**Informal Meeting - Wednesday September 25th, 2013**

***ACTION ITEMS***

* Last day to pay for membership for FY14 is *Monday, September 30th*
  + ALL OFFICERS MUST BE PAID MEMBERS
* Early registration for the National Conference ends *Friday, September 27th*

***Upcoming Events***

* SWE OC Collegiate Training - *Saturday, September 28*
  + We will leave at 9am at the drop-off in front of Chung
  + Carpool - Steph, Brenda, *Danah? & Leila?*
* SWE-UCR Ice Cream Social
  + Tuesday Oct.1, 7pm-8pm, WCH 205/206
* Irvine USD Ask A scientist night
  + Tell middle school students about engineering and science
  + Rancho San Joaquin Middle School, "Ask a Scientist Night.”
  + **When:** Wednesday, October 16th – 6:00pm to 8:00pm
  + **Where:** Rancho San Joaquin Middle School: 4861 Michelson Drive, Irvine, CA 92612
* SWE-OC Engineering Day
  + Outreach event for Girls Scouts
  + Need to come up with activity booth
  + **When:** Saturday, October 19 – 8:00am to 2:00pm
  + **Where:** SoCal Gas Facilities in Anaheim

Social

* Ice Cream Social
  + budget: $100
  + supplies: spoons are cheap at Smart and Final (ask BMES about the spoons on table)
  + raffle prizes: SWE-shirt, 2-3 free SWE events (SWE “gift cards”), gen chem book, **THE BEAR**
  + music
  + Decorate with balloons and tablecloths
  + ice cream: about 6 tubs
* Possible ideas
  + Rock Climbing again?
  + Hike to the C?
  + SWE sports team
    - Mention at Ice Cream Social

Outreach

* Expo at WE13
  + Application has been turned in
  + Activity: Balloon Cars
  + Don’t need to accommodate for every attendee
  + Can plan to bring the Agilent Kits as well
* SWE-OC engineering day
  + more info under Upcoming Events^^
* Other opportunities?
* MESA outreach program
  + To those who volunteered:
    - Meeting next Wednesday, Oct. 2nd, 4-5pm, WCH 202
* Agilent Technology Kits
  + Just need to order them
    - up to 50 kits
  + Pick and choose which ones we like
* SSED 1st Week of Spring Quarter
  + Update on website: expected date
    - *Saturday, April 5th 2014*
    - make sure to include contact email: swe.ucr@gmail.com

Treasury - contact leila and sojin

* Dean’s Funding Application due Oct. 10
  + Half of this funding will go to outreach
  + Easy application, fill in the blank
  + Check email/Trello for it
* ASUCR Budget meeting
  + date? soon

Fundraising

* joint october fundraiser with BMES
  + Get Away Cafe ( Week 3)

Conference

* WE13 - National Conference
  + updates on housing and flights
  + get different hotel: $100 less, air bnb
  + paid registration? early registration ends Sept. 30th ($90)
  + Volunteering: half off
    - <https://www.shiftboard.com/swe/register.html>
  + Dupont Tour at the Conference
    - Stephanie has connections
    - Might be able to get free tour
  + Mandatory region B meeting
* Sonora Region Conference
  + Email SWE-OC if interested in helping
  + **When:** Feb 28th - March 2nd, 2014
  + **Where:** Hilton San Diego Resort & Spa on the famous Mission Bay, in San Diego, CA

Professional Development

* look into company tours:
  + Luxfer: ask Bourns
  + Career Center Calendar
* Feel free to make open spots on the [Tentative Schedule](https://docs.google.com/spreadsheet/ccc?key=0AmLfAH-b0TCXdDNFSlpYVzkyQWlLbG5RRkQ0MllKcXc#gid=0) into professional development events
* Reach out to CSUF, UCI, etc. for help with Evening with Industry
* contact local firms
* look at career center calendar and see if we can team up
  + <http://www.engr.ucr.edu/~junwang/BCOEINFOGFX_F13.pdf>
  + <http://careers.ucr.edu/SiteCollectionImages/INSIDEprintF13_reduced.jpg>

Mentorship

* Kiran will no longer be able to be a part of our board, we need to look into a new mentorship chair.
  + Nina, Vanessa, or a new candidate
* look at previous candidates, contact
* other thoughts?
* need solid sign-ups
  + Mention program at Ice Cream Social
  + Elaborate at first General Meeting

Secretary

* e-mail for ice cream social
* Quarterly (Section) Report #1 due Oct. 15th
  + email to blank template to Rachel to update onto Toaster
* Proposal packet
  + Evening with Industry, Bourns Engineering Day
    - will be useful for funding these events
  + 2 drafts

Newsletter

* Goal: One blog post per month
* New points opportunity! Picture with the SWE Bee (or letter ‘B’)
* Region B Blog: <http://regionb.wordpress.com/>

Public Relations

* SWE “Gift Cards”
  + Member can use gift cards instead of buying tickets for the event
    - Try to make some by Monday to raffle off for Ice Cream Social
* Advertise National Membership
* Emphasis on national membership
  + perks?
  + Offer incentives

Webmaster

* Update website!
* Contact information
* Update toaster

General

* Email updated bylaws
  + Our Bylaws have been received and are marked as "In Progress"
  + Contact Jasmine Harris at [jasmine.harris@swe.org](mailto:jasmine.harris@swe.org)
* SWE bows?
  + Buy materials
* Please review the [Officer Retreat Minutes](https://docs.google.com/document/d/1Hk0PlAXSbiTbJPUgxu393QdPyQT2KOdZzLS9h1P6Du0/edit) to gather a general idea of goals/expectations of your respective position for the year, alongside the transition documents that were sent out to you

*Comments / Questions / Concerns?*