

SWE OFFICER MEETING MINUTES 6/5/22

Present: Lexi, Marya, Faith, Emma, Claudia, Michaela

Absent: Ellie - excused

President - Lexi, <https://swe.org/membership/section-leadership/>

Survey results

- ★ <https://forms.gle/EVYGLRMfmpr13NbQA>
- ★ Only 4 people filled this out and it looks like Monday free hour has the most votes
- ★ Officer Survey to get to know everyone
 - https://docs.google.com/forms/d/e/1FAIpQLSd_Ag8KxMLjaGoUJ0pf99LswYYhKErX3Q9r7PC0DZ9sRN34LQ/viewform
 - 5 people have filled this out as of 6/4 and Monday also has the most votes
 - We will stick with Monday at noon on even weeks
 - Do we want officer meetings to be at the same time on odd weeks or at a different time?

July Officer Meeting

- ★ Ellie can't do Sundays, so we'll have to pick a Saturday
- ★ Please feel out the when2meet by June 25th
 - <https://www.when2meet.com/?15843022-9E4eI>
 - During the school year, we will determine based on feedback in survey
 - Monthly has most votes
 - Domes or art museum have been suggested
 - When will people be back from summer break?
- ★ Have all of our events planned out for fall (& winter?) before the academic year starts so we can give that information out to everyone
 - Find a cute way to do this, bookmarks? Made using last years meeting info

MSOE SWE is a professional student organization that is dedicated to supporting female identifying individuals in STEM fields by hosting professional, social, & volunteer events. General meetings are held on Mondays of even weeks at 12pm in DH 310

Check out our instagram @msoe_swe

Fall Events

- Week 1: SWEek!
- Week 2: Career Fair Prep
- Week 4: SWE National, Mingling & Mocktails, & Girl Scout STEM Day
- Week 5: FLAME
- Week 6: Company Speaker
- Week 8: Schedule Advice
- Week 10: Destress before finals

Winter Events

- Week 2: Workshop
- Week 3: SWE Sleepover
- Week 4: Senior Social
- Week 6: Career Fair Prep
- Week 8: Schedule Advice & All About Officer Roles
- Week 10: Destress

Expectations for officers

- ★ 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 :)
 - Aim to get it done before fall :)
 - Does anyone have questions?
 - I have Ellie's and mine done
- ★ Register for national membership by July 30th if you are not already a national member

WE 22

- ★ Houston, October 20th-22nd (fall, week 7)
 - We will use our account for this, one or two people can take care of booking everything and fill out a reimbursement form
- ★ How many people are interested? Need to know by August at the latest
 - Lexi
 - Marya
 - Michaela
- ★ [Activities w/ SWE](#) while in Houston
 - These generally fill up, so if we're interested we should book this asap
- ★ Marketing has approved us for a crowdfunding campaign, Michaela and I will meet with them over the summer to get the platform set up by early august. - need availability
 - Launch date is September 5th
 - We will meet in late July / early August to get the platform set up
 - If anyone else wants to help, please let me know!

Welcome Week

- ★ September 1st - 5th
- ★ Need to submit availability to campus life by July 1st
 - Are people available for the following dates?
 - Carnival is 9/1 - Lexi (Michaela possibly)
 - Choose your own adventure is 9/3 - Lexi
 - Faith -TBD (but should be there)

Org Fair

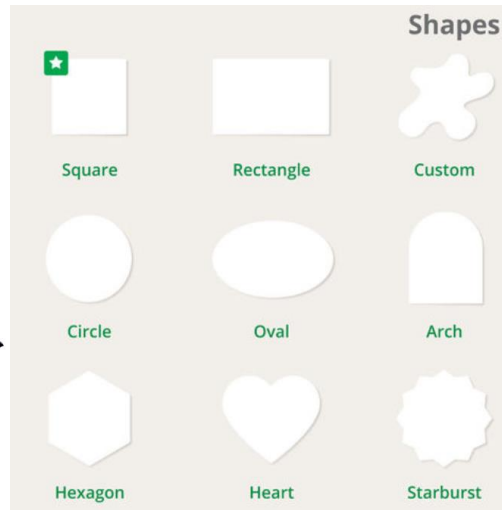
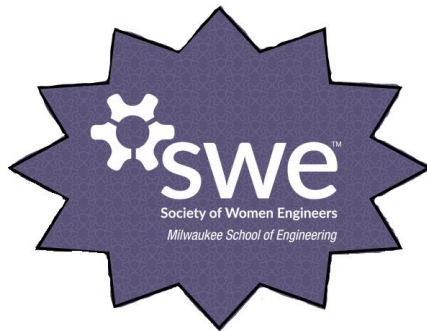
- ★ Activities? Things done previously:
 - Cup stacking (minute to win it)
- ★ Supplies
 - Tablecloth with officers handprints
 - Add officers during back to school officer bonding
 - Candy/prizes

