**Region F Business Meeting**

 **Sept 23, 2012 at UCONN**

**Welcome** by Andrea Karalus, Region F Governor, andrea.karalus@pw.utc.com W: 860-565-6051

1) Roll Call/Introductions

2) Roles & Responsibilities Region F Governor responsibilities, region reporting structure, region leadership, and individual section leadership.

 Andrea reviewed the SWE Mission, SWE Organizational Structure, Roles in SWE, Committee Reporting Structure, Region Governance Structure, Region Leadership Structure, Region Collegiate Team Structure, Region Council, Responsibilities of Region Governor, Ethics/Code of Conduct, Leadership Code of Service, SWE Leadership Challenge (fund development)

3) Leadership Pipeline, Andrea Karalus

 Discussion with nominating committee about leadership pipeline. Senior Governors want more than one person on the ballot at the National level. Michele pointed out that it is a long-term process to get on the ballot and especially for President it takes a buy-in from companies.

 Maine has not had elections yet for FY13.

 Competency Model – Developed under professional development

 Leadership Abilities, Communication, Business knowledge &

 **Andrea** to ask Society for Model

Region pipeline needs to keep own records

 Suggestion to have Data Officer in charge of region leadership pipeline database

 Own responsibility to make sure the info in the SWE database is correct

 Other regions have historical officer information on their websites

 **Katherine to ask Jonna if there is a region leadership pipeline list**

 There is a Talent/Leaders Identification Process (drafted in FY08)

 Things tried in Region G: speed mentoring at region conference, presentations to increase knowledge of SWE leadership roles (success in SWE, how do I get to be…, SWE resume)

 Michele Fitzpatrick has thrown her name out as someone willing to run for Society Nominating Committee (but encouraged others to express interest)

 Leadership Election Task Force Recommendations from the Society

4) Review of Region Goals for FY13 (see page 3)

 Recommended goals from Society

 Goals that were approved by Region at March 4 meeting

 Growing the Profession – Outreach

 No pilot high schools in Region F were selected?

 **Andrea** to ask what the status is, what schools were selected?

 Professional Excellence

 Inclusive Global Community

 Leadership Pipeline

 By-Laws

 Region operations

 Region Collegiate Team

 Section Operations

 Incompliant Sections

5) Status of Region F Financial Review – Special Region Funding to Sections – Katherine Culbert

Everyone agreed with the proposal except that the deadline of the second submittal to be February. First submittal deadline will remain in October. We need members to be on this committee and we would like to have a representative from each section and Katherine will send out an email with this request. It was recommended to had ‘receipts’ on the form and suggest making the file as electronic for the yearbook. Pictures were also recommended with the submittal and it was recommended that there is a waiver form attached for any attendees who are under 18. Please add FY financial report requirement in bullets needs to be added. Ebony Joseph made the motion, Ellen McIsaac seconded. Motion passed.

6) Region F Scholarship Report – Andrea Karalus

 Two scholarships that were endowed (2009 and 2011).

 Both scholarships Region F Scholarship

 3.0 GPA, us citizen, SWE member, financial need, attend college within Region F, or home address within Region F

 Recepients:

 Anat Peleg, Northeastern Masters Industrial Engineering

 Laura Pagani, Northeastern Junior Civil Engineering

 **Andrea** to forward letter from Laura to Trustees

 We need to better publicize this to get our collegiate members to apply!

7) Region F Financial Report – Ellen McIsaac, Treasurer

 FY12 started with $32,835.50

 FY12 Budget was to end at $24,335.50, Actual $51,638.48

 FY13 initial $51,638.48

 FY13 Budget ending balance $29,238.48

 Discussion of President/Treasurer reimbursement program. Need to add session times/locations. Deadline of October 8 for application submission. Change to 1 month prior for submission. Change to Society rather than National. Motion to approve by Sarah Koenig, second by Jessica Kaestle. Motion passed.

 Motion to approve the budget as presented by Ellen by Lori Amara, seconded by Michele Fitzpatrick. Motion passed.

7a) Ebony Joseph makes motion to approve minutes from March 4, 2012, Ellen McIsaac seconded. Motion passed.

8) Senate News: Jennifer Lynch, Karen Warren and Pritee Tembhekar

 Committee to rewrite SWE Vivid Descriptions

 Mega Issue

 This year’s Mega Issue is helping with the Strategic Plan

 Membership Bundling Proposal

 Discounts for multiple members from the same companies (does this need to be voted on by the Senate? Are dues in the by-laws?)

 Committee Positions

 Emails from HQ about committee positions

 Encourage to apply!

9) WE12 & Celebrate SWE - Funding is available to section presidents and treasurers. Do we want an F theme? What to wear? Need SWE photos! Last year Region F won the SMEbowl.

 Michele Fitzpatrick is volunteering to have the NESS section boutique booth as the gathering point for all the picture drop-off/pick-up.

 We are going with the black dress/pants and the fall foliage crowns for the Celebrate SWE banquet

10) Report Dates – Section Reps

|  |  |  |
| --- | --- | --- |
| **Report Number** | **Collegiate Section Report due dates** | **Representative Report due dates (includes professional section and MAL)** |
| **1** | September 17, 2012 | October 1, 2012 |
| 2 | February 15, 2013 | February 1, 2013 |
| 3 | May 15, 2013 | May 3, 2013 |

11) Review of Sections (Professional, Collegiate) Roster, Financial, Bylaws & Membership Professional & Collegiate Report -

 RCR: Allison Fidler Lt. Governor: Ebony Joseph

 CLF was in Minneapolis in August

 Review of FY12 report status, some collegiate sections need contact info

 Best Practice for conference call…freeconferencecall.com

 Goals:

 Compile list of section contact info, including fb, website, etc.

 Work closely with smaller sections to keep them on track

 Have all sections submit their bylaws and have a record of all EIN numbers

 Plan at least 1 joint Professional and Collegiate event

 SWENESS is planning an officers night where the professional officers take the collegiate officers out to dinner.

12) Section News: Updated Website, Region Blog, etc

 US Coast Guard Academy Collegiate section received their charter back! Chartering banquet on October 18, 6-8pm at Academy’s All Hand’s Club in New London, CT.

 Updated website: [www.swe.org/regionf](http://www.swe.org/regionf)

13) SWEeter Futures Program

 New site to publicly recognize individuals and sections with awards and funds for superb outreach events.

First 10 sections that get 10 volunteers to register for an event that is posted get 50 free Agilent Kits.

**What is difference between Aspire and SWEeter Futures? Do we need to track in both systems?**

14) Region F Conference, Saturday April 6, 2013 at UCONN.

 Business Meeting Sunday, April 7 in the morning.

UCONN Collegiate Section Conference Chairs:

Collegiate Conference Chair Kelsey Bock Kelsey.boch@uconn.edu

Professional Conference Chair Sarah Koenig sarah.koenig@swe.org

Conference Committees:

* Sponsorship & Career Fair: Chair: Kelsey Boch Kelsey.boch@uconn.edu
* Programming: Chair Amanda Card Amanda.card@uconn.edu, Andrea Mandragouras andrea.mandragouras@uconn.edu
* Logistics: Taylor Simmons taylor.sommins@uconn.edu, Alyssa Smith alyssa.j.smith@uconn.edu
* Publicity: Ashley Calder Ashley.e.calder@gmail.com
* Volunteers needed: Speaker Session Committee members,

Tracks & Topics – Speaker recommendations? Topics?

 Selection of SWE Leadership Training preferred topics for collegiates

 How to maximize attendance by collegiates at Region F Conference?

 Suggest extending an invitation to SWE members in Montreal.

 Planning calls will be Sundays at 8pm

15) Good of the Order

 SWENESS wants to do a multi-section event at the Pequot Museum in April

Motion to adjourn made by Jessica Kaestle, seconded by Sarah Koenig.

**Section Revitalization**

The SWE governace site has all the latest resources for getting back to be a section in good standing.

https://share.swe.org/governance/default.aspx

Click on Forms & Applications

1). 10 paid members

2). Elect a President, Treasurer. Need a faculty advisor and a counselor. Send their officers roster to membership@swe.org.

3). Review, approve & submit bylaws. My advice to all sections is to accept the standard bylaws. If they want to do something different in terms of operating procedures, that's fine. Just fill in their section number after reviewing and submit to bylaws@swe.org

4). Submit an end of year financial report.

You can find the financial reports under the SWE governance documents.

