**New Mexico Network for Women in Science & Engineering**

**October 2015 Board Meeting**

**Sierra Grande Lodge and Spa, Truth or Consequences, NM**

**25 October 2015**

2015 - 2016 OFFICERS:

Past President - Phyllis Baca

President - Rebecca Galves

Vice President - Sarah Vance

Treasurer - Jeanne Banks

Secretary - Barbara Torres

Attendees: Barbara Torres, Jeanne Banks, Dana Roberson, Tinka Gammel, Phyllis Baca, Yolanda King, MyChelle Andrews, Diane Oyen, Cheri Burch, Rebecca Galves

The October board meeting of the New Mexico Network for Women in Science and Engineering was called to order at 8:55 am by Rebecca Galves, 2015-2016 president

Topic Presenter

**Secretary’s Report ---------------------------------------------------------------------------------Barbara Torres**

Phyllis Baca will provide minutes for August Meeting which will be distributed to the board via list.

**Treasurer’s Repor**t**----------------------------------------------------------------------------------Jeanne Banks**

Arrangements need to be made to change the signatures on the bank account.

NMNWSE has been specified in the Crystal Marie Bachman Trust to receive 1% of the trust value. We do not know when the distribution will occur.

Jeanne Banks asked the board to consider requiring local EYH to provide the State organization a fee or a percentage of their fund raising.

ACTION: Jeanne and a committee to present a proposal regarding obtaining funding from the local EYH committees to the board at the next board meeting.

Standing Committee Reports

**Annual Meeting Chair---------------------------------------------------------------------------------Diane Oyen**

Diane will see if there is someone else who would like to chair the next annual meeting. The 2016 meeting is targeted to be in Central of NM. The target date is Oct. 21-22, 2016.

**Elections-----------------------------------------------------------------------------------------------Yolanda King**

Yolanda recommends that the board consider having a small nominating committee next year.

Rebecca Galves appointed Lina Germann as an At-Large Board Meeting.

**Archives---------------------------------------------------------------------------------------------Mary Campbell**

No Report

**Communications-----------------------------------------------------------------------------------Tinka Gammel**

Tinka has business cards and tri-folds are available for handing out.

Tinka requests that

Be aware of the difference between e-mails to the board and the entire membership

Send photos and articles for posting on the webpage.

Board members and EYH chairs ensure that information, links, and EYH dates on the

NMNWSE webpage are correct and timely.

**Membership----------------------------------------------------------------------------------------Dana Roberson**

40 members have paid their membership fees. Dana is going to send out welcome letters to the new members and thank you notes to continuing members.

**Fund Raising--------------------------------------------------------------------------------------Rebecca Galves**

We have a $1,000 donation from AT&T.

MyChelle informed the board that having a Business Plan is a plus in obtaining funds from charitable organizations.

ACTION: MyChelle Andrews to develop a draft Business Plan by the next board meeting.

**Policies and Procedures-------------------------------------------------------------------------Barbara Torres**

Barbara asked board members to send suggestions for addition or modification of our Policies and/or Procedures.

ACTION: Provide draft changes to the policies and procedures

**Publicity/Outreach----------------------------------------------------------------------------MyChelle Andrews**

ACTION: MyChelle to provide draft social media campaign plan by next board meeting.

Phyllis Baca suggested we have a task list for board member responsibilities for each officer and committee chair.

Yolanda suggested we honor Mercedes contributions to the network in conjunction with a membership event.

ACTION: Tinka will explore this concept and present something at the next board meeting.

**Student Awards-------------------------------------------------------------------------------Mercedes Agogino**

Tinka requested that board members please bring suggestions for student awards to the committee. Rebecca presented the NCWIT Aspirations in Computing as an opportunity to participate as an awarder.

ACTION: Rebecca and Tinka will look at what is involved in NCWIT Aspirations in Computing and report at the next board meeting.

**IMPACT! Award----------------------------------------------------------------------------------------Phyllis Baca**

Phyllis commented that the Network needs to provide recognition of nominees that did not receive the IMPACT! Award.

