

## SWE Region F Meeting Minutes 11-12-14

Scribe: Elizabeth Peterson, SWE Region F Secretary

**Voting Attendees:** Julia Dockum (RCR-Clarkson), Andrea Ho (Boston), Lori Amara (Boston), Christine Stahlecker, (Hartford), Martinique Gilchrist (NESS), Karen Roth (MAL), Deniz Civay (Capital), Cary Hirnak (Maine), , Merima Trako (CT); Quorum met.

**Other Attendees:** Gloria Ma (Boston), Ashley Martin (Boston, Region Awards chair), Jenny Lynch (North Country, Governor), Beth Peterson (NESS, Secretary), Ellen McIssac (Hartford, Senator), Michele Fitzpatrick (NESS, Society Nominating Comm), Sarah Koenig (Hartford), Norma Medina (North Country, Bylaws Comm.), Nora Peterson (So NH), Maureen Masiulis (MAL, Society Awards Comm. Chair) , Laura Curioso (So NH, Webmaster), Cherie Cain (Hartford, Treasurer)

### ACTION ITEMS

Item	Description	Responsible	Due Date
1	Create Region F policies document	Andrea Karulus	07/01/15
2	Create job aid for role & responsibility for succession plan. Provide to Region F officer for Dropbox upload.	Officers, Chairs, Leads	07/01/15
3	Send outreach assessment tool to membership.	Jenny Lynch	Complete 11/11/14
4	Draft Region F multi-year strategic plan that budget will support.	Officers	02/27/15
5	Awards Committee to investigate creating additional regional awards.	Ashley Martin	03/01/15

Meeting began at 8:05 PM

**Announcements** – Jenny Lynch et al

**Bylaws Committee update** - Norma Medina

There are new society by-laws that need to be incorporated into our region and section bylaws. A section by-laws template is available and a region by-laws template is supposed to be provided soon. A list of all sections with bylaws status will be provided to Jenny for distribution.

**Nominating Committee update** – Michele Fitzpatrick

Society's **Leadership Competence Model** will be used to determine whether society officer candidates have the skills needed to competently perform their role.

The leadership model as it currently stands consists of 4 areas:

1. Leadership Abilities
2. Communication
3. Business Knowledge & Management
4. Self Management

Last year there were no contested positions. This year there is more competition with 25 candidates. Providing feedback to Nominating Committee via survey sent to each member is very helpful in weighing the candidates.

Contact Erika Gorman with nominations for Nominating Committee succession for Michele Fitzpatrick this year.

**Awards Committee update** - Maureen Masiulis

Review of the goals and committee positions of the Society Awards committee as well as the various types of external and Society awards available to our membership through the year. We are encouraged to plan ahead and consider self-nomination as well as nominating someone in our region. Previous year packages are available as guidance. A webinar training session is available for package preparation.

**SWE Values** - Diversity and Inclusion – Jenny Lynch

New Region F Facebook & Twitter accounts. All attendees encouraged to 'like' & 'follow'.

Region F Treasurer is ready and waiting to write WE14 reimbursement checks. Reimbursement forms are on-line. Requests need to be within 60 days of return from travel.

Reminder that tax postcards need to be sent by Nov. 15.

Next meeting planned for Dec. 10<sup>th</sup>. Governor will investigate changing teleconference night from Wednesday to Tuesday for 2015 since several voting members cannot make the Wednesday meeting.

Minutes from 10-11-14 approved unanimously.

Meeting adjourned at 9:00 PM