

**New Mexico Network for Women in Science & Engineering
October 2015 Board Meeting
Sierra Grande Lodge and Spa, Truth or Consequences, NM
25 October 2015**

2015 - 2016 OFFICERS:

Past President - Phyllis Baca
President - Rebecca Galves
Vice President - Sarah Vance
Treasurer - Jeanne Banks
Secretary - Barbara Torres

Attendees: Barbara Torres, Jeanne Banks, Dana Roberson, Tinka Gammel, Phyllis Baca, Yolanda King, MyChelle Andrews, Diane Oyen, Cheri Burch, Rebecca Galves

The October board meeting of the New Mexico Network for Women in Science and Engineering was called to order at 8:55 am by Rebecca Galves, 2015-2016 president

Topic

Presenter

Secretary's Report -----Barbara Torres

Phyllis Baca will provide minutes for August Meeting which will be distributed to the board via list.

Treasurer's Report-----Jeanne Banks

Arrangements need to be made to change the signatures on the bank account.

NMNWSE has been specified in the Crystal Marie Bachman Trust to receive 1% of the trust value. We do not know when the distribution will occur.

Jeanne Banks asked the board to consider requiring local EYH to provide the State organization a fee or a percentage of their fund raising.

ACTION: [Jeanne Banks will chair a committee to present a proposal regarding obtaining funding from the local EYH committees to the board at the next board meeting.](#)

Standing Committee Reports

Annual Meeting Chair-----Diane Oyen

Diane will see if there is someone else who would like to chair the next annual meeting. The 2016 meeting is targeted to be in Central of NM. The target date is Oct. 21-22, 2016.

Elections-----Yolanda King

Yolanda recommends that the board consider having a small nominating committee next year. Rebecca Galves appointed Lina Germann as an At-Large Board Meeting.

Archives-----Mary Campbell

No Report

Communications-----Tinka Gammel/Web Master - Diane Oyen

Tinka has business cards and tri-folds are available for distribution.

Tinka requests that

Be aware of the difference between e-mails to the board and the entire membership.

When board stuff is sent to the main listserv (NMNWSE-L), we tend to get unsubscribes.

Send photos and articles for posting on the webpage.

Board members and EYH chairs ensure that information, links, and EYH dates on the NMNWSE webpage are correct and timely.

As webmaster, Diane’s main focus, initially, will be on getting the site mobile friendly and Spanish webpages posted. Diane may also get a "captcha" working on web forms to help reduce spam to the webmaster. Tinka will try and take the day-to-day burden off Diane until the two big tasks have been completed. For the time being, "webmaster@nmnwse.org" will go to Tinka only, but Diane will soon be added to that alias. In the meantime please cc Diane on webmaster stuff.

If the new webmaster has interest, it might be time to consider making the Facebook page “official”. Another task for the new Web Master will be to keep the EYH sponsor page (http://nmnwse.org/eyh/eyh_sponsors.php) up to date. In order to do this, it is important for the relevant chairs to get sponsor information to the Web Master.

Remember, there is space where EYH Chairs can post archives or other information, such as local meetings, on the NMNWSE website. Please contact Tinka or Diane to add the information or let one of them know if there is a local volunteer needing access to modify what lives under each EYH page. Let the Communications Committee members know if you find anything on the website that needs updating. We can also create "short links (e.g. to signup genius or to the national EYH registration page) so you can use a short "nmnwse.org/(your eyh)/(mylink)" when advertising. Just let us know what you want the NMWNSE RUL to read and what page to make the link.

Membership-----Dana Roberson

40 members have paid their membership fees. Dana is going to send out welcome letters to the new members and thank you notes to continuing members.

Fund Raising-----Rebecca Galves

We have a \$1,000 donation from AT&T.

MyChelle informed the board that having a Business Plan is a plus in obtaining funds from charitable organizations.

ACTION: [MyChelle Andrews to develop a draft Business Plan by the next board meeting.](#)

Policies and Procedures-----Barbara Torres

Barbara asked board members to send suggestions for addition or modification of our Policies and/or Procedures.