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**Leadership Coaching in Region F**

Renee Weisman winningatwork@gmail.com Professional Leadership Coach

Ellen McIsaac ellen.mcisaac@swe.org - Collegiate Leadership Coach

Qualifications: Collegiate coaches - Early career professionals

The leadership coaching modules are listed on the SWE governance site (speaking topics):

https://share.swe.org/governance/default.aspx

**Awards Packets**

* Packets released December 31st. March 31st.

**SWE National Suggested Goals**

**Goal 1 - Growing the Profession - Outreach**
There will be an increase in women choosing to enter the engineering and technology profession.

FY13 Objective: Identify and evaluate opportunities to further engage girls in STEM related fields prior to reaching college

**Goal 2 - Professional Excellence**
Women in engineering and technology will excel professionally, and their achievements will be showcased and valued.

FY13 Objective: Increase recognition of SWE members and continue to offer quality professional development programs

Regions would implement this goal by recognizing SWE leaders within their Region through written communications to employers and schools.

**Goal 4 - Inclusive Global Community**
Women in Engineering and Technology and SWE stakeholders will find value in SWE as a diverse, inclusive community.

FY13 Objective: Integrate diversity and inclusion training into organization

**5. Membership**
SWE is a first choice organization for supporting women in engineering and technology as seen by the retention and growth of its membership.

FY13 Objective: Increase opportunities for international members.

**6. GOAL #X – Maximize the potential of SWE**

Our regions, sections, collegiate sections, and MALs will maximize the collective potential of SWE. (i.e., our membership and organizational units will be healthy, vital and growing.)

**7. Society Business as Usual Goals:**

Identify opportunities and enhance engagement between collegiates and professionals

**8. Region Governance Business as Usual Goals:**
Maintain a Region Collegiate Team and conduct meetings throughout the year.

Ensure that all sections in the Region develop some form of tactical plan.

Ensure that each section hosts a joint professional-collegiate activity in FY13.

Ensure that all sections submit a roster

**Region F Roster FY13:**

**GOVERNOR Andrea Karalus** **andrea.karalus@pw.utc.com**

 **LT. GOVERNOR Ebony Joseph** **ebony.joseph@swe.org**

 **SECRETARY Katherine Culbert** **ksculbert@gmail.com**

 **TREASURER: Ellen McIsaac** **ellen.mcisaac@swe.org**

 **COLLEGIATE REP:         Allison Fidler****allison\_Fidler@student.uml.edu**

**ALTERNATE COLLEGIATE REP: Aiswarya Kolisetty aiswarya.kolisetty@students.olin.edu**

**COLLEGIATE COMMUNICATION EDITOR: Jean Fang** **jean.c.fang@gmail.com**

 **SENATE (PROFESSIONAL): Jennifer Lynch** **jdlynch@us.ibm.com**

 **SENATE (PROFESSIONAL): Karen Warren** **kareneawarren@gmail.com**

 **SENATE (COLLEGIATE): Pritee Tembhekar** **pritee@mit.edu**

 **SOCIETY NOMINATING COMM REP:**   **Bernice Brody** **brodyb@us.ibm.com**

**REGION NOMINATING COMMITTEE:**

**Chair & 2 Members: Jeanne Trinko-Mechler, Erika Gorman, Sharon Perkins**

 **Jeanne Trinko Mechler** **jeannet@us.ibm.com**

 **Erika Gorman** **erika.gorman@gmail.com**

**Sharon Perkins** **slcperkins@gmail.com**

 **DATA OFFICER                                   Ashley Phillips** **ashley.phillips@swe.org**

**OUTREACH COMMITTEE REP: Jennifer Lynch** **jdlynch@us.ibm.com**

**BYLAWS COMMITTEE REP:** **Norma Esther Medina** **Norma-Ester.Medina@sikorsky.com**

**FINANCIAL AUDIT COMMITTEE:  M. Doran, T. Adamo-Clemer, J. Lynch**

 **FUNDING COMMITTEE:**  **Katherine Culbert, Ellen McIsaac, Andrea Karalus, Ebony Joseph. The final committee will be formed at the region planning meeting**

**Collegiate Leadership Coach: Ellen McIsaac** **ellen.mcisaac@swe.org**

**Professional Leadership Coach: Renee Weisman** **winningatwork@gmail.com**

**SWEFL: Ashley Vassell, RPI** **vassea@rpi.edu**