

# 1<sup>st</sup> General Meeting minutes

## Agendas

- Will be emailed to members and found on the website [untswe.weebly.com](http://untswe.weebly.com), under Calendar>Meetings, there will also be a powerpoint for each meeting and an agenda will be at the beginning of each.

## Meeting Flow

- Each meeting will have a sign in sheet, sign in for members to receive points for attending.
- The meetings will start 5-10 minutes after 6 PM on Mondays for the Fall 2015 semester.
- There will be food at meetings.
- Meetings are every 2 weeks and alternate locations between Wooten 210 and Discovery Park B158. (ie 1<sup>st</sup> general meeting in Wooten, next general meeting at Discovery Park, after back in Wooten, etc)
- Meetings are a maximum of 2 hours long, SWE business will be first then a workshop or speaker
- SWE business is no longer than an hour
- Meeting Order
  - SWE Business
    - Announcements
    - Upcoming Events
    - Volunteer Events
    - Officer/Committee Announcements
  - Workshop/Speaker
- A comments and suggestions jar is at every meeting, so if you have a suggestion about how the meeting is run, things you'd like to do, speakers you'd like to see, put your comments in the jar.
- Meeting minutes will be up on the website within 3 days after the meeting.

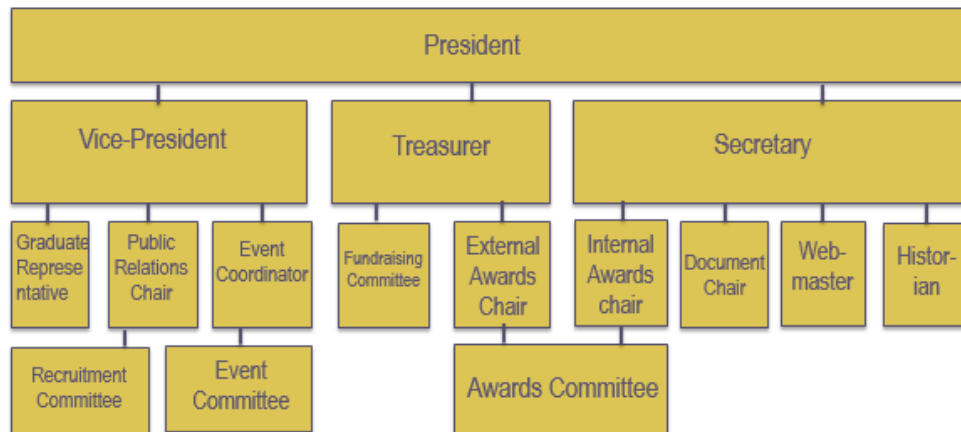
## Society of Women Engineers Introduction

- National SWE
  - Check out the website [swe.org](http://swe.org)
  - National SWE is a large network of women that work or are studying engineering.
  - If you choose to become a paid SWE member the below will be offered to you:
    - Scholarships
    - Webinars to better yourself
    - A Career Center- you can upload your resume to the career center, there are many opportunities.
    - Conference registration discount- As a paid member you get discounts on your conference registration. If you are interested in attending conference, email [untswe@gmail.com](mailto:untswe@gmail.com) and check out: [we15.swe.org](http://we15.swe.org)
    - Discounts- receive discounts on Whirlpool, Geico, and other companies. See: <http://societyofwomenengineers.swe.org/membership/benefits-a-discounts>
- Professional Sections
  - Dallas/ Fort Worth SWE

- The professional sections are working women engineers in the DFW area.
  - They are best for when you graduate, they offer a great social community and networking community.
  - They also host many volunteer events and professional development workshops.
  - Collegiate are allowed to attend any of their meetings.
  - Dallas SWE: <http://www.dallaswe.org/>
  - Fort Worth SWE: <http://fortworthswe.org/>
- Collegiate Section/UNT SWE
  - UNT SWE is the UNT collegiate section for the Society of Women Engineers.
  - What UNT SWE can do for it.
    - Community- 11% females at Discovery Park, as of 2014-15 school year, those that support women in engineering stick together.
    - Networking- UNT SWE brings professionals out to Discovery Park for members to network.
    - Workshops- UNT SWE will host workshops for members like resume building and such.
    - Volunteering- UNT SWE will have many volunteering opportunities for members.
  - Awards for members
    - Most Outstanding Volunteers (up to 3)- The volunteers officers see helping the most. The volunteers that embody UNT SWE volunteering.
    - Ms/Mr. Swe-ster- Voted on by the members and officers, the person that best embodies SWE values
    - Most Outstanding Officer- Officer with the most points.
    - Most outstanding member- Member with the most points
  - Points System
    - \*See new member packet on [untswe.weebly.com](http://untswe.weebly.com) Join>New Member Information
    - Points are used to run for office, to show who's involved in UNT SWE, and to receive awards.
  - Website
    - UNT SWE has a new website!!!
    - Check out [untswe.weebly.com](http://untswe.weebly.com)
- UNT SWE Officer Positions

