**Proposed Southern NJ SWE Officer Meeting**

**Date:**

10/30/2019

**Attendees:**

Maryfaith Rodgers

Mary Delemarre

Christina Young

Patti Liguori

**Discussion items:**

1. Status of checklist for chartering, specifically the New Section Formation Procedure
	1. Step 1: Complete the survey. Completed a while back.
	2. Step 2: Proposed Section Contact Person; Determine Feasibility. Completed a while back.
	3. Step 3: Proposed section begins chartering process; lasts 6 months to year. Items completed but some items, i.e. hold events, maintain a website, communicate with members, remain ongoing.
	4. Step 4: Proposed section prepares chartering paperwork. Several items are underway. Maryfaith wants all the officers to be aware of status so we need to secure approval on zip codes, negotiate agreement on funding, collect signatures and member info on charter form; and info from those who don’t want to switch to our section, by-laws approvals, officer elections including letters of support from leadership coaches.
		1. We have 8 signatures; almost have 9. Christina is still working to get more, several emails are out to different POC’s at different employers.
		2. By-laws are with the SWE by-laws committee for approval. Minimum response time of two weeks, all sections are currently updating to 2018 by-laws and the committee is delayed due to the volume.
		3. Leadership coach: Amy Jo
		4. All specifics are in new section formation procedure.
		5. Completed charter petition packages needs to go to SWE.
	5. NJ SWE Releases – portion of chartering package
		1. NJ SWE was non-responsive from June to September regarding the Brigantine event. There were changes in the NJ SWE officers in the June election.
		2. Suggestions to prompt timely responses to close our NJ SWE Releases. Maryfaith has not contacted them yet regarding the zip codes. We must obtain signed letters to release zip codes and a division of finances.
		3. Maryfaith will reach out to NJ SWE President and approve and sign the release of zip codes and division of finances.
2. Elections vote count
	1. Check with Angela
3. December 6th event: 9 responses; 10 yes. Placeholder head count with restaurant is 20; confirm closer to date, discussion on extending invitation to Rowan Chapter. Some pro/cons, no firm decision on call, Maryfaith’s ask is for decision one week to follow. She is checking with Maria (Philly section) on similar practices.
4. Meeting notes procedures
	1. Patti circulate a draft to officers; once approved then publish to our public SWE site with no restrictions.
5. Officer meetings will continue 1x per month

**Action items:**

1. Maryfaith – follow-up on NJ SWE Releases
2. Maryfaith - Contact Maria regarding Phila SWE practices on students attending events
3. Christina – gathering signatures for Proposed NJ SWE
4. Patti – update website
5. Patti – distribute these notes for review
6. Mary - research banks we can use so when we get our EIN and a check to deposit, we have an account to deposit it into. Longer lead time, under step 5/6 of chartering procedure. Identify two banks for decision.