**Region F Business Meeting Minutes**

**November 8, 2012 Houston**

**Professional 1-2pm, Joint Session 2-3pm, Collegiate 3-4pm**

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

**Professional Session**

1. Roll Call/Introductions, Attendance Sheet

All sections represented excepted MAL.

1. Report dates from Section Representatives and new report Template. Next report due February 15 from Section Representatives

Andrea announced all sections have submitted rosters and section reports on time.

1. Review of Professional Sections – Andrea Karalus

All sections represented excepted MAL.

1. Nominating Committee Representative – Bernice Brody

Bernice Brody reviewed slides for the nominating committee. The slides included the current committee members, requirements and expectations. This is a 2-year term position for anyone interested in the committee. You cannot be on the committee for more than 2 years in a row. Jeanne T-M is the point of contact for anyone who is interested in any positions within the region. Bernice Brody, Andrea Karalus and Michele Fitzpatrick also made it known they are available to mentor anyone who is interested as well. Bernice has more information on the leadership competency model. The committee has at least one phone call meeting a month. During the month of December, it is very busy. The goal of the committee is not to mentor individuals. The committee has requested candidate feed back by October 24 – November 14, 2012. We are looking for individuals who are interested in Nominating committee chairs, Senate seats, Lt. Governor, Secretary and Treasurer. Senator position is on the SWE ballot. Jennifer Lynch is available to talk to anyone who is interested in the Senate seat.

1. Treasurer’s Report – Ellen McIsaac, Treasurer

Supported funding for 16 Presidents and Treasurers for the region. Requesting individual to volunteer as presenters. This will reduce registration cost.

1. Proposed Society Bylaws Amendments – Jenny Lynch, Pritee Tremblkar

Mega Issues Committee: Focused on 5 themes, (1) Personal Relationships, Support System, Networking, (2) STEM, Outreach, Growing Profession, (3) Leadership, (4) Diversity and Inclusion, (5) Image of the Engineering Profession

MI 116: team working on short-term recommendations on Work Life Balance for professionals.

Senate Communications: senate is working on standardizing all communications to all regions for motions, background of motions, motion creator and importance of motions.

Support Project Fund Proposal: committee formed to develop requirements for special projects reserve fund.

1. Review of Region Goals for FY12 (see end of Agenda)

**Joint Session** (Need to take a photo of F of all the attendees)

1. Proposed Society Bylaws Amendments – Jenny Lynch, Pritee Tremblkar

* 1301 – Robert’s Rules 11th Edition: moving from the 10th to the 11th edition
* 1302 – Date for Determining Representation: standardizing the date for both the collegiate and professional members to have voting members.
* 1303 – Remove Alternate Senators: Since the senate was established, there has been no need to have an alternate senator. Task force completed surveys and focus groups which led to this motion. This applies to both the collegiate and professional sections.
* 1304 – Petition Candidates: This motion is for society candidates. It changes the number of signatures to no more than 60.
* 1305 – Collegiate Director Election: This motion changes the nominating process so that the collegiate section presidents instead of the BOD having input on the Collegiate Director. It also removed the perceived conflict of interest. This motion generated a lot of discussion at the Region F business meeting.
* 1306 – Nominating Committee Chair: The society wants to expand the candidate pool of committee chairs. This will extend the term for an additional year, making it a 3 year term.
* 1307 – Membership Bundling: implement an employee-sponsored membership for large segments of women at any one particular company. This motion was also a big topic at the Region Business meeting.

Town Hall meeting: Friday, November 9, 2012 12-1PM in GRB 381

1. Website – Ebony Joseph, Region Lt. Governor

* President & Treasurer Conference Funding Assistance
* Status of Region F Financial Review – Special Region Funding to Sections - Does your section need funding for a special event? We have Region funds available to help!
* Several links to blog, sharing best practices, photos, and you can get participation points if you are active on the region blog.

1. Region Awards

* Pilot program at Region F 2012 at MIT. Benchmarked other region awards. Awards will be presented at UCONN this spring April 6, 2013. Must be a region F member to be awarded and be nominated. Multiple nominates are acceptable. There will be on pr and collegiate award winner in the 4 categories (1) outreach, (2)
* One recipient will be selected in the 4 categories (1) Distinguished service, (2) Significant support, (3) collegiate emerging leader <15 years, (4) professional emerging leader <15 years Forms and rules will be posted on the website.