Random

- ★ Name tags
 - https://www.amazon.com/Magnetic-Nametags-Sublimation-Personalized-Supplies/dp/B09LLMYBMF/ref=sr_1_22?keywords=bulk+name+tag+magnet+backing&qid=1652465973&s=office-

[products&sprefix=bulk+name+tags+with+magnetic+%2Coffice-products%2C77&sr=1-22](#)

- Use purple or gold vinyl with a cricut for names?
- ★ Medium sized milwaukee area conference next spring
 - Marquette's SWE president contacted me about planning a medium sized conference for the swe orgs in milwaukee, thoughts?
 - Could potentially promote this instead of WELocal
- ★ Stickers - ignore my bad editing skills, do we like the starburst?



- ★
- ★ Anything different than other orgs works :)

Time: 14 min

Vice President - Michaela

General Meetings (if we stick with even weeks) & Events

Fall -

- ★ Welcome Week Activities - everyone
- ★ SWEek - everyone
 - 3-4 different events - who wants to run an event / which event ?
 - Last year:
 - Ice cream social
 - All about SWii event
 - Board/card game night
- ★ Week 1: Org fair, Friday, September 9th
- ★ 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
 - Career Fair 9/28 from 3-7 and 9/29 11-3
 - Networking Dinner wk. 4, date tbd - Fundraising
 - Girl Scout STEM Day, wk 4 Sat. Oct. 1 - Outreach
- ★ Week 5: FLAME, Sat. Oct. 8 - Outreach
- ★ Week 6: Company Speaker? - Vice President
- ★ National conference in Houston, TX, wk 7 - everyone?
- ★ Week 8: Scheduling Advice
- ★ Week 10: Destress

Winter -

- ★ Week 2: Workshop?
 - Sleepover, Dec. 9th-10th or 16th-17th - Secretary
- ★ Week 4: No school Monday
 - Senior Social, exact date TBD - President
- ★ Week 6: Career Fair Prep / Student panel? / company speaker
- ★ 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

Winter Events with dates TBD-

- ★ Hands on Future - Outreach
- ★ Networking Dinner? - Fundraising

Time: 4 minutes

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](#)
 - Missing Michaela and Marya's info
- ★ Account balance
 - \$11,599.50
- ★ Cash balance
 - \$0
- ★ How much of our money do we want to budget for specific things - thoughts?
 - Networking dinners - \$2,000
 - Outreach - \$3,000
 - Social Events - \$1,000
 - Conferences - \$6,000
 - Officer Bonding - \$100-\$200 per event

Time: 2 minutes

Secretary - Claudia

- ★ T-Shirt contest
 - \$20 since long sleeves or \$15 for tees
 - Vote on this with designs
 - Send webmaster a description for this, including deadlines by welcome week
 - Timeline
 - Designs due by week 5
 - Voting week 6 till week 8
 - Orders due by week 10. Money due at time of order
 - Person that designed it and new national members get a free shirt
 - Include a line on order form to ask for national number
- ★ Sleepover
 - Meet with Betty to see if we can have this event in person
 - updates?

