



New Mexico Network for Women in Science & Engineering

June 2016 Board Meeting
Oliver La Farge Branch of Santa Fe Public Library
Santa Fe, NM
11 June 2016

2015 - 2016 Officers

Past President - Phyllis Baca

President - Rebecca Galves

Vice President - Sarah Vance

Treasurer - Jeanne Banks

Secretary - Barbara Torres

Attendees:

Tinka Gammel, Phyllis Baca, Jeanne Banks, Sarah Vance, Jan Frigo, Cheri Burch (via Conference Call), Rebecca Galves

Proxies: Dana Roberson, MyChelle Andrews

The June 2016 board meeting of the New Mexico Network for Women in Science and Engineering was called to order at 10:35 AM by Rebecca Galves, 2015-2016 president.

Topic

Presenter

Secretary's Report -----Barbara Torres

No changes to minutes. Jeanne Banks moves to accept minutes for April Board meeting. Tinka Gammell seconds. All in favor.

Treasurer's Report-----Jeanne Banks

Balance is \$15,371.78. Includes AT&T donation, Mary Bachman's Trust fund check, Amazon Smile donations of \$22, and United Way donations. Santa Fe Community College check has not yet been submitted. There are few expenses since Science Fair of \$550 for student awards. Tinka needs to send in water bottle receipt. Both Tinka and Yolanda gave \$100. 400 bottles were ordered; 100 bottles were given to Tech Trek. Tinka paid the PO Box rent for another 6 months to get through the annual meeting. Jeanne is doing change of address forms with necessary groups. COROS is updated with new PO Box.

Standing Committee Reports

Annual Meeting Chair-----Tinka Gammel & Rebecca Galves

Tinka is stepping down as Co-Chair.



New Mexico Network for Women in Science & Engineering

Met with Joshua of Nativo Lodge and have accepted and finalized a proposal. We have a room block of 15 rooms at \$71 rate, plus up to 5 rooms with AAUW. Have an agreement on the schedule with AAUW. Need to get the tri-folds out in the August time frame. We have committed to \$1800 minimum expense for food, not including alcohol. This is based on our anticipated number of meals, an estimate of the number of people attending, and the cost of the meals. The food events include: Friday night reception, lunch (including Impact Award and AAUW), all snacks, a smaller evening meal for the Network, and Sunday morning meal (breakfast is included for those staying at the hotel). Perhaps there will be an after-dinner food service.

We will have two separate meeting rooms - one for Network and one for AAUW. Cheri estimates 25 participants for AAUW, with 5 staying overnight.

Nativo Lodge is ready for reservations. Trifold will be complete and ready for disbursement before next meeting in August.

Finalizing schedule with AAUW is important and in progress.

Elections-----**Yolanda King**

No Report

Archives-----**Mary Campbell**

No Report

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

Newsletter is still in progress and not sure of timing of the next posting. Email any updates to webmaster. Looking to connect EYH Los Alamos webmaster with Tinka and/or Diane to help with website. He probably already has access via nmnwse.org/lawis and receives volunteer hours from LANL for the work. If anyone takes over who is not on the Board, it may not be a solid set up. Jan mentioned we are looking to ask Diane to interface with the other webmaster.

Tinka: top priority: we also need to convert the careers book to be mobile friendly. The conversion of careers book to Spanish is also important. We have a partial translation, but a Spanish speaker mentioned that it is not a great version.

Tinka is still willing to do the small stuff. Just unable to do big changes and format updates on website, due to other demands.

Jan will connect with Diane and LANL web gentleman to discuss website and security issues surrounding any PayPal or online payment addition. Jan will also look at potential costs. We need to determine if we can hire and pay someone outside LANL and if we can add sponsor links to the website.



New Mexico Network for Women in Science & Engineering

Jeanne said that we should look into the costs associated with hiring a professional. This would include finding out the charges for possibly moving site, with all of the levels or most/some of the levels and obtaining bids to include the initial cost and maintenance cost (per month/per year)? We would need to get Board approval to add a not-to-exceed line item for future costs.

Tinka said that we have a very large site with many levels driven by historical needs that is considerably more complicated than it needs to be. Zianet has been generous in allowing us to host a large site for free for 2 decades. We don't have a budget item set aside for webmaster maintenance and spending money on the careers book is a top priority. She believes we need active website maintenance, someone actively on the Board who actively thinks about web content and actively provides the information or maintains the information.

Will look into a phased plan.

Action Item: Get website into a mobile friendly version. Tinka

Action Item: Convert Careers book to Spanish friendly version. Tinka and Becca

Action Item: Look into website transition, phased plan. Jan Frigo, Diane Oyen

Membership-----Dana Roberson

No Report

Fund Raising-----Rebecca Galves

AT&T funds are in. We have no active, outstanding grant proposals. Applied for 5 this year, received one. Phyllis Baca will follow up on the \$3,000 grant from SFCC, to use Oct. 1, 2015 – Sept. 30, 2016.

Will look into Lannan Foundation. We received the McCune Foundation for multiple years – not sure why it was cancelled. Let's ask for feedback and see what criteria we might be missing.

It is critical to add multiple ways of donating to the Network, including Volunteer Match, Donate Match, Giving Campaign, and Matching Gift via LANL, Intel, and Sandia NL. Plan to add a "Donate" button on website, to collect PayPal donations via credit card.

Had a great conversation with Jan Frigo, an excellent fundraiser. Jan creates an extensive summary of EYH Conference and provides the summary to all donors, active, past, and potential. She suggested that we establish a member status that does not require the \$40 fee, but then prompt this member type to set up the Donor Match at LANL (or other big work site), for \$5 or \$2.50 per pay period and/or a per month donation taken directly out of their pay. We could get some really nice support.



New Mexico Network for Women in Science & Engineering

We should ask members to identify potential donors. If individuals are donating a minimum of a to-be-determined number of hours to EYH, we should consider them to be members and stay in contact with them to encourage donations and/or Donor Match activities. We should consider adding a Student Member status, which is free, but a direct result of their participation in an EYH Conference in NM.

We are a qualified 501(c)3. We need to determine how to set it up.

Need a person who knows the address and the information for the non-profit to send W9s. It's important that we make sure they are associating EYH with the Network!!!

EYH coordinators also need to encourage volunteers to become members. We need to actively associate EYH participation as a Network engagement.

Suggest the following:

- Ask all EYH volunteers to be members, without having to write a \$40 check. Have a membership drive during EYH.
- Send EYH info and everything that we do, up to four times a year. Create and have the 15 second elevator speech ready.
- Send Thank you messages, Network Newsletters, etc. to people who donate.
- Put a Volunteer Match bullet on website.
- Market the Volunteer and Donor Match through e-mail or other means.
- Make an individual who is donating over \$100 a year a member without sending another \$40.
- Have an auto payment option. Volunteers can join and/or donate instantly.

Jan: Stanford research has proven that people will often donate more when you don't ask for a specific amount. If people have the option to donate, without a minimum or max, people will do it!

We have a great mission statement. We need to establish the vision statement. Becca will work to begin a true vision statement and submit to the Board.

Action Item: Create a vision statement. Becca

Policies and Procedures-----Barbara Torres

No Report

Publicity/Outreach-----MyChelle Andrews



New Mexico Network for Women in Science & Engineering

No Report

Student Awards-----**Mercedes Agogino**

No Report

IMPACT! Award-----**Phyllis Baca**

Start advertising! Add location of annual meeting on the information. Actively market the nomination phase. Start in August with full push.

STEM Outreach Liaison-----**Cheri Burch**

Tech Trek camp is big. 60 girls expected. 7 core class teachers. 14 workshop leaders. 9 dorm monitors. 5 members of steering committee. Water bottles have been provided. Have been attending the Math & Science Teachers conference, and the STEM Symposium put on by the Dept. of Education. Have table to advertise, and connect with teachers interested in Math & Science. Could be another outreach opportunity for the Network. TT participants are from all over NM, 7 Native American, 40% Caucasian, 1 African America, 1 Middle Eastern, and the rest Latina. Dates for TT are June 19 – 25 at NM Tech.

Expanding Your Horizons Conferences

State-----**Rebecca Galves**

Discussion:

Will work with EYH Directors to retrieve contact information for volunteers and connect with peripheral volunteers (bag stuffers), and see if they would like to donate.