1. Region F’s Regional Conference is April 6, 2013 at UCONN in Storrs, CT – Region F Business meeting Sunday, April 7, 9-1pm. UCONN has just started their planning meeting on Sunday evenings

* Elyse Stofer and Sharon Nunes will lead the state of SWE,
* The theme is Remember and Discover
* Website is up with basic conference information.
* Registration will be open in late January
* Collegiate meeting to be held on Saturday – on-going discussion. Not finalized yet.
* There will be a rewards presentation during the reception.
* Andrea discussed the Draper Labs Scholarship and competition

1. Membership Committee Report Presenter: Emily Anderson, membership committee

* 2012 20, 00 members, but 20,300 renewed. 948 collegiate vs. 670 professionals
* Improving membership communication between membership chair to section presidents.
* Leadership reports: track monthly renewals, active status, etc.
* Roadblocks (1) C2C membership renewal annually, 9/30 deadline, contact HQ for reinstatement, (2) enter collegiate information not home zip code information

1. International Members Committee Report

* Pilot program in Nigeria, Japan, Germany and India.
* CIG in Istanbul, Turkey

1. Multi Cultural Committee Announcement

NO minutes taken. Meeting to be planned soon.

1. Review of Collegiate Sections – Allison Fidler

Roster, Financial, Bylaws & Membership,

New Collegiate Interest Groups (CIGs)

Section revitalization status

* section Presidents, Vice Presidents, Secretaries, and Treasurers need to be paid members.
* RCL team and Andrea will need to evaluate 3 sections for decharting.

**Collegiate Session**

1. Region F's Regional Conference is April 6, 2013 at the University of Connecticut (UCONN) in Storrs, CT – Region F Business Meeting, Sunday, April 7, 9-1pm; UCONN has just started their planning meetings.

30 minutes

UCONN Collegiate Section Conference Chairs:

* Collegiate Section Conference Chair: Kelsey Boch [Kelsey.boch@uconn.edu](mailto:Kelsey.boch@uconn.edu)
* Professional Conference Co-Chair: Sarah Koenig [sarah.koenig@gmail.com](mailto:sarah.koenig@gmail.com)

Conference Committees:

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| * Alyssa Smith | [alyssa.j.smith@uconn.edu](mailto:alyssa.j.smith@uconn.edu) | Hotel/Transportation |
| * Taylor Simmons | [Taylor.Simmons@uconn.edu](mailto:Taylor.Simmons@uconn.edu) | Logistics |
| * Amanda Card | [Amanda.Card@uconn.edu](mailto:Amanda.Card@uconn.edu) | Logistics |
| * Bre Muratori | [Breanne.Muratori@uconn.edu](mailto:Breanne.Muratori@uconn.edu) | Sponsorship/Career Fair |
| * Christine Nykyforchyn | [Christine.Nykyforchyn@uconn.edu](mailto:Christine.Nykyforchyn@uconn.edu) | Sponsorship/Career Fair |
| * Ana Groff | [Ana.groff@uconn.edu](mailto:Ana.groff@uconn.edu) | Miscellaneous/Gifts |
| * Ashley Calder | [Ashely.Calder@uconn.edu](mailto:Ashely.Calder@uconn.edu) | Publicity/Website |
| * Danielle Napoli | [Danielle.napoli@uconn.edu](mailto:Danielle.napoli@uconn.edu) | Speaker/Workshop |
| * Andrea Mandragouras | [Andrea.Mandragouras@uconn.edu](mailto:Andrea.Mandragouras@uconn.edu) | Speaker/Workshop |

Teleconference Sundays 7pm (866) 657-9737 AC 5726974

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

1. Leadership Coaching Module Selections

- Ellen stated she is available for face to face sessions and teleconference sessions.

1. Other opportunities for Region-wide participation. Our SWE-FL (SWE Future Leader) Ashley Vassell [vassea@rpi.edu](mailto:vassea@rpi.edu) from RPI is planning a half day Collegiate Leadership Forum in March which will be open to all collegiate members in Region F.

* RPI CLF 3/2/13 Building Blocks to Professional Leadership CLCC session. Last year this was held for section leaders only. This year it is being opened for all collegiate members.
* CLCC is to develop leadership skills, improve the section, etc. Actively looking to grow the CLCC. This counts towards section awards.

1. SME Bowl Contestants Signups

- A representative for the SME Bowl spoke briefly about what is and how to sign up.

