

SWE OFFICER MEETING MINUTES 9/7/22

Present: Lexi, Ellie, Marya, Emma, Claudia

Absent:

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.
- ★ Fill out the officer performance plan & meet with president or vp to discuss goals ASAP. 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 :)
 - Does anyone have questions?
 - I have Ellie's and mine done

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 \$65 with the code WE22EARLY10, code expires September 30th, we can fill out a reimbursement form for this also
- ★ Crowdfunding page has launched! Please share it
 - <https://together.msoe.edu/project/31963>

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, **updates tbd**

Time: 1 min

Vice President - Michaela

General Meetings & Events

Fall -

- ★ Week 2 - student panel about internships, career fair, etc
 - Lexi BME

- Marya ME
- Ellie EE
- Emma EE
- Claudia SE
- Add intro to student panel slide :)
- ★ 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 - Milwaukee Tool? - Vice President
- ★ Week 7: National conference in Houston, TX, - 6/8 officers
- ★ Week 8: Scheduling Advice
- ★ Week 10: Donuts & Destress

Time: 5 min by lexi

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
 - \$11,556.72
 - 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 min

Secretary - Claudia

- ★ DH 310 reserved 12-1 on Mondays during even weeks for this quarter

- ★ Officer meeting
 - Monday free hour, friday free hour, thursday 6:30-7?
- ★ T-Shirt contest
 - Getting flyers printed
 - \$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 gets 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
 - This is being changed to include qr code and match the other poster



- Host application now open
 - Only 1 response so far



Time: 2 min

Outreach / Industry Relations - Emma

- ★ 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

- Mid - nov , might not work
- Any events this quarter?

Time: 2 min

SWENext / Outreach - Kate

- ★ Email school contact list to introduce yourself
 - <https://swe.org/k-12-outreach/swenext-clubs/>
 - 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, 6-9pm , room reserved 5-10pm for set up and tear down, who is available?
 - Where? GT 4th floor
 - What companies?
 - Companies
 - 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 weeks do we want in fall?
 - Past ones
 - Chipotle (easy for fall) thursdays week 4?
 - 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 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: 1 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.
- ★ Soldering Workshop
 - Oct 14th Friday @ noon - in combination with BMES

Time: 1 min

Counselor - Sam

Time: