Society of Women Engineers
Board Meeting Minutes

February 24, 2007, 11AM –12:15PM (PDR 1&2)

BOARD INTRODUCTIONS

• Introduction of Exec
  o Email address: swe-exec@mit.edu
  o Present:
    ▪ Wendi Li (President), wendili@mit.edu
    ▪ Sushama Dasari (Treasurer), dasaris@mit.edu
    ▪ Julie Shi (Secretary), julieshi@mit.edu
    ▪ Tina Ro (VP Outreach), tinajro@mit.edu
    ▪ Connie Yee (VP Campus Relations), cmyee@mit.edu
  o Not present:
    ▪ Jennifer Yeh (VP Membership), jennyeh@mit.edu

• Introduction of Planning Board
  o Email address: sweboard07@mit.edu
  o Present:
    ▪ Lauren White (Outreach)
    ▪ Michelle Lustrino (Outreach)
    ▪ Jijun Chow (Alumni)
    ▪ Jenny Liu (Membership Development)
    ▪ Jessica Leon (Membership Development)
    ▪ Samiksha Nayak (WiSE)
    ▪ Allison Taggart (WiSE)
    ▪ Patricia Zheng (KEYs)
    ▪ Nour Abdul-Razzak(KEYs)
    ▪ Amy Leung (Scholarship)
    ▪ Zhi Yao Luo (Director of IT)
    ▪ Daon Ha (Career Development)
    ▪ Maryelise Cieslewicz (Publicity)
    ▪ Han Zhu (Publicity)
    ▪ Shriddha Nayak (Advocacy)
    ▪ Nasly Jimenez (Advocacy)
    ▪ Abby Clark (Course 9 representative)
    ▪ YingFei Li (Newsletter)
    ▪ Tiffany Cheng(Social)
BUDGET AND FINANCE REPORT

- Budget Spring 2007 (Sushama)
  - Keep in mind budget when planning events
  - WiSE may have a grant (~$10,000)
  - CPW!
- CopyTech
  - Use Page 6 – the purchase will be automatically charged directly to SWE
- LaVerdes
  - Need to get a PO from one of the financial signatories (4 VPs, treasurer, president)
- Reimbursement procedure
  - Use green vouchers, staple with *itemized* receipts – you will receive a check at 5th floor student center
    - To give receipts to Sushama, place receipts in SWE office mailbox ‘treasurer’ (to the right of the door), and then email Sushama
  - For expenses over $500
    - Get an invoice from caterer in advance faxed to SLP office – notify a financial signatory (who will fill out necessary paperwork),
    - Check will be sent directly to vendor (need 1 week’s notice)
- Questions? Contact Sushama, sdasaris@mit.edu

SPRING 2007 EVENTS

- Outreach (Michelle and Lauren)
  - E-week – Week at MIT Museum
    - Volunteers are needed 12-5pm
  - Beaverdash
    - Volunteers needed!
      - Call more schools, send more emails
        - Monday, Tuesday – volunteers needed to call schools (10 minutes per school)
      - Need help: food, snacks ordered, design t-shirts (cannot be in competition), buy (160) prizes (stick to chain places)
        - Right now have 6 kids signed up (goal = 80 kids)
    - ask Michelle and Lauren for information
    - Reservation needed: Booth in lobby 10, student center – Tuesday, Wednesday (Feb 27, 28)
- Social (Tiffany)
  - March 5 (Lobdell) – Finale study break
  - March 21/22 (Walker) – Meet Professors Dinner (catered by Brown Sugar café)
  - Movie/taco night
  - Cheesecake Factory study break
- Career Development (Katherine Kuan)
April 9 - Autodesk inventor competition, submit program – judging (7pm)
Email address: swe-conferences@mit.edu
Reservation needed: Bush room, also room for 500 people (Walker?)

- Publicity (Han, Maryelise)
  - Publicizing regional conference (flyers, handouts)
  - Beaverdash
  - CPW
  - Reminder emails, email digests
  - Consider using space on projector screen in Infinite - $125
  - Will adapt policy from last year – will send out by email soon
  - Email address: swe-publicity@mit.edu

- Newsletter (Yingfei)
  - Yingfei needs newsletter template (Microsoft Publisher)
  - 5th floor of student center has windows-based computers with MS Publisher
  - Submissions to newsletters – reviews of events, publicize events, whatever you want, calendar of events

- KEYS (Nour, Patricia)
  - March 17 – events for KEYS
  - April 21
  - Lots of things stored in PSC, need to be transfered – can use PSC for first session
  - IT/website – update application to online (transfer website)
  - Need volunteers (mentors lead activity – mentors make up activities)
  - Reservations needed: 2 rooms in building 2 or 4 (send Julie preferred rooms), second floor of building 4

- Advocacy (Nasly, Shriddha)
  - April 23 - 2 seminar events planned out
    - Getting/deciding on graduate school (inviting admissions officer – differences in applying to undergrad/grad), graduate student panel
  - Life planning
    - Brunch event on weekend
    - Plan on having different speakers, faculty (already have career – balancing family/work)

- Course 9 (Abby)
  - March 22, April 13, May 4
  - Ideas: Grad/undergrad lunches, study break (theme undecided), mixer (with course 20 maybe). cohost event with BCSS, lab mixer

- WiSE (Allison)
  - Offshoot to KEYS
  - Dates are not set yet (meeting with PSC people 2/25)
  - Mentors needed
  - Going to labs perhaps? Exploration in different labs
- TEAL experiments, Janet Schneck (course 5), UROP professors to show labs (Course 6 – Edgerton), Stata (robotics labs)
  - Weekly/twice a month before -> during transition from PSC, 2-3 times during term
- Membership Development (Jessica, Jenny)
  - April 14, 15 - Regional conference with Northeastern (mini career fair, food) - schedule online
  - CPW – dinner (Friday/Saturday), would be nice if board members could come and talk about SWE (Mezzanine Lounge, 20 Chimneys)
- Career Development (Daon)
  - March 7 - resume workshop (5 industries – 2 representatives each – one on one resume critique, network with students)
    - Reservation needed: Bush room
  - May 4 – Meet the Professionals dinner
- Website (Zhi Yao Luo)
  - Needs to be updated!
  - Move stuff from PSC website
  - Contact if you want anything on the website
  - Beaverdash/signup website for KEYs/WiSE
- Scholarship (Amy)
  - Budget for Scholarships (see attached)
  - Scholarship recipients decided by faculty panel (5 judges – picked randomly, usually advisor is one)
- Alumni (Jijun)
  - Send good suggestions to Jijun
  - Last year, started compiling list of alumni – will send out email to alumni
  - General list of alumni – hopefully ready by next GBM
  - Speak with 100K – cosponsor event
    - Alumni reunion at end of May, sponsored by 100K and MIT – get involved networking event, resume workshop – somewhat overlap with career dev chairs

ANNOUNCEMENTS

- General Body Meeting
  - Feb 27 – Lobdell (7pm) – Thai food
  - Will be going around and introducing board members/exec
    - “Sell” events/advertising
    - Pass anything out for SWE/flyers – send out to SWE (bring to Copytech for copying -page 6)
- Closing remarks
  - For future – Saturday 11AM food for meetings?
  - How’s the food?