1. Celebrate SWE on Saturday evening at conference. Wear a black dress to the event on Saturday night. We’ll have tables reserved for F and fall foliage to wear. Cheer for the Region F photos. More Photo-opportunities: Meet at 5pm on Wednesday evening in the Registration area or on Thursday morning at 10am near the SWE Boutique to get the scavenger hunt photo list. Text Andrea at 860-214-3309 if you need information or have photos to share. Presentation has to be completed by 3pm on Friday.
2. Announcements

Region F Scholarship – Andrea Karalus

SWE Program Development Grant

SWE Yearbook articles – High quality photos with captions identifying individuals. Due by 2/15

**Awards Packets -** Packets released December 31st. March 31st.

**Networking – Collegiate Sections and the Professional Section nearest to them:**

* [F050 Boston (SWE Boston)](http://people.bu.edu/swe)
* [F052 Brown (SWE NESS)](http://swe.brown.googlepages.com)
* [F053 Clarkson (SWE MAL – NYSCD or North Country closest)](http://www.clarkson.edu/~swe/)
* [F054 University of Connecticut (SWE Hartford)](http://www.engr.uconn.edu/swe)
* [F055 University of Hartford (SWE Hartford)](http://uhaweb.hartford.edu/SWE)
* [F056 UMass at Lowell (SWE Boston)](http://swe.caeds.eng.uml.edu/)
* [F057 University of Maine (SWE Maine)](http://www.engineering.umaine.edu/Women)
* [F058 University of Massachusetts at Amherst (SWE Hartford)](http://www.ecs.umass.edu/swe/)
* [F059 MIT (SWE Boston)](http://mit.edu/swe/www)
* [F060 University of New Hampshire (SWE SNH)](http://www.unh.edu/swe)
* F061 SUNY Institute of Technology Utica/Rome (SWE MAL)
* [F062 Northeastern (SWE Boston)](http://www.coe.neu.edu/Groups/swe)
* [F063 Rensselaer Polytechnic Institute (SWE NYSCD)](http://swe.union.rpi.edu)
* [F064 University of Rhode Island (SWE NESS)](http://www.egr.uri.edu/~swe-uri)
* F065 UMass at Dartmouth (SWE Boston)
* F066 Trinity College (SWE Hartford)
* [F067 Tufts (SWE Boston)](http://ase.tufts.edu/swe/)
* [F068 Union College (SWE NYSCD)](http://antipasto.union.edu/~whithams/swe)
* F069 US Coast Guard Academy (SWE NESS)
* [F070 University of Vermont (SWE North Country)](http://www.emba.uvm.edu/~swe/)
* [F071 Wentworth Institute of Technology (SWE Boston)](http://public.wit.edu/~SWE)
* F072 Western New England College (SWE Hartford)
* [F073 Worcester Polytechnic Institute (SWE Boston)](http://users.wpi.edu/~swe)
* [F074 Smith College (SWE Hartford)](http://www.smith.edu/swe)
* [F075 Dartmouth (SWE North Country)](http://www.dartmouth.edu/~swe)
* [F078 Norwich (SWE North Country)](http://www2.norwich.edu/cstephens/swe)
* [F079 US Military Academy (SWE Mid-Hudson)](http://www.dean.usma.edu/se/SWE.html)
* [F080 Roger Williams University (SWE NESS)](http://sites.google.com/site/swef080rwu/)
* F081 Olin College (SWE Boston)
* [F082 Fairfield University (SWE Connecticut)](http://www.swe.org/RegionF/fairfield.shtml)

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Goal 1 - Growing the Profession - Outreach  
  
Increase the number of women feeding the engineering/technology schools by starting a community college program and middle/high school pilot program. Regions would implement this goal by identifying potential opportunities within their Region and rolling out the program at selected locations once the pilot program is developed.

Goal 2 - Professional Excellence  
  
Increase recognition of SWE members as influential and sought-after leaders as measured by the number of members participating in prestigious and influential positions, including committees and advisory boards inside and outside SWE.  
Regions would implement this goal by recognizing SWE leaders within their Region through written communications to employers and schools.

Goal 4 - Inclusive Global Community  
Restructure volunteer opportunities that are adapted to the diverse lifestyles and priorities of our members as measured by increased volunteer participation.  
Regions would implement this goal by discussing and providing feedback on best practices for engaging volunteers.

5. Business as Usual - Leadership Pipeline  
Continue Leadership Pipeline across all Regions and increase number in pipeline.  
  
Increase numbers in pipeline to:  
200 mentees (20 per Region)  
150 mentors (15 per Region)  
  
Update leadership pipeline tools.

6. Business as Usual - Bylaws  
All Regions, MALs, and Section have up-to-date bylaws

7. Business as Usual - Region Operations  
Develop a budget and a tactical plan for Region, approved by each Region Council.

8. Business as Usual - Region Collegiate Team   
Maintain a Region Collegiate Team and conduct meetings throughout the year.

**9.** Business as Usual - Section Operations  
Ensure that all sections in the Region develop some form of tactical plan.   
Ensure that each section hosts a joint professional-collegiate activity in FY12.

10. Business as Usual - Incompliant Sections  
Reduce the number of incompliant sections by 10%

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