

# SWE Region F Council Meeting Minutes DATE: 02/26/2017

Scribe: Julia Dockum, SWE Region F Secretary

## Roll Call

### Voting Attendees:

Boston: LaDonna Hawkins, Tanvi Devimane, Kim Wynne, Chavvi Gupta

Hartford: Ashley Rivers, Teresa Munger

North Country: Pam Gillis

NESS: Beth Peterson

MidHudson: Darlene Yerdon

Maine:

MAL: Briana Sporbert

RCR: Lauren McIssac

SNH: Bernice Brody

**Non-Voting Attendees:** Katie Francis – RCS, Carlee Schmidt (Boston), Sarah Koenig (Hartford), Valerie Maier Spereolozzi(URI/NESS), Stephanie Yum - Senator (North Country), Emily Austin (North Country), Ashley Rivers (Hartford), Priya Greene (SNH), Amanda Smith -LCC(Boston), Anita Gajjala (Boston), Jeff Brody (SNH), Leslie Griffiths – LCC (North Country), Norah Cowley (UCONN), Cherie Cain – Senator (Hartford), Cary Hirnak (Maine), Jessica Ramsdell (Boston), Jenny Lynch – Nominating Committee (North Country), Genevieve Kane (RPI), Ruya Thakkar (Boston), Anne Roberts-Governor (NYSCD), Julia Dockum – Secretary (NYSCD)

**Not Represented:** Connecticut

### ACTION ITEMS

1	Log outreach events in the outreach metric tool by the end of the fiscal year	All Sections	FY17
2	Encourage at least 20 SWENexters to sign up.	All Sections	FY17
3	Host one Parent Educator Program (PEP) and report it in the outreach metric tool	All Sections	FY17
4	Research what will happen to Region F Scholarship Endowment when the Regions dissolve	Anne	

**Meeting began at 9:00am.**

### Business Meeting:

- 1. Review of SWE's Mission and Core Values and Best Practices to be inclusive – Anne Roberts**

- Refer to Slides

## **2. Region Conference Updates – Norah & Taylor**

- There were over 430 attendees and over \$24000 in sponsorships with 3 Platinum Sponsorships. Many attendees commented on the great variety of sessions for all career levels. The EventBrite note that was sent a day and a half before had everything you needed for parking and conference info was great. Speakers loved having contact info for their assistance personnel. For future events, volunteers should be trained in case of an emergency.

## **3. WELocal Report – Genevieve Kane**

- The first WELocal conference was held in Pittsburg, PA on Feb 17-19. Since driving to all Regional conferences is something unique to Region F, WELocal provides an experience that any member can attend from anywhere. The weekend included an outreach event, career fair, and different, more flexible awards. Pittsburg WELocal was sold out and had 400 attendees and 116 career fair only attendees. San Jose also sold out.
- Most of the logistics for the conference is the responsibility of SWE Headquarters. The local advisory board does not include a sponsorship. Local volunteers are expected to make initial contact with the sponsors and then Headquarters would take over the paperwork. Headquarters will also be in contact with broader sponsors to do a package sponsorship of multiple WELocal conferences. This could relieve the local planning committee of some sponsorship efforts. Recent Region F Conference planning committee members should work with headquarters to plan out broader sponsors. Jenny and Nicole would like to put together a crisp list of recent regional conference sponsor list for NESS. Local host committee was chaired by Grad Student, so there are opportunities for collegiate and grad leadership.
- Lessons learned from this year: Attendees did not like that WELocal Pittsburg had space limited for the career fair in Pittsburg and only had about 10 companies at the career fair. Providence may want to look into a space for more corporate partners.
- For planning for WELocal in Providence, it would be nice to hear what they expect WELocal local team to do and how the cross communication for planning will work. Responsibilities will need to be documented for people to want to get involved. There is info on the website for guidelines for the host committee. Leslie would like to see an update of changes due to feedback from the Pittsburg conference. It was very unorganized to work with the outside company that was doing the registrations, hotels, and career fairs. Genevieve will follow up with Vanessa about what will be done with that outside company moving forward.
- In the future, WELocal location may focus on areas that don't have SWE presence to increase membership. Headquarters is projecting looking for 400-800 people for next year. There could be more than 5 conferences. It seems like WELocals will not reach as many people as the Region

Conferences had reached. These goals for WELocal locations do not seem to reflect the original goals that the taskforce had come up with.

- Anne will share the call for volunteers for WELocal Providence when it comes out. HQ has not confirmed the Committee Chairs. You can sign up on [welocal.swe.org](http://welocal.swe.org) to receive information when it becomes available.
- Email Genevieve or Anne or local advisory board. Headquarters is already looking for cities for the 2019, so please apply for your section/area.

#### **4. Governance Update – Karen Roth**

- Due to incredible growth in the society, the governance was reviewed in order to better serve the Society, new members, and new sections. Last year several task forces were compiled. Restructure was proposed to take the look away from geography that promotes international expansion. Also, collegiate should be more active members in the society and restructure nominations. Many recommendations came from member interviews.
- Governance changes were rolled out at the Winter Senate meeting. Senate was asked to approve this way forward. Bylaws motions will need to be done next year to actually implement the following changes:
  - Senate will be an active strategic working group. Working relationship with the board to tackle strategic plan and take their focus off the bylaws. It will be 21 members on 3 year terms. 7 members will cycle out each year. They will be selected based on competency and need of the upcoming strategic initiatives. Collegiates and professionals can apply but all will be reviewed based on competency. Leadership competency model has been used by the nominating committee for a few years. Information is on the website for detailed explanation and training for each of the 5 categories.
  - Regions will be dissolved to be more inclusive of expansion and remove middle management. Many committees and positions would not be needed if they are not planning region conferences. Communications will need to be available by other means and different leadership paths should be demonstrated to members.
  - Collegiates will become voting members of the society.
  - Sections will not need a Region representative.
  - The “Section Support Committee” will be a restructured LCC. It will have chair and individual leads for content, section start up, collaboration leads, subject matter experts and coaching. A representative will be direct connections to each section for the society. The focus is still vitality, but the representatives will be the connect with the society to improve as a section. Sections will only do vitality reports, not section reports..
  - HQ is going to staff up for section reports and fix communication issues that have been seen in the past.
  - The nominating Committee will plan for future increase in work load and review committee roles based on competency.

- Leadership competencies are different for needs of different positions – coaching, business acumen, leadership abilities, communication, and self-management/development. This will build skills and be better to provide feedback for betterment. Governance.swe.org has example swe career paths. It is envisioned that committees will grow and larger committees may be restructured for the ability to handle growth. There will also be marketing and advertising board to help committees.
- Communication methods will change but there will still be Alltogether, State of SWE, open senate meetings, and town halls. WELocal conferences will still have a SWE business meeting. Leadership summits are recognized as valuable experience and a leadership summit task force will be recommended to address forward movement.

## **5. Senate Update – Cherie Cain, Stephanie Yum, Katie Francis**

- Break out sessions:
  - How can we ensure section support with the new governance structure and expanded LCC role?
    - Communication is important. RG and RCR are the point of contact for section's random questions. There is difference between having volunteer point of contact verses HQ.
    - Growth of LCC awareness in the future
  - What does the region do that you would like to see maintained in the new governance structure?
    - Fellowship and sense of community from face to face meetings that are easy to access
    - Remote sections and MAL's stay connected with other sections through Region contact
    - How will collaboration between sections happen?
    - Communication flow and path between HQ and sections has always been difficult. The Regions helped track sections and keep them updated.
    - Without the Regions face to face, society conference will be the only time MAL's get to connect with other members.
    - The Region leadership positions created stepping stones to develop leadership competencies for society level roles
    - Grad SWE currently has lots of regional communications. They need to maintain a point of contact with every section.
    - Regions have provided funding for society conference and WELocals
    - WeLocal could be too expensive for collegiates
  - How do we get members to get more engaged in society committees?
    - Shorter term commitments for roles

- SWE career fair at WELocal for members to learn about positions and committees
- Short and sweet newsletter for everything you need committee activities– monthly
- Pipeline of committees – job shadow of committees
- Nominating committee should have geographic variety
- Committee Directors should be recruiting for members and not just stating what they “I need.” We need something to help people determine what committee to join.
- Subcommittees should be created.

## 6. Region Finances – Beth Peterson

- See slide 40 for budget. Conference will change income and expense info. We will need to vote on region F FY18 budget and plan for what to do with remaining funds at the end of next year.
- Ideas we are interested in spending money on:
  - Funding Leadership Summit for FY18
  - Funding an in person final transition in Spring 2019
  - Funding travel for WE17
  - Support for Jonna’s Installation Party – Unusually the Section and Region support this event.
  - Distribute funds to sections
- Ideas not interested in spending money on:
  - Sending funds to HQ
  - WELocal Travel funding
  - Contributing to Region F Scholarships – an endowment is already in place

Still need to determine after Region Conference proceeds come in:  
 What is the estimate of funds we will have at the end of FY17?  
 What funds do we need for to make it through FY18?  
 What is the timing and cost of each of the ideas?

Priorities:

Fall 2017-- Supporting Jonna’s Party will be on Friday August 11. In the past, president installations have been catered events at low cost facilities (ie. German-American Club, etc.). Invite only with usually 50-60 people. We need more information on the expectation for the Hartford Section.

Fall 2017 -- Leadership Summit – focus on engagement rather than governance

Spring 2018 -- Spring Final transition – Review growth of sections and Organization Chart changes

These ideas will be reviewed again at the next Region F meeting when we have final conference numbers.

## **7. Region Goals- Anne Russo**

- Current SWENext participants = 275. Region F goal = 395. There are 3 SWENext Clubs in the Region. Contact Anne or Genevieve for more information. You must connect with HQ to contact SWENext groups.
- 37 events have been reported in the Outreach Metric Tool. The Region F goal is to report 88 events by the end of FY17.
- Each section to host a Parent Educator Program and report it with the Outreach Metric Tool. Genevieve has resources to help sections with this goal.

## **8. Region Funding – Ashley Rivers**

- All \$500 was awarded to Tufts for a SWENext program happening on February 26.
- There is still Small Section Funding available for this year.

## **9. Outreach Update – Genevieve Kane**

- Sections can apply to the program development grant for outreach and professional development events. They must be filled out by the first of the month and your final financial report.

## **10. LCC Update- Leslie Griffiths, Chhavi Gupta, Amanda Smith**

- All children and SWE members need to sign a photo release form in order to have photos posted publically. Dotloop can be used to edit, complete, sign, share documents without printing process. A Dotloop account could be used for photo disclosure and add all swe members to the loop by entering name and email. This program uses pdf's. 10 "loops" are free, which are folders that can hold many documents. You only see people's names, no contact information.
- LCC would like each section to sign the poster to show what section's they reached during the conference. Region F LCC has reached 300 people this year, which is the most of each region!
- LCC would like to set up an outreach best practices webinar. They will send a google form for best practices and ideas from sections. Some sections will talk about their star programs in the webinar. All sections will have an opportunity to dial in to the webinar.

## **11. Region Nominations & Elections – Jenny Lynch**

- Society ballot will be 1 professional senator and RCS RCR and RCCE
- The Region will vote on LT Governor, Treasurer, Secretary, Region Nominating Committee Chair and Society Nominating Committee Chair
- Society Ballot Slate:
  - Senator – Cherie Cain
  - RCS – Shasha Graves and Genevieve Kane
  - RCR – Alice Connelli and Zaire Johnson
  - RCCE – Nhu Ty Nguyen
- Region council slate – which section representatives will vote on by electronic ballot (march – april time):
  - Lt Gov: Sarah Koenig

- Treasurer: Julia Dockum
- Secretary: Priya Greene and Lauren McIssac
- Region Nominating Committee Chair: Beth Peterson
- Society Nominating Committee Member: Karen Horton

Voting on Society positions starts April 1.

**12. Announcements – Anne Russo**

- If any sections have not received their rebate check please check with Anne– Sections in question are Maine, Connecticut, Hartford, SNH. Tufts had an issue with the previous officer receiving the checks. Some sections signed up for Bill Pay Direct Deposit but are still getting checks sent to them instead.
- WE17 is in Austin TX in October
- March 15 Small Section Deadline
- March 10 WE17 Speaker Deadline
- May 10 Next section report Deadline
- New awards package will be shared on April 1 for WE17.

The meeting was adjourned at 12:39PM