- Week 2 or 3 of winter - thoughts? There's an open house day week 3 but people will also be going home for break
 - Starts Friday @ noon to Saturday around 3 typically
- Plan early so we can contact admissions while they're sending things out
 - Update on registration form?
- Make a formal invite letter that can go into their admission packets?
 - Idea:



Time: 2 minutes

Outreach - Emma

- ★ Goodie bags - updates?
 - Campus life will pay for the bags if we help with the carnival 9/1 and choose your own adventure 9/3, didn't give budget, so goal is \$2.50 ish per bag have them done by August

- May be able to get funding from DEIB - Claudia, updates?
 - Need to come up with proposal with Betty - ask during sleepover meeting
 - Having them ready ahead of time so they can be handed out
 - Ask Alexa to send to Lexi's apartment instead of cc
 - 614 E Kilbourn Ave, Milwaukee, WI 53202
 - Start plan for what goes in them
 - Ideas?
 - Playdoh - katie ashley
 - *rubber* Ducks - claudia
 - Possibly purple? Or with swe logo?
 - Pens 0.0 - claudia
 - Stickers - faith
 - Claw Clips - faith
 - I agree - claudia
 - Sprinkle in random stuff from last year
 - Approximately 155 freshman girls, plan to make ~160-200 bags?
- ★ STEM Center Volunteer Opportunities
 - Contacts: Liz Taylor and Sarah Stensel
 - Quarterly activities - girl scout stem day is 10/1, flame is 10/8, girl scout career day is 4/22
- ★ Middle school girls in STEM @ Round Lake - Kate, would you be interested in taking this
 - Contact: Susan Clausen - sclausen@rlas-116.org
 - Email to see if they're doing this event this year
 - updates?
- ★ Start thinking of events you'd like to have by the July officer meeting
 - updates?

Time: 5 minutes

SWE Next - Kate

- ★ Email school contact list to introduce yourself
 - Should be in Paul's folder or on the SWENEXT website
 - Updates?

- ★ 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?
 - Updates? In person in March

Time: 1 minute

Fundraising - Faith

- ★ Career Fair Mingling and Mocktails 9/28 or 9/29/22?
 - Career fair ends at 7pm on 9/28 and 3pm on 9/29
 - Leaning towards Wednesday 9/28
 - Overlap with Career fair
 - High top tables (preferred compared to sitting down)
 - More space
 - See if we can get the first floor conference / ballroom space in CC?
 - Companies
 - Make google form for registration
 - Julie Way was a mess to deal with, but can contact career fair companies
 - Companies are registering via handshake already
 - https://msoe.joinhandshake.com/stu/career_fairs/32320?ref=event-s-search
 - Look at feedback survey and reach out to those companies
 - Abbott Inc, Boston Scientific, Direct Supply, RTM Engineering Consultants, GE Healthcare**, Mortenson, Komatsu*, Molson
 - *Thursday only
 - **Both days
 - Catering
 - Arrange for on 25Live, ~\$2k budget in previous years
 - Any thoughts on food we want
 - Last year: cheese platter, eggrolls, angel food cake, mocktails (shirleys, cotton candy+ginger ale)
 - May need more filling food this year if we go later
 - 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
- ★ Fundraisers - which ones do we want in fall?
 - Past ones
 - Chipotle (easy for fall)
 - Noodles (easy for fall)
 - Krispy Kreme (very liked)
 - Maybe do two (fall and spring)
 - Fall: ~week 10 donut pickup - “donuts and distress”
 - 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: 5 minutes

Webmaster - Ellie

- ★ Officer spotlights on IG
 - Use info that Megan collected or any new info you want
 - New photos - please upload into FY23 -> Webmaster -> Officer Photos
 - Make a schedule for posting everyone
 - Have everyone posted by week 2 monday
 - Send me the photos by the end of the month (June 30)
- ★ Update email list with new freshmen
 - Promote the social media to the new girls
 - Class of 2026 has an instagram already
 - Unsure which people are active and which ones aren't
- ★ Remove old FB admins
 - Get some cute pics for the page - use FY22 webmaster folder for photos from this past year
 - I have removed the old admins from the page. I'm unsure who else to make an admin besides me, Lexi and michaela - *that's perfect!*
- ★ Email schedule
 - **Weekly** newsletter to send in email/on website/social media

- Have all of the event info by Saturday. Weekly newsletter will be sent out Sunday.

Time: 2 minutes subbed by Lexi

Counselor - Sam

Time: