

## SWE Planning Meeting Minutes 1 1/11/10

Present: Ellen, Katia, Joy, Jessica, Diandra

Late: Susie (was not on swe-exec)

Absent: Sandra, Liza

### 1. Expectations:

Office usage-must stay clean. Not just personal issue, 50 rolls of aluminum foil and 80 bottles of cornstarch. People MUST put things away after their events.

\*Chairs accountable for themselves, and then VP's are held accountable for their chairs.

Overall- if you can't follow through with something, you are still accountable for it. Please e-mail out for help regardless of circumstances.

E-mails-reply to e-mails specifically related to position, but reply-all so we know that it was responded. Leave only 2 Business days max to go unanswered before someone else steps in. If you know the answer, feel free to answer and reply-all.

Exec Meetings-members have responsibility to be there on time or e-mail if you will be late. Are weeknights or before board meetings better? Want to be productive.

Board-members expected to attend board meetings. Preference for Sat/Sun? Set schedule early on. We can set schedule in Feb when all of exec is here and plan events AROUND board meetings so we don't compete with outreach events.

### 2. Board application and retreat dates?

- a. Board interviews Sunday Feb 6<sup>th</sup>?
- b. Applications due Thursday Feb 3<sup>rd</sup>.
- c. Retreat Friday 18<sup>th</sup>-Sunday 20<sup>th</sup>
  - i. Location-Newport, RI-1.5 hrs away, good hotels in reasonably.
  - ii. Cape Cod-everything closed during Winter
  - iii. New York City-4 hr drive
  - iv. Other options-snow tubing/white mountains (New Hampshire)?
  - v. E-mail Ellen with any other ideas with brief logistics
  - vi. Board Gifts-Katia is ordering:
    1. SWE Polos
    2. Leather Portfolios
    - 3.

### 3. Goals for the Year

Ellen-improve what we offer to members. Personal and professional development. Sandra and I talk about what exists outside of MITSWE, want to change previously “bad” relationship with National SWE. Introduce board to both SWE Advisor and Counselor. What exists outside of MITSWE. Nice to get more people to be national members. Board must be paid members-issues calling oneself a “member” if not paid. Other sections have good ideas regarding best practices, no reason to not share our ideas. Sandra and Ellen do presentation at Retreat as part of regional collegiate team. Bid to host Region F Conference 2012-good experience and exposure, turn money into scholarship for Region. Also, close off some events to only SWE members.

Katia-advertise more. People don’t “know” how to get more involved. Use board in the infinite better.

Susie-use website to better advertising. Give card with website on it to people passing by lobby 10. Added a wiki to the website.-swe.mit.edu/wiki

Jessica-study breaks within the dorms. Dorm representatives?

Diandra-more interactive. Digests, room reservation much easier through pre-made form. E-mail lists more effective.

#### 4. Board positions:

<https://docs.google.com/document/d/1YMumB47opeHxltQRuDEOtGaDI3zc-KO9ENxuAW6mvBs/edit?authkey=CMWAXtwL&hl=en#>

-Chairs responsible for e-mailing out individual events.

-Only e-mail out to [mitswe@mit.edu](mailto:mitswe@mit.edu) for events instead of dorm lists. Only e-mail dorm lists a few times a semester to tell them to join mailing list.

-guys that are national members CAN run for board.

-Susie/webmaster is officially an Exec member.

-Exec members write descriptions of the positions that fall under them in the next few days.