ACTION: [Provide draft changes to the policies and procedures](#)

Publicity/Outreach-----MyChelle Andrews

ACTION: [MyChelle to provide draft social media campaign plan by next board meeting.](#)

Phyllis Baca suggested we have a task list for board member responsibilities for each officer and committee chair.

Yolanda suggested we honor Mercedes contributions to the network in conjunction with a membership event.

ACTION: [Tinka will explore this concept and present something at the next board meeting.](#)

Student Awards-----Mercedes Agogino

Tinka requested that board members [please bring suggestions for student awards to the committee.](#)

Rebecca presented the NCWIT Aspirations in Computing as an opportunity to participate as an awardee.

ACTION: [Rebecca and Tinka will look at what is involved in NCWIT Aspirations in Computing and report at the next board meeting.](#)

IMPACT! Award-----Phyllis Baca

Phyllis commented that the Network needs to provide recognition of nominees that did not receive the IMPACT! Award.

STEM Outreach Liaison-----Cheri Burch

AAUW has flyers for TechTrek 7th grade science/math teachers to alert them to the Summer Science Camp for Girls. They plan to hand them out at the New Mexico STEM Conference Nov. 13-14, 2015 in Hobbs.

ACTION: [Phyllis to explore presence at the NM STEM Conference in Hobbs in November.](#)

Cheri Burch suggests that the Network have a presence at TechTrek.

ACTION: [Cheri, MyChelle, Rebeca, and Phyllis function as an exploratory committee to determine what we could do and provide suggestions at the next board meeting.](#)

Expanding Your Horizons Conferences

State-----Rebecca Galves

Elizabeth Ratslaff mentioned sponsoring a local EYH in Las Vegas. There was discussion about scheduling an event in Las Vegas to inform the local women about NMNWSE.

ACTION: [Cheri Burch will provide names of TechTrek participants from Las Vegas to Phyllis as soon as she can. Phyllis will talk with Elizabeth about EYH.](#)

Local Reports-----Local Chairs

Central-----Jeanne Banks

Northern-----Jan Frigo

Southern-----Rebecca Galves

Local Chapters

Central Chapter-----Jeanne Banks

The Next meeting is November 17. The location may change as the Flying Star may be closing.

Northern Chapter-----

ACTION: [Consider a event to honor Irene Lee prior to her move to MIT.](#)

Southern Chapter-----Rebecca Galves

Rebecca will look into scheduling chapter meetings.

The October board meeting was adjourned at 10:53 am

Board Meeting Action Items:

Date Opened	Action Item	Person/Committee Responsible	Status
06.15.15	Establish proposed policies for EYH donations.	Jeanne Banks Barbara Torres	Open
10.25.15	Present a proposal regarding obtaining funding from the local EYH committees to the board at the December board meeting.	Jeanne Banks with a committee	Open
10.25.15	Determine if there is someone else who would like to chair the next annual meeting	Diane Owen	Open
10.24.15 at AM	Identify potential locations for the 2016 Annual Meeting	Board Members	Open
10.25.15	Develop a draft Business Plan by the December board meeting.	MyChelle Andrews	Open
10.25.15	Provide draft changes to the policies and procedures	All Board Members	Open
10.25.15	Provide draft social media campaign plan by next board meeting.	MyChelle Andrews	Open

Date Opened	Action Item	Person/Committee Responsible	Status
10.25.15	Explore the concept of honoring Mercedes Agogino contributions to the network in conjunction with a membership event. Present something at the December board meeting.	Tinka Gammel	Open
10.25.15	Bring suggestions for student awards to the committee	Board Members	Open
10.25.15	Explore NMNWSE presence at the NM STEM Conference in Hobbs in November.	Phyllis Baca	Closed
10.25.15	Function as an exploratory committee to determine how the Network could have a presence at TechTrek.. Provide suggestions at the December board meeting.	Cheri Burch, MyChelle Andrews, Rebecca Galves, Phyllis Baca	Open
10.25.15	Provide names of TechTrek participants from Las Vegas to Phyllis Baca.	Cheri Burch	Open
10.25.15	Talk with Elizabeth Ratslaff about EYH	Phyllis Baca	Open
10.25.15	Consider a event to honor Irene Lee prior to her move to MIT.	Board Members	Open