

SWE OFFICER MEETING MINUTES 9/19/22

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

Absent:

President - Lexi

Fall Officer Meeting

- ★ Fall Availability <https://www.when2meet.com/?16106288-nyndo>
- ★ Fill out the officer performance plan & meet with president or vp to discuss goals ASAP.
 - **SWE Officer Performance Plan**
 - Please make a copy of this and move it into your folder while working on it :)
 - Please please please do this so officer evals are more useful <3

WE 22

- ★ Houston, October 20th-22nd (fall, week 7)
- ★ If anyone wants to attend virtually that isn't already going in person, I believe it's \$50, we can fill out a reimbursement form for this or you can meet with Kristen Landaal
- ★ Crowdfunding page has launched! We're at \$350 raised as of 9/16. Please share it:
 - <https://together.msoe.edu/project/31963>

Random

- ★ Medium sized milwaukee area conference next spring
 - **Planning meeting this week or next, waiting on Davina for date and time**

Time: 2 min

Vice President - Michaela

General Meetings & Events

Fall -

- ★ Week 3: GE Healthcare
- ★ Week 4: National Membership chat & LinkedIn Workshop / How to write good emails
 - Julie Way has volunteered to help with this
 - Networking Dinner wk. 4, 9/28 - Fundraising
 - Girl Scout STEM Day, wk 4 Sat. Oct. 1 - Outreach
- ★ Week 5: Badger Meter, Tues. Oct. 4th, 5-7pm - SHPE, NSBE, SWE
 - FLAME, Sat. Oct. 8th - Outreach
- ★ Week 6: Company Speaker - Milwaukee Tool - Vice President

- (food and blurb)
- Noodles, Wed. Oct. 12th - Fundraising
- ★ Week 7: National conference in Houston, TX, - 6/8 officers
- ★ Week 8: Scheduling Advice
- ★ Week 10: Donuts & Destress
- ★ Other: Working on getting Oshcosh to do our week 2 workshop in winter
 - Email them back

Time: 3 min

Treasurer - Marya

- ★ Reimbursements
 - Has everyone for Houston submitted paperwork?
 - All officers keep paper and online receipts for reimbursements
 - Upload into treasurer folder
- ★ Account balance
 - \$12,206.72
 - Probably ~\$3,000 less
- ★ Cash balance
 - \$0

Time: 1 min

Secretary - Claudia

- ★ Officer meeting room reserved for future weeks?
 - Yes - monday 12-1 dh310 on odd weeks
- ★ T-Shirt contest
 - Flyers printed & are around campus
 - \$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
- Advertising - has admissions been sent the info?
 - 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
 - This is being changed to include qr code and match the other poster



- **Send to admissions by end of week**
- Host application now open
 - 4 responses so far



Time: 3 min

Industry Relations - Emma

- ★ People really liked paint night, maybe do a second one?
 - Any events this quarter? / Any events next quarter you want early planning help?

Time: 1 min

Outreach - Kate

- ★ No K-12 events this quarter outside of STEM Center
- ★ Middle school girls in STEM @ Round Lake - Kate / Emma
 - Contact: Susan Clausen - sclausen@rlas-116.org
 - Mid - nov , might not work -> have they reached out with more details?
- ★ Hands on Future - all majors represented
 - Need to pick a date with 2-3 months notice for the high schools, preferably winter after break
 - Usually a saturday
- ★ Spring sectional for all Milwaukee area SWENEXT groups
 - In person in March
- ★ **Discovery World - making slide**

Time: 3 min

Fundraising - Faith

- ★ Career Fair Mingling w/ Mocktails 9/28, 6-9pm, room reserved 5-10pm, who is available?

- Lexi, Faith,
 - Where? GT 4th floor
 - What companies?
 - Milwaukee Tool
 - Clarios
 - JP Cullen
 - Direct Supply
 - Catering
 - Arrange for on 25Live, ~\$2k budget in previous years
 - Mocktails:
 - Purple Lady - blackberry lemonade
 - Gold Rush - pineapple moscow mule
 - 1 lime (1-2 tablespoons juice, fresh is best)
 - 1 TBS simple syrup
 - 1/4 cup club soda or sprite
 - 3-4 mint leaves (torn, optional)
 - 3/4 cup Ginger Beer (make sure it's non alcoholic)
 - Splash of pineapple juice
 - crushed ice
 - Silver Summer - sparkling and silver edible glitter
 - Food:
 - Last year: cheese & fruit platter, eggrolls, angel food cake
 - Advertise in meetings and emails
 - Email blast content - [send ellie poster & sign up info](#)
 - Sell as “after hours” last chance to meet companies
 - Julie Way is sending out email invite to companies at Career Fair on Wednesday this week
 - 4 companies have signed up
 - 13 students (not including myself) have signed up
- ★ Fundraisers - which weeks do we want in fall?
 - Past ones
 - Chipotle (easy for fall)
 - Noodles (easy for fall) week 6, Oct. 12th (this is confirmed)
 - 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: 3 min

Webmaster - Ellie

★ Email schedule

- **Weekly** newsletter - Have all of the event info by Friday of each week. Weekly newsletter will be sent out Sunday.
- Have the newsletters and meeting minutes been uploaded onto the website?
 - yes

★ Soldering Workshop

- Oct 14th Friday @ noon - in combination with BMES - week 6
- Room: S312 / S314 - needs to be reserved - Ellie / Lexi
 - Email emily vogel

Time: 3 min

Counselor - Sam

Time: