**SWE Region F Council Meeting Minutes DATE: 08/28/17**

Scribe: Priya Greene, SWE Region F Secretary

**Roll Call**

**Voting Attendees:**

Boston - Kimberly Wynne

CT - Yazmin Moore

Hartford - Teresa Munger

Maine - Cary Hirnak

North Country - Pam Gillis

Mid-Hudson - Darlene Yerdon

NYSCD - Andie Maret

MAL - Brianna Sporbert

RCR - Zaire Johnson

**Non-Voting Attendees:**

Anne Russo, Sarah Koenig, Julia Dockum, Cherie Cain, Anita Gajjala, Genevieve Kane, Leslie Griffiths, Jenny Lynch, Andrea Karulus

**Not Represented:** SNH**,** New England Shoreline

**ACTION ITEMS**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Send out section report template to section representatives  | Anne | Complete |
| 2 | Report # 1 due | Sections | Sept 10 |
| 3 | Find out the % of members that are employer sponsored dues members, and report at next region council meeting | Anne | Sept 16 |

**Meeting began at 7:30pm.**

**Business Meeting:**

1. **SWE Mission, Core Values**
2. **FY17 Successes**
	* LCC Coaches of the Year: Leslie Griffiths and Amanda Smith
	* 134 outreach events reported in the Outreach Metric Tool
	* 235 SWE Nexters live in Region F
		1. 5 SWE Next Clubs in Region F
	* Hosted last Region F Conference at UConn
	* Outstanding work done by Region F Sections
3. **Current Region Leadership Structure**
4. **Region Council**
5. **Region Collegiate Team**
6. **Region Council Meetings**
	* August: Teleconference
	* September: Leadership summit
	* October: WE17 (Austin, TX)
	* Novemeber: Teleconference
	* January: Teleconference
	* March: Teleconference (if needed)
	* April: WELocal (Providence, RI – optional)
	* May/June: Teleconference
7. **Reporting requirements**
	* Leadership Roster due June 30th
	* Financial Reports due July 31st
	* There is a new template this year that is slightly different than the previous year. Mainly, the Region/Society is not flowing down goals to sections this year.
	* Sections should provide their own goals, and if they need any assistance in generating goals, they can reach out to the Governor, Region Collegiate Team (for collegiate sections), or LCC coaches for support.
	* First Report due date is Sept. 10.
8. **Quarterly Section and MAL Due Rebates**
	* Board of Directors motion B1763 passed on June 9, 2017.
	* Beginning in FY18, rebates will be issued quarterly.
		1. July for membership payments from April – June 30
		2. October for membership payments from July – September 30
		3. January for membership payments from October – December 31
		4. April for membership payments from January – March 31
	* If rebate is < $75 or section has not met requirements, rebates will roll-over to the next distribution until the parameters are met.
		1. Leadership roster submitted
		2. Financial report submitted
		3. President and Treasurer in good standing
	* With respect to Quarterly Dues Rebates: there was a question about whether the rebate would be issued if the value was more than $75, but the section did not meet the other reporting requirements. The answer was no, the section must meet the reporting requirements and the rebate value must be at least $75 in order for the rebate to be issued
9. **SWE Resources**
	* Refer to the Region F website for Region officer and committee contacts
	* Leadership Coaching Committee (LCC) –
		1. Leslie Griffiths is Team Lead and Professional Section Focused(North Country SWE)
		2. Chaavi Gupta (Collegiate Section Focused) (SWE Boston)
		3. Amanda Smith (Collegiate Section Focused) (SWE Boston)
		4. Connect with LCC via Facebook, blog, or Linked In!
10. **Budget Overview**
* Highlighted the differences between the initial approved FY18 budget and the revised FY18 budget.
* Admin expenses reduced from $1,000 to $100 - noting that the initial value was likely a typo.
* The revised budget reduces funding for WE Local from $3,000 to $1,035.19 in order to balance the budget based on actual year-end FY17 finances.
* Pam Gillis made a motion to approve the FY18 Revised Budget as it was presented in the slides. Andie Maret seconded the motion.
	+ Further discussion: How are we local conferences funded? WE Local conferences are funded by corporate sponsorship and registration fees. It was clarified that the WE Local fund presented in the Region Budget is for supporting travel expenses for Region F Section Presidents, Treasurers, and Representatives.
* Motion Passed with 9 votes. 0 Votes against, and 0 votes abstained.
1. **Region F Leadership Summit**
	* Summit Date / Time: Saturday, 9/16, 8:00 AM to 5:00 PM
	* Saturday networking dinner, 5:00 – 7:00 PM
	* Friday night 9/15 free self defense class, 7:00 – 9:00PM
	* Location: GLOBALFOUNDRIES, Essex Junction, VT
	* Agenda includes: Region Business Meeting, Leadership coaching sessions, and networking opportunities / share best practices.
	* Must pre-register by Sept 7th to RSVP
		1. Professional members: $20
		2. Collegiate Members $10
		3. Region officers, senators, RCR, RCCE, and section reps (1 per section): free
	* It is recommended that if you are looking to book a hotel, you do so soon as Burlington is popular in the Fall.
2. **WE17, WElocal**
	* WE17 – Thursday Oct 26- Region F meeting 12:45-1:45pm, Room 19B, Level 14
	* WElocal – Providence, April 20 – 22, 2018 Or choose any location.
3. **Important Dates for FY18**
	* Sept 10- deadline for Professional section reports
	* October 10- RCR deadline for collegiate section reports
4. **See slides for backup info on training webinars, LCC modules, and section goals.**
5. **Questions:**
	* With respect to membership renewal deadline of 9/30, a question came up from Andrea Karulus if the same deadline applies for corporate sponsored dues. There was discussion within the group that it may be specific to the company how they handle sign up deadlines to fill spots for their corporate dues members. Andrea will look into this further with her employer, and will follow up with Anne if there are still any open questions.
	* Additionally, Julia Dockum highlighted that C2C members must renew their profiles in order to maintain their membership status. They need to log in, make sure everything is current, as a way of showing they are still active. Anne recommended that RCRs & RCCE remind collegiate section presidents of this deadline.

**The meeting was adjourned at 8:30PM.**