

Exec meeting minutes 1/30/11

General Guidelines

- reply all on e-mails to swe-exec
- email if you can't make deadlines, we will help you

Board Meetings for the semester:

- meeting times for board meetings so we don't overlap with outreach; we should do every other week, but do both Sundays and Saturdays
- outreach event dates:
KEYS: feb 12th, march 19th, may 7th
WiSE: feb 12th, march 12th, april 2nd
- Other potential events that will conflict: brownie day, junior day

Dates for Board Meetings:

- Saturday Feb 26th 11am
- Sunday March 13th 10am
- Sunday April 3rd 10am
- Tuesday April 19th 5pm
- Saturday April 30th, 11am
- Friday May 13th-End of the year celebration
- Region F conference is March 25th/26th-at RPI=Spring Break

Board Applications:

- 31 open positions, 21 applications so far
- few open positions with no one applying
- Upperclassman in position? Probably not the best idea, not good to encourage people to do something for half the year. Want to model nationals schedule of once a year..
- need webmaster
- go through applications beforehand. Don't have to interview everyone technically (can filter), but better to give them benefit of the doubt

Board retreat:

- Polos ordered, should be here by the of this week (1/30/11)
- Kerri said she would pay purchase order
- book cars/find drivers
- presentations/materials to give out
- itinerary
- structure of SWE at MIT
- relationship with Career Fair
- Bonding events

Exec Meetings:

Beginning of year-exec meetings instead of just board meetings, will schedule depending on week

Office:

- Ellen bought desk, printer
- coming by end of the week

Bylaws:

- Updated section bylaws according to Nationals Guidelines
- unofficially approved by committee, waiting on official approval, then we will need to have our section vote on it

ASA Constitution:

- Want to update constitution to match bylaws changes
- work on in near future

Satellite CLF-Collegiate Leadership Forum:

- Feb 12th at Tufts from 12:30-4pm
- \$30 registration fee for entire section
- Someone needed to coordinate our section details??
- event planning, helps develop new leaders

MIT 150 Event:

- Doing closing reception in La Sala for Women in Engineering Event
- Need to put together a proposal and budget plan
- Tuesday March 29th, 5pm
- cocktail tables for networking
- food
- some speaker a half hour in

Announcements:

- Be more connected to resources – SWE Counselor, Advisor
- Rachael Steadman wants to visit section and learn how they operate, learn more about us
- Speakers to board meetings, GBM's-let Ellen know of Ideas
- Katia is going to JP Morgan event in city
- SWE now has a book library! (It's on the windowsill in the office)