

SWE Region F Council Meeting Minutes DATE: 2/1/2018

Scribe: Sarah Koenig, SWE Region F Lieutenant Governor

Roll Call

Voting Attendees:

Boston – Kimberly Wynne
CT – Yazmin Moore
Hartford – Teresa Munger
Maine – N/A
North Country – Pam Gillis
NESS – N/A
Mid-Hudson – N/A
NYSCD – Andie Maret
Southern NH – Bernice Brody
MAL – N/A
RCR's – Alice Connelly, Zaire Johnson

Non-Voting Attendees:

Anne Russo, Sarah Koenig, Ty Nguyen, Emily Frantz, Jenny Lynch, Cherie Cain, Laura Curioso, Leslie Griffiths, Anita Gajjala

Not Represented: Maine, New England Shoreline, Mid-Hudson

ACTION ITEMS

1	Send out section report template to section representatives	Anne	Feb 2
2	Section Report # 2 due	Sections Representatives	Feb 10
3	Update Region F Scholarships – descriptions & points of contact.	Anne	Mar 10

Meeting began at 8:01 PM.

Business Meeting:

1. Email communication to membership:

Anne conducted poll of professional sections on how they handle email communication to membership. Methods varied, several sections were not sure, but most used Gmail. Listserve management has moved to SWE IT for official SWE listserv users.

2. Region Finances

Region finances- not many changes, no reimbursement requests or deposits. Contact Region F Treasurer, Julia Dockum, with any questions.

3. Region F Nominating Committee Update:

- Region F election for FY19 Senator
- Nominations were due on Jan 14

- Region Nominating Committee will present candidates to Region Council on Feb 13 via email.
- Petition period (submit to be added to ballot) due by Feb 28
- Final slate to be submitted to HQ on March 1.

4. WeLocal:

- WeLocal April 20-22 at RI Convention Center
 - Registration is open, Early Bird through March 22, registration closes April 5
 - Outreach event for Middle School students on April 21 (SWENext DesignLab)
- Region F awards to be presented on Sat, April 21, applications due on March 3. Go to Region webpage for list of available awards. Reach out to Pam Gillis with any questions.
- \$1000 budgeted for travel to WeLocal for Section Reps, Presidents, and Treasurers, applications due Feb 28. Reimbursements need to be submitted by May 22.
- Speaker selections targeted to be communicated by end of February

5. Outreach:

- SWE Outreach- AllTogether blog has lots of good information, see "Outreach News You Can Use"
- Reminder to log outreach activities in OMT; URI SWE won for December drawing.
- If your section is doing something cool, submit on AllTogether blog!

6. Section Bylaws Update

- Section operations mostly stay the same
- Sections will need to update bylaws to reflect the Society updates – new template to be distributed this spring along with training material
- Professional sections should not elect a Section Representative during Spring 2018 elections (despite what current bylaws may say)

7. Section Reporting Requirements

- Leadership Roster due June 30, Financial Report due July 31.
- Status as of 1/18/18 was shared for both collegiate and professional sections.

8. SWE Leadership Opportunities

- Section/MAL Leadership
- SWE Committees
- Senate
- Board of Directors
- Board of Trustees
- Refer to SWE Leadership Competency Model and SWE Leadership Opportunities on website for more information

9. Region F Funding

- Region F Funding is available for New Program (any section) and Small Section Funding (< 50 members).

- Deadline to apply is February 24, 2018, reimbursements to be submitted before June 1.
- List of sections with under 50 members displayed, and were contacted by Anne.

10. Miscellaneous

- FY18 Calendar of Important Dates shared, Section Report #2 due on Feb 10.
- External Awards to share with membership
 - CoNECD
 - Influential Women in Manufacturing

11. Region F Scholarships

- Currently Region F has 2 scholarships, Betty Lou Bailey and Carol Stephens
 - Criteria: 1st choice is applicant who attends a college within Region F Boundaries, 2nd choice is applicant with a home address within Region F Boundaries
 - Scholarship recipients selected by the Scholarship committee, not the region
 - Applicants submit a general application for matching to pool, not to each specific scholarship
- Changes to consider
 - Point of contact for scholarships is currently Region Governor
 - Notified of recipient selected
 - Would be contacted if any changes needed to be made to scholarship
 - Keep vs. remove “Region F” reference in the name
 - Description: Keep vs. remove “Region F” boundary (state) requirements
- Proposed Changes:
 - Point of Contact- President of section that each namesake member came from
 - Betty Lou Bailey- NYSCD section President
 - Carol Stephens- North Country section President
 - Name
 - Remove Region F from title
- Description
 - Keep Region F boundaries as a requirement
 - Keep Betty Lou Bailey description the same in terms of geographical boundaries, modify Carol Stephens to match
 - Keep scholarship eligibility area restricted to Region F area of NY, instead of all of NY state
- Discussion:
 - Preference to remove Region F from title of scholarships.
 - Discussed changing the description to indicate **former** Region F, rather than striking the name.

- Bernice made the motion to make the changes as proposed in points 1 and 2 above, and modify wording for point 3 to include the phrase “former Region F boundaries”
 - Point of Contacts:
 - Betty Lou Bailey SWE Scholarship: NYSCD SWE section president
 - Carol Stephens SWE Scholarship: North Country SWE section president
 - Scholarship names – remove “Region F” from name
 - Scholarship descriptions:
 - First choice is for the applicant to attend a college/university within the **former** Region F boundaries. 2nd choice would be for the applicant’s home address to be within the **former** Region F boundaries. Region F Connecticut, Maine, Mass, New Hampshire, New York (upstate), Rhode Island, Vermont.
 - Pam Gillis seconded motion. All in favor, motion passed.

12. Senate Update

- Next week is Winter Senate Meeting in Minneapolis
- At Winter Senate Meeting, will vote on Motion S1808 to:
 - Eliminate the Special Projects Fund, making the Reserve Fund for Emergency Use Only
 - Minimize administrative transfers between HQ and BOT Accounts
 - BOD will be able to approve emergency withdrawals
 - Change Target Value from 75% to 60-70% of the general operating reserve based on benchmarking and risk assessment activities
- Question was posed what will be done with amount removed from Reserve fund. Concern was raised that there was no definition around “Emergency Withdrawal” and guidelines to doing such. Question was also raised as to who previously authorized emergency withdrawals from Reserve Fund, Senators took action to research and get back to Region.
- Will also be wrap-up on 5-year strategic plan, 2 committees are working on looking back on current plan successes and establishing the next 5-year plan.

13. Other items

- Governance update and impact to region structure was discussed.
- RCT update- continuing to work toward FY18 goals: communication with collegiate on impact of governance changes, get all sections in good standing, and sharing best practices for WE18 fundraising.
- SWE Logo & branding reminder.
- LCC- Chhavi did Hit the Ground Running with Clarkson. LCC team has plans to go to Yale and Hartford. LCC is asking for sections to reach

out in the next couple of days to make sure plans get included in the budget.

The meeting was adjourned at 8:59 PM.