



Preliminary Meeting Agenda and Meeting Notes

- The SWE toaster
 - Set-up on everyone's computers
- Set up meeting times/dates for FALL 2011
 - Weekly meetings, Officer and General interchanging
 - Chosen Days:
 - Chosen Times:
- National Conference: <http://we11.swe.org/>
 - Everyone a national member?
 - Who wants to help with the planning?
 - Publicity, Helping with Registration, etc
 - Wednesday, October 12 – Saturday, October 15
 - Chicago, Illinois
 - Hotels, \$100-\$120/room/night
 - Plane ticket estimate
 - \$301, American Airlines, ONT
 - \$275, Frontier Airlines, LAX
 - \$319, Jetblue, LGB.
 - Registration Fees
 - \$80 before 9/26, 100 before 10/31, \$125 onsite
 - \$50/day, \$70/day, \$90/day
 - Career Fair only: \$35, \$40 onsite
 - If you buy one of their hotels,, its \$179-\$259/night, but includes free registration
 - Volunteering: <http://we11.swe.org/volunteersspeakers/volunteer-training>
 - Includes free registration
 - Reimbursements
- Separate SWE Bank account
 - Positives, Negatives
 - Voting it in: Yes or No?
- Highlander Days: **Bearfacts**
 - July 7, July 12, July 15, July 21, July 28, August 2, August 5, August 8
 - 4:30pm – 7:45pm
- 0 Week Activities
 - Student Org. Workshops (usually 9/21/2011)
 - Only 1 person needs to attend, usually 12-6:30 (food provided)
 - Dean's Orientation (usually 9/21/11)
 - Ice Cream Social
 - Set a date (School Starts 9/22/11) :

Comment [CC1]: Delayed. Will be done at next officer meeting.

Comment [CC2]: Earlier in the evening. Not too late.

Comment [CC3]: Currently unsure. Will need to check National SWE list.

Comment [CC4]: Volunteering is no longer available.

Comment [CC5]: We may be skipping over National Conference and focusing all Northrop Grumman funds for the Hawaii Regional Spring Conference.

Comment [CC8]: Maybe split up funds 25/75 – 25% for Nationals

Comment [CC6]: Positives:
- Provides a checkbook/credit card that allows for easy purchasing.
- No longer have to really deal with ASUCR
- Funds are available without too many paperwork

Comment [CC7]: Negatives:
- Usually there is a fee to keep this account
- Treasurers will have to manage 4 accounts (Dean's, ASUCR, SSED, bank account)
- Have to take measures to hide it from ASUCR

Comment [CC9]: There were more votes for fully utilizing the Cash Box. Reimburse people with Cash Box money, and then taking receipts and reimbursing cash box from ASUCR.

Comment [CC10]: Luis and Salsa are planning on making a new posterboard for BearFacts.
Theme/Notes:
- "FUN"
- Black and Hot Pink

We should provide a "script" – list of reasons to join swe.

Comment [CC11]: Need to create a flyer with updated dates of
1) Ice Cream Social
2) First Meeting

Comment [CC12]: And baked goods?
- Also games and raffle?

Comment [CC13]: Budget: \$100

Comment [CC14]: Late Week 1 (Thursday) while sun is still up



Society of Women Engineers

UC Riverside Chapter

Advance · Aspire · Achieve

Goals for this Year in terms:

- What we need to improve on?
 -
- Socials
 -
- Outreach
 -
- Professional Development
 -
 -
- Membership
 -
 -
- Fundraising
 -
 -
 -

Comment [CC15]: Social/Outreach event on “officermeeting” week. On same day of week as meetings. E.g.: If meetings are on Thursday, then officer meetings are on Tuesday, and event is on Thursday.

Comment [CC16]: To happen once a month, or once a quarter. Can be joined together with a fundraising

Comment [CC17]: More involved with local high schools. Should take a more active approach in finding outreach opportunities.

Comment [CC18]: Bring in Speakers:
-Grad students
-Professors
-Industry Professionals

Comment [CC19]: Mentoring (a more formal attempt)
-HS – Undergrad
- Undergrad-Undergrad
- Undergrad-Grad
- More structure in terms of partnering up the students by major and concentration
-- “SWEster Sweatshirts”
- Formal designated Socials/Meeting times for this mentoring program

Comment [CC20]: Integrate projects in to the organization. Possibly take a trip to SAE’s machine shop to incite interest in helping SAE’s car projects.

Comment [CC21]: Have company tours:
-JPL
-CE-CERT
-other companies (google perhaps?)

Comment [CC22]: Will try to do a TV taping this summer with the officers first.

Comment [CC23]: Take advantage of the bell tower and lunchtimes. Maybe sell boba, root beer floats, hot dogs, etc.
-Block Party

Comment [CC24]: T-shirts will be sold at meetings only.

Other Meeting Notes:

- Business Cards
 - Shift logo downward
 - Gear is not visible
- Why Should We Join SWE (“script”)
 - There are hot/smart women
 - A sisterhood for the girls
 - You become a family. There’s a sense of community in the organization
 - Helps first years connect to engineering
 - Meet mentors and professional contacts.
 - Also attend professional conferences
 - Also outreach to younger children
 - It provides a way to get involved with the school and local community
- Must increase Publicity
 - A “SWE Calender”
 - Focuses on a major/concentration for each month. Possibly use professors.
 - Can also be used as a fundraising gimmick
 - Need to create more hype
 - Can try to use “video blogs” or “visual meeting minutes” where we sum up that day’s meetings in one minute.