumni members
- ★ Remove old FB admins
 - Get some cute pics for the page
- ★ Automatic membership renewal??
 - Should auto renew for all college SWE members who have C2C
 - Tell people to email SWE HQ if they are having issues with renewal/charges
- ★ Email schedule
 - **Weekly** newsletter to send in email/on website/social media
 - Have a set deadline for when people need to send information by to be included
 - events/fundraisers
 - SWEster of the month
 - Important info, section updates
- ★ Webmaster is the SWE photographer
 - FB photo albums
 - Post officer events
- ★ Take control of and update website
 - If we're able to keep this updated this year that would be awesome!

Time: 3 min

Counselor - Sam

Time: