

SWE OFFICER MEETING MINUTES 8/13/22

Present: Lexi, Kate, Ellie, Emma

Absent: Claudia, Michaela, Marya, Faith

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

Fall Officer Meeting

- ★ 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, name tags, stickers, & goodie bag items have been ordered.
 - Bookmarks eta August 18th
 - Stickers eta August 23rd
- ★ Fill out the officer performance plan & meet with president or vp to discuss goals. If you need help, please reach out!!
 - [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

WE 22

- ★ Houston, October 20th-22nd (fall, week 7)
 - Flights have been booked on Southwest, Wednesday - Saturday, everyone gets a carryon, personal item, and two checked bags.
 - Drew Esson will drive us to the airport on Wednesday, he is picking up an athletic van at 4:30pm and can meet us wherever to start loading everyone up, I hope to leave campus by 5:15 at the latest
 - Justin Benning will pick us up from Midway on the 22nd at 11pm and drive us back to campus. He will drop everyone off at apartments / dorms so no one is walking alone at night.
- ★ If anyone wants to attend virtually that isn't already going in person, I believe it's \$65 with the code WE22EARLY20, code expires August 31st, we can fill out a reimbursement form for this also
- ★ Crowdfunding page will be launched September 5th!
 - <https://together.msoe.edu/project/31963>

- If we could get a picture of all of us during welcome week, I'd like to update our officer photo

Welcome Week

★ September 1st - 5th

- Carnival is 9/1 - Lexi, Michaela, Marya, Emma, Ellie, Kate
- Diverse Bites is 9/2 - Lexi, Faith
- Choose your own adventure is 9/3 - Lexi, Emma, Faith, Ellie, Kate

Org Fair 9/8 3-5pm - who's available?

★ Supplies

- Tablecloth with officers handprints
 - Add officers during back to school officer bonding - when will everyone be back in Milwaukee?
- 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, **7/8 update: planning meeting in the next two weeks? No updates from Davina yet :(**

Time: 6:40 minutes

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 ?
 - UHSWE - minecraft - Kate
 - 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 **Student Panel at 1pm**
 - Campus life is having a career fair prep meeting at 12pm

- Career Connections Center has been told to not accept meeting requests from student orgs, however, Julie Way loves SWE, and will come to our meetings anyways
- Have a clothing swap - Julie Way is making a clothing shop in the CCC so we can work with her if we still want to attempt to do this, but we haven't sent out any promotional material yet
 - We can provide some dress clothes from goodwill / platos
 - No longer doing this, will advertise for the school, but still accept donations!
 - 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?
 - Julie Way has volunteered to help with this
 - Career Fair 9/28 from 3-7 and 9/29 11-3
 - Networking Dinner wk. 4, 9/28 - 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, - 6/8 officers
- ★ Week 8: Scheduling Advice
- ★ Week 10: Destress

Time: 6:10 minutes

Treasurer - Marya

- ★ Reimbursements
 - Any officer that has bought registration for the conference and did not receive a registration grant will need to fill out a form
 - All officers keep paper and online receipts for reimbursements
 - Upload into treasurer folder
- ★ Account balance
 - \$11,599.50
 - Probably ~\$3,000 less due to booking everything for Houston and buying the name tags, bookmarks, and stickers. This will be updated before the next meeting
- ★ Cash balance
 - \$0

Time: 1:05 minutes

Secretary - Claudia

- ★ Has DH 310 been reserved for general meetings yet? Monday 1-2 for week 2 is reserved already
 - 8/14 update - DH310 has been reserved for each even week this quarter from 12-1
- ★ 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
 - Will be in person!!! Need to get hosts signed up ASAP
 - 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?
 - Needs to be updated - sent over host/attendee contracts to Kelsey for approval/edits - have not heard back yet
 - Formal invite letter that can go into their admission packets



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Time: 2:54 minutes

Outreach - Emma

- ★ Goodie bags - have been purchased, items were sent to Lexi's. Plan is to drop them off into the individual rooms on Monday, August 29th at 5pm - who will be available to help?
 - Kate, Lexi, Emma
 - Items:
 - Peppermints, Jolly Ranchers, and Pixie Stix
 - Bendy Pencils and purple pens
 - Animal / fruit / vegetable erasers
 - SWE & animal stickers and bookmarks
 - Mochi squishes
 - Purple hair ties
 - Gold bags
 - Total Cost: \$299.69
 - Approximately 155 freshman girls, 275 total girls in res halls. plan to make ~300 bags
- ★ Middle school girls in STEM @ Round Lake - Kate / Emma
 - Contact: Susan Clausen - sclausen@rlas-116.org
 - Email to see if they're doing this event this year
 - Updates? - no updates yet

- ★ Start thinking of events you'd like to have by the July officer meeting
 - Updates?
 - [Events and Event Ideals - Google Docs](#)

Time: 6:05 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?
 - updates?
- ★ Spring sectional for all Milwaukee area SWENEXT groups
 - In person in March

Time: ~1 minute

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
 - Companies
 - Make google form for registration - updates?
 - 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
 - Tiny sammies
 - Muffins / pastries
 - 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) run week 8-10
 - 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: ~2 minutes

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 photos [here](#)
 - Please fill out this doc with your information @ Marya & Claudia [SWE Officer Anouncements](#)

- Feel free to add more info about yourself
- ★ Update email list with new freshmen
 - Made a new one today
- ★ Email schedule
 - **Weekly** newsletter to send in email/on website/social media
 - Have all of the event info by Friday of each week. Weekly newsletter will be sent out Sunday.
 - When should I send out the first newsletter? Week before class

Time: 2:30 minutes

Counselor - Sam

Time: