



New Mexico Network for Women in Science & Engineering

**February 2018 Board Meeting
February 10, 2018
Johnny B's Restaurant
2260 North Date St. Truth or Consequences, NM 87901**

2017 - 2018 Officers

Past President - Rebecca Galves
President - Rebecca Galves
Vice President - Vacant
Treasurer - Jeanne Banks
Secretary - Barbara Torres

Attendees:

Rebecca Galves, Jeanne Banks, Barbara Torres, Casey DeRaad,
Proxies: Tinka Gammel to Jeanne Banks
Telephone: Dana Roberson
Others: Yolanda Kiang

The February, 2018 board meeting of the New Mexico Network for Women in Science and Engineering was called to order at 10:30 AM by Rebecca Galves, 2017-2018 President.

Topic

Presenter

Secretary's Report -----Barbara Torres

Barbara Torres distributed hard copies of the October 2017 minutes. October 2017 Board meeting minutes were approved as corrected and will be sent to the web master for posting.

Treasurer's Report-----Jeanne Banks

Total assets — \$24,927.24. The savings account contains \$7,984.59; checking account balance is \$16,942.65 The financial report will be filed for audit.

NMNWSE will be functioning as fiscal agent for the AAUW Las Cruces with a 5% fee.

Standing Committee Reports

Annual Meeting Chair----- Jeanne Banks

Jeanne Banks, will chair the October 2017-2018 Annual Meeting .



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Elections-----Yolanda King

Yolanda would like for members to provide her ideas for VP/Pres-Elect and for the 2018-2019 elections.

IMPACT! Award-----Phyllis Baca

Schedule has been updated with an August 31, 2018 deadline for nominations to provide more time for evaluation.

Jeanne proposed the Network provide affiliate membership to the awardee. Dana Roberson seconded the proposal. The proposal passed.

STEM Outreach-----Cheri Burch

Cheri met with Laura from the STEM-H UNM office. Just before Christmas she sent Cheri a list of contacts from their online database. Sylvia Fink, from AAUW-ABQ's STEM Task Force is e-mailing all to ask them to update their entries, along with instructions Laura sent us. After they begin the updating, Phyllis and Cheri plan to start a more concerted effort to reach out to those who don't respond. STEM-H UNM is the STEM Education Center at UNM (stemed.unm.edu). They have collected an on-line data base of NM STEM programs.

Website-----Diane Oyen

No Report.

Policies and Procedures-----Barbara Torres

The board considered the update to include a list of chairs that are board members in the Policies and Procedures. This will be included. Membership of these chairs are already included in the Policies and Procedures. The topic of membership on the board for committee chairs who were not elected will be considered at a future board meeting.

Membership-----Jeanne Banks/Rebecca Galves

There are 40 members to date. Jeanne presented a spread sheet on current and recent members. 16 persons who have paid and 24 who have not yet paid membership dues.

Jeanne presented updated membership letters.

Casey DeRaad recommended that we add an introduction to the "Join Us!" letter for EYH volunteers.



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Membership letters will be sent to recent & prior members. The Committee will also send out "Join Us" with a cover letter aimed at EYH participants and "Join Us" with a different cover letter to others we believe might have goals similar to NMNWSE.

Plan for ask EYH volunteers to be members. The Network would like to get e-mail lists of EYH volunteers and offer them an affiliate membership. The EYH directors will be contacted to either furnish the information or contact the volunteers themselves.

The board held a short discussion regarding the desire to hold a recruiting event. No decision was made.

Becca provided potential questions for a Member Survey, she would like board members to provide comments.

Fund Raising-----Rebecca Galves

We need to contact the EYH Directors regarding use of the network 501.c (3) designation. In order for an EYH to use our non-profit EIN, we must know about their fund raising for our IRS filing. Jeanne and Becca are developing a MOU to present to each of the NM EYH Chairs which will establish a relationship for using the Network non-profit EIN for fund raising.

Received rejection from donation request to State Farm.

Publicity/Outreach-----Vacant

No update.

Student Awards-----Mercedes Agogino

No Report

Archives-----Mary Campbell

No Report.

Communications-----Tinka Gammel

No Report

Expanding Your Horizons Conferences

State-----Rebecca Galves

National EYH is looking to re-install the license fee.



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Local Reports-----Local Chairs

Central-----Rochelle Larson

Had about 240 students. Green backpacks were a big hit

Los Alamos (Santa Fe) Spring-----Jan Frigo

This EYH will be February 15, 2018 at the Santa Fe Convention Center. 6-8th grade. (see website)

Santa Fe Fall-----Lina Germann

EYH occurred on October 21, 2017. Santa Fe report online

Las Cruces-----Rebecca Galves

Clara Graham chaired the EYH on the 3rd Saturday in January 2018. This event reached about 150 in 16 workshops over 3 sessions. Provided close to 20 scholarships. Nominal fee is \$5.00.

Western-----Mikki Jemin

There will be no EYH this year as the location is under construction.

Carlsbad-----Cassie Marrs

EYH was held October 13, 2017 and had 50 attendees at the 5th grade level.

Local Chapters

Central Chapter-----Jeanne Banks

No Report.

Northern Chapter-----

No Report.

Southern Chapter-----Rebecca Galves

No Report.



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February board meeting was adjourned at 12:30 PM. The next board meeting is scheduled for April 7 at New Mexico Institute of Technology upon completion of judging for the NM Science and Engineering Fair.

Board Meeting Action Items:

Date Opened	Action Item	Person/ Committee Responsible	Due Date	Status
10.25.15	Bring suggestions for student awards to the committee	Board Members	Ongoing	Open. In Progress.
12.5.15	Modified: Provide feed-back to Rebecca on the initial draft Business Plan.	Board Members	Ongoing	In progress. Becca will provide updates.
6.11.16	MODIFIED: Complete the conversion of the Careers Book into Spanish version Put out a call for a native speaker of Spanish Mikkie may have a translator available	Becca Galves	Ongoing	Open In Progress
6.11.16	Look into a phased plan for website transition	Diane Oyen	December Board Meeting	Open In Progress
6.11.16	Create a Network Vision Statement	Becca Galves	December Board Meeting	In Progress
8.23.16	Determine if there is an avenue for fundraising with Ford PAS.	Phyllis Baca	Next Board Meeting	Open
12.3.16	Coordinate development of a calendar of events where the network can/should participate	Cheri Burch	Next Board Meeting	Ongoing
10.22.17	Develop annual Board calendar of all EYHs and statewide network events and poston website	Jeanne Banks	Next Board Meeting	Open
10.22.17	Submit spec to web designer in CO	Jeanne Banks	Next Board Meeting	Open
10.22.17	Design monthly email message to be distributed to the memebership.	Becca	Next Board Meeting	Closed 2/10



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10.22.17	Propose EYH appreciation/ recognition plan at the state level	Jeanne	Next Board Meeting	Open
10.22.17	Member survey; provide comments to Becca	Becca	Next Board Meeting	Open
10.22.17	Plan member event in Albuquerque	Jeanne/Cheri	Next Board Meeting	Open
2.10.18	Update P&P for Web/Communication as it actually is	Barbara Torres	Next Board Meeting	Open
2.10.18	Add an introduction to the "Join Us!" letter for EYH volunteers	Jeanne Banks	Prior to sending letters	Open