

# SWE OFFICER MEETING MINUTES 7/23/22

Present: Lexi, Emma, Ellie, Claudia, Kate

Absent: Faith & Michaela (both excused), Marya (unexcused)

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

## August Officer Meeting

- ★ <https://www.when2meet.com/?15846260-cPrLQ> Please fill out by July 30th
- ★ Fall Availability <https://www.when2meet.com/?16106288-nyndo> - please fill this out with your FULL availability, this will be used for planning officer meetings, events, etc to maximize the amount of people that can potentially go.
- ★ Bookmarks - ordering these, name tags, stickers, & goodie bag items between this meeting and august's officer meeting, let me know asap any other events I should add or anything else to order. Estimated total for stickers and bookmarks is \$185.89

**SWE**  
Society of Women Engineers  
Milwaukee School of Engineering

**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 and our website <http://msoe.swe.org>

**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: Donuts and Destress

**Winter Events**

- Week 2: Workshop SWE Sleepover
- Week 4: Senior Social
- Week 6: Workshop
- Week 8: Schedule Advice & All About Officer Roles
- Week 10: Design and Destress

**Additional Information & Events will be sent out via email!**

- ★ Fill out the officer performance plan & 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. **No out of pocket costs for officers!!!**
- ★ How many people are interested & when does your last class end on wednesdays?  
Need to know by August at the latest
  - Lexi - 5pm
  - Marya - 4pm
  - Michaela - 5pm
  - Emma - 11:50
  - Claudia - 4 pm
  - Ellie- 2:50 pm
- ★ [Activities w/ SWE](#) while in Houston
  - These generally fill up, so if we're interested we should book this asap
- ★ Michaela and I have met with Marketing, crowdfunding page is set up
  - Launch date is September 5th

## **Welcome Week**

- ★ September 1st - 5th
  - 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 9/8**

- ★ Supplies
  - Tablecloth with officers handprints
    - Add officers during back to school officer bonding

- Candy/prizes

## Random

- ★ 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, **7% update: planning meeting in the next two weeks?**
- ★ Collegiate Leadership Institute - virtual training program with professional development sessions, monthly meetings on Tuesdays (dates are within the application), and free registration to WE22 (virtual or in-person).  
<https://app.smarterselect.com/programs/82803-Society-Of-Women-Engineers>
  - Applications are due by 11:59pm on August 5th!

Time: 5 min

## Vice President - Michaela

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

Fall -

- ★ Welcome Week Activities - everyone **Emma update**
- ★ 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 - sooner rather than later as other orgs book her for meetings too
  - Have a clothing swap
    - We can provide some dress clothes from goodwill / platos
      - Who wants to help with shopping?
    - Students can take what they need / drop off dress clothes they don't 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
- ★ Week 7: National conference in Houston, TX, - 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: Workshop / 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: Design & Destress / answer any remaining questions about officer roles
  - Have coloring / painting supplies, games, etc.

Winter Events with dates TBD-

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

**Time: 1 min by lexi**

***Treasurer - Marya***

- ★ Reimbursements
  - All officers keep paper and online receipts for reimbursements
    - Upload into treasurer folder
- ★ Account balance
  - \$11,599.50
- ★ Cash balance
  - \$0

**Time: 1 min**

**Secretary - Claudia**

- ★ T-Shirt contest - send info to Ellie, including google forms, between August officer meeting & welcome week
  - \$20 since long sleeves or \$15 for tees
    - Vote on this with designs
  - 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?
    - Betty said yes
    - Kelsey said yes but also wants a “better way to collaborate”
      - Any other officers want to join in on this meeting? (invite link will be sent to all officers regardless)
        - Lexi
  - Week 2 of winter
    - 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?
    - None 0.0
  - Formal invite letter that can go into their admission packets



Time: 2 min

### 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 25th
    - May be able to get funding from DEIB
      - Need to come up with a proposal with Betty - ask during sleepover meeting - Claudia, updates?
        - None but how much extra funding do we want for these?  
Or do we even need it now?
  - 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
- Would it be possible to work w/bookstore and get id holders? - claudia -
  - Approximately 155 freshman girls, plan to make ~160-200 bags?
  - [Goodie Bag - Google Sheets](#) - plan for 200 bags
- ★ Middle school girls in STEM @ Round Lake - Kate / Emma
  - Contact: Susan Clausen - [sclausen@rlas-116.org](mailto: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?
  - [Events and Event Ideals - Google Docs](#)

**Time: 5 min**

### ***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?
  - updates?
- ★ Spring sectional for all Milwaukee area SWENEXT groups
  - In person in March

**Time: 1 min**

### ***Fundraising - Faith***

- ★ Career Fair Mingling and Mocktails 9/28
  - Overlap with Career fair, 6-9pm
  - High top tables (preferred compared to sitting down)
  - More space
    - See if we can get the first floor conference / ballroom space in CC?

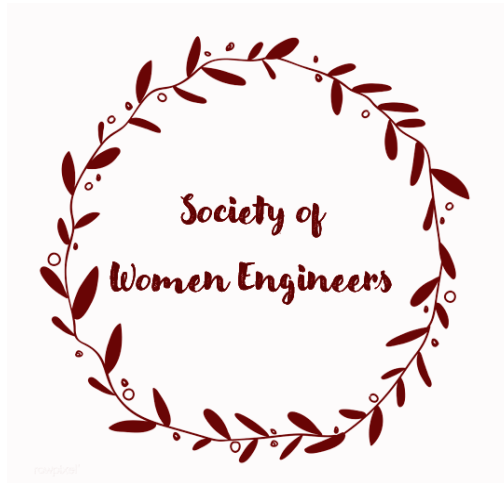
- Locations aren't in 25live yet, email Alexa?
  - Companies
    - Make google form for registration
    - Companies are registering via handshake already
      - [link](#)
    - Look at feedback survey and reach out to those companies
      - Abbott Inc, Boston Scientific, Direct Supply, RTM Engineering 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 destress"
    - 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: 1 min

**Webmaster - Ellie**

- ★ Officer spotlights on IG
  - Make a schedule for posting everyone
    - Have everyone posted by week 2 monday
  - Send me the photos ASAP. Please put your photoes [here](#)
    - Please fill out this doc with your information [SWE Officer Anouncements](#)
      - What info should I include in the post besides the info i have listed on the doc I made?
    - Feel free to add more info about yourself
- ★ Update email list with new freshmen
  - Promote the social media to the new girls
  - There is an instagram page for cass for of 2026
    - **Post something on our page tagging/mentioning the class of 2026's page**
      - Something like [this](#)?
        - Image:



- - I can't get word to let me make the wreath burgundy, so I went with a gold ish color
  - Unsure which people are active and which ones aren't on the email list - I think you'll get a bounce back if someone isn't active / graduated?
- ★ Email schedule
    - **Weekly** newsletter to send in email/on website/social media
      - Have all of the event info by Friday. Weekly newsletter will be sent out Sunday.

- Can I have access to the email list form last year
- ★ Running workshop - when do you want to have these?
  - Soldering workshop
    - I could find easy projects to build
  - Arduinio workshop
    - Does the EE tech center have them? - Robotic Surgery Club should have one
  - Other Stem skill workshop
    - I have a bunch of small STEAM challenges that teach different skills

**Time: 3 min**

***Counselor - Sam***

**Time:**