**STEM Outreach Liaison------------------------------------------------------------------------------Cheri Burch**

AAUW has flyers for TechTrek 7th grade science/math teachers to alert them to the Summer Science Camp for Girls. They plan to hand them out at the New Mexico STEM Conference Nov. 13-14, 2015 in Hobbs.

ACTION: Phyllis to explore presence at the NM STEM Conference in Hobbs in November.

Cheri Burch suggests that the Network have a presence at TechTrek.

ACTION: Cheri, MyChelle, Rebeca, and Phyllis function as an exploratory committee to determine what we could do and provide suggestions at the next board meeting.

Expanding Your Horizons Conferences

**State-------------------------------------------------------------------------------------------------Rebecca Galves**

Elizabeth Ratslaff mentioned sponsoring a local EYH in Las Vegas. There was discussion about scheduling an event in Las Vegas to inform the local women about NMNWSE.

ACTION: Cheri Burch will provide names of TechTrek participants from Las Vegas to Phyllis as soon as she can. Phyllis will talk with Elizabeth about EYH.

**Local Reports------------------------------------------------------------------------------------------Local Chairs**

**Central--------------------------------------------------------------------------------------------Jeanne Banks**

**Northern------------------------------------------------------------------------------------------------Jan Frigo**

**Southern---------------------------------------------------------------------------------------Rebecca Galves**

Local Chapters

**Central Chapter---------------------------------------------------------------------------------Jeanne Banks**

The Next meeting is November 17. The location may change as the Flying Star may be closing.

**Northern Chapter--------------------------------------------------------------------------------**

Consider a event to honor Irene Lee prior to her move to MIT.

**Southern Chapter----------------------------------------------------------------------------Rebecca Galves**

Rebecca will look into scheduling chapter meetings.

The October board meeting was adjourned at 10:53 am

Board Meeting Action Items:

| Date Opened | Action Item | Person/Committee Responsible | Status |
| --- | --- | --- | --- |
| 02.20.15 | Develop e-mail thread to review weighting & metrics for IMPACT judging. Develop a draft so the criteria can be given to potential nominators. | Phyllis Baca | Closed in July 2015 |
| 02.20.15 | Find out if any portion of the membership fee tax deductible. | Jeanne Banks | Closed in August 2015 |
| 02.20.15 | Investigate having GoToMeeting Meetings for EYH Chairs | Phyllis Baca | Closed in August 2015 |
| 06.15.15 | Establish proposed policies for EYH donations. | Jeanne Banks | Open |
| 10.25.15 | Present a proposal regarding obtaining funding from the local EYH committees to the board at the December board meeting. | Jeanne Banks and a committee | Open |
| 10.25.15 | Determine if there is someone else who would like to chair the next annual meeting | Diane Owen | Open |
| 10.25.15 at AM | Identify potential locations for the 2016 Annual Meeting | Board Members | Open |
| 10.25.15 | Develop a draft Business Plan by the December board meeting. | MyChelle Andrews | Open |
| 10.25.15 | Provide draft changes to the policies and procedures | All Board Members | Open |
| 10.25.15 | Provide draft social media campaign plan by next board meeting. | MyChelle Andrews | Open |
| 10.25.15 | Explore the concept of honoring Mercedes Agogino contributions to the network in conjunction with a membership event. Present something at the December board meeting. | Tinka Gammel | Open |
| 10.25.15 | Bring suggestions for student awards to the committee | Board Members | Open |
| 10.25.15 | Explore NMNWSE presence at the NM STEM Conference in Hobbs in November. | Phyllis Baca | Closed |
| 10.25.15 | Function as an exploratory committee to determine how the Network could have a presence at TechTrek.. Provide suggestions at the December board meeting. | Cheri Burch, MyChelle Andrews, Rebecca Galves, Phyllis Baca | Open |
| 10.25.15 | Provide names of TechTrek participants from Las Vegas to Phyllis Baca. | Cheri Burch | Open |
| 10.25.15 | Talk with Elizabeth Ratslaff about EYH | Phyllis Baca | Open |
| 10.25.15 | Consider a event to honor Irene Lee prior to her move to MIT. | Board Members | Open |
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