- See officer hierarchy:

### Officer Hierarchy



- Below are descriptions of each elected officer position. If you are interested in running for position in the spring contact [untswe@gmail.com](mailto:untswe@gmail.com) to get more info and begin shadowing
  - President- Bria Miles- Oversees UNT SWE operations, contacts professionals, National SWE and such.
  - Vice President- Haley Barnes- Helps President oversee SWE operations, completes president duties if president is unable.
  - Treasurer- Jessica Lanier- Oversees monetary operations for UNT SWE, chapter awards, and fundraising, oversees fundraising committee and awards committee
  - Secretary- Tyseanah Spell- Oversees documents for the chapter, internal awards given at banquet and such, oversees awards committee
  - Event Coordinator- Samantha Zellner- Puts together events for UNT SWE, oversees event committee.
  - Webmaster- Jordan Luper- Oversees online presence and website, Facebook, twitter, website
  - Historian- Sarah Smith- Documents events with images and creates event flyers
  - Public Relations Chair/PR- Amber Sodikov- handles public relations for UNT SWE, as well as recruitment during summer, oversees recruitment committee.
- Open Positions
  - These positions can be applied for now by members if interested contact [untswe@gmail.com](mailto:untswe@gmail.com)
    - Graduate Representative- A voice on the board for the graduate students in UNT SWE
    - Freshman Representative- A voice on the board for the underclassman students in UNT SWE
    - External Awards Chair- helps oversee the Awards committee, in charge of the documentation for awards for UNT SWE chapter
    - Internal Awards Chair- Helps oversee the awards committee, in charge of members' points and awards for UNT SWE members.

- Document Chair- similar to Secretary's assistant, must be at every general meeting, records and review meeting minutes with the Secretary.
  - Recruitment Committee- recruits members to UNT SWE, lots of work during the summer
  - Event Committee- Helps Event Coordinator plan and execute events.
  - Fundraising Committee- in charge of fundraising for UNT SWE chapter
  - Awards Committee- oversees the Awards (External and Internal) for UNT SWE.
  - Volunteer Committee- a group of volunteers to donate their time for UNT SWE volunteer events and philanthropies
- Committee Sign up
  - If interested in any position or committee in UNT SWE leadership and you did not sign up at the meeting; email [untswe@gmail.com](mailto:untswe@gmail.com)
- Upcoming Events
  - Hitachi Consulting Event
    - September 10
    - 6:00 PM
    - Business Leadership Building room 225
    - Hitachi will discuss upcoming opportunities offered at the Engineering Career Fair October 1
  - After School Program
    - UNT SWE will work with the Denton Libraries and host after school activities for local children
    - Contact Samantha Zellner, [untsweeventcoordinator@gmail.com](mailto:untsweeventcoordinator@gmail.com)
  - After School Tutoring
    - UNT SWE works with Denton High School to tutor students once a week with math and science.
    - Contact Samantha Zellner, about how to get involved, [untsweeventcoordinator@gmail.com](mailto:untsweeventcoordinator@gmail.com)
  - Next General Meeting
    - September 14
    - 6:00 PM
    - Discovery Park room B158
    - USAA will present and network with members
  - Geek Week
    - September 8-11
    - Discovery Park Hallways
    - Look for SWE's game table during Geek Week.
  - Raffle Winners
    - If you won the raffle, You will be given your T-shirts at the next meeting. If you will not be able to make the next meeting email [untswe@gmail.com](mailto:untswe@gmail.com)