**Minutes** -Proposed Southern New Jersey SWE Training and Bylaws Review

5/10/2019; 7:00 to 8:00 pm

Attendance: Christine Stahelcker, Maryfaith Rodgers, Christina Young, Holly Cyrus, Angela Campbell, Alexa Porter, Amanda Weissman, Mary Delemarre, Patti Liguori

1. **7:00** Introductions (5 minutes)

Christine Stahelcker; Proposed section “Leadership Coaching Committee” coach

Maryfaith Rodgers; Tech Center leading effort to set the proposed section

Christina Young; Tech Center helping set up the proposed section

Holly Cyrus; Tech Center mechanical engineer

Angela Campbell; Tech Center aerospace engineer

Alexis Porter; Paulsboro Refining chemical engineer

Amanda Weissman; Lockheed Martin

1. **7:05** SWE Training (15 minutes, Christine Stahlecker)

**Christine** briefed out the attached presentation. Key point’s:

* early registration for FY20 is open member through June 30 2020,
* please provide feedback on presentation through bit.ly link.

1. **7:20** Vison of New Section Events (10 Minutes)

**Christina** briefed out attached presentation. Key point’s:

* Split on interests between 50 and 70% of membership for all areas, most ideas for events were in Professional/Technical development
* we have offers for free meeting space in two locations, seeking more
* membership is evenly distributed around the proposed section no single location covers the full membership rotation of events through section to capture the full interest
* Similar to other sections the Outreach events are available as volunteer opportunities to membership and event organization is handled by other organizations not SWE section

1. **7:30** Walk Through New Section Formation Procedure (15 minutes)

**Maryfaith** went through the detailed checklist on establishing the section. Clarified that voting on the by-laws was not taking place on the call as that is under step 4, and not step 3. Also, people becoming members will be assigned to the New Jersey section until the new section spins off.

High level description of step 3 is to function like a section while establishing the section.

Items closed: established joint gmail account for maintenance of general communications and section records. Account will turn over to officers.

Items under step 3 to kick-off: establishing the website and standard communications with membership i.e. newsletter.

Items in work: additional events and networking with other SWE sections, working on a beach theme joint event between the Proposed - Southern New Jersey Section. Continued communications with New Jersey section, current officers are strongly supportive the establishment of this section it solves the problem of holding events in the area. However, their elections are underway.

Need – third person for nominate committee (closed).

1. **7:45** Review/Discussion of by-laws (10 minutes)

By-laws are very standard and strongly encouraged to accept standard by-laws. Key point is the officer position descriptions on page 3, for people interested in officer positions referring them here. Requirement is they be a SWE member.

1. **7:55** Wrap-up and Thank You (5 minutes)

Actions to SoJoSWE to prepare and distribute both minutes and the Knowledge of SWE presentation.

Action to Maryfaith for one-on-one catch up with Patti.

Very big thank you to everyone for their time for this on a busy Friday night and their support in establishing the section.

1. **8:00** Adjourn