We need to have a business model to address the Network providing payment to an EYH Director and/or payment to an independent consultant. Lena currently raises enough money to reimburse for mileage and/or expenses. Don't want to have to do a 1099. We should look at the option of paying someone (an extra added carrot) to run the EYH. The Network would have to be careful because we could become an employer. We don't know enough about the legal, tax, or other impacts. We don't want to see EYH become an organization that farms out or has others independently take care of an EYH. But having a way to help people who do them is not a bad idea.

Jan: Do we have anyone who can help us with W9, accountants, lawyers, or can help with W9 problems?

Becca: If we receive grant dollars that explicitly require a budget line item for providing a stipend to program leaders (ie: NCWIT, AAUW, etc), can we do that? Will it be possible to provide that without having further tax or impending financial implications? We will never get in the business of paying people to run an EYH. It also goes against the National expectations.



New Mexico Network for Women in Science & Engineering

Continue review of the Policies and Procedures and see what is stated in the paperwork re: paying stipends at any level.

Local Reports-----Local Chairs

Central-----Rochelle Larson

Not sure of the date yet. Will be early February 2017 or end of January 2017.

Los Alamos (Santa Fe) Spring-----Jan Frigo

Looking ahead to 2017 and possible dates to hold conference. It will be held around the same time as 2016, in early March.

Santa Fe Fall-----Lina Germann

2016-2017 conference will be held October 15, 2016, and Lina is actively searching for funding.

Las Cruces-----Rebecca Galves

2017 date will again be in January, so either the 21 or 28. This time works best for students, as it seems to have the fewest conflicts with other extracurricular activities.

Western-----Mikki Jemin

Organizers are again targeting a late February date for 2017 date, though early March may also be an option.

Carlsbad-----Lisa Chappa

2016-2017 Conference will again be held on a Friday at the 6th grade academy. Probably October 7.

Local Chapters

Central Chapter-----Jeanne Banks

Haven't held any gatherings or speaker sessions. Looking into future dates.

Northern Chapter-----



New Mexico Network for Women in Science & Engineering

Southern Chapter-----Rebecca Galves

Haven't held any gatherings. Will plan one for September.

June board meeting was adjourned at 12:35 PM.

Board Meeting Action Items:

Date Opened	Action Item	Person/ Committee Responsible	Due Date	Status
10.25.15	MODIFIED: Collect Information and continue discussion regarding retaining a small percentage of funding that is directed through the Network's 501(c) 3. Determine if this will require a Board vote to change the Policies and Procedures?	Jeanne Banks with a committee	Next Board Meeting	In progress
10.25.15	Provide draft changes to the policies and procedures	All Board Members	Next Board Meeting	Open
10.25.15	Explore and present a concept of honoring Mercedes Agogino contributions to the network in conjunction with a membership event.	Tinka Gammel	Next Board Meeting	Open
10.25.15	Bring suggestions for student awards to the committee	Board Members	Ongoing	Open
10.25.15	Provide names of TechTrek participants from Las Vegas to Phyllis Baca.	Cheri Burch	Next Board Meeting	Open
10.25.15	Talk with Elizabeth Ratslaff about EYH	Phyllis Baca/ Becca Galves	Next Board Meeting	In progress
12.5.15	Provide feed-back to MyChelle on the initial draft Business Plan.	Board Members	Next Board Meeting	In progress



New Mexico Network for Women in Science & Engineering

Date Opened	Action Item	Person/ Committee Responsible	Due Date	Status
12.5.15	Collect information and create media for EYH local directors regarding the value-added of the State Network	Rebecca Galves	Next Board Meeting	In progress Provided some at April meeting. More to come
12.5.15	Present updates on the media campaign plan at upcoming board meetings.	MyChelle Andrews	On-going	Open
2.13.16	Look into volunteer/employee designated match/fund match through Sandia and Intel.	Rebecca Galves/Jan Frigo	April Board Meeting	In progress
2.13.16	MODIFIED: 4/2/16 board meeting. Look into an on-line way to accept memberships and donations and provide presentation at board meeting.	Rebecca Galves	Next Board Meeting	In progress, Account and link established. Bank acct pending.
4.2.16	Investigate the bank minimum balance policy	Jeanne Banks	Next Board Meeting	In progress
4.2.16	Work to get EYH funding settled.	Phyllis Baca & Lina Germann	Next Board Meeting	Closed
4.2.16	MODIFIED: Identify Policy associated with writing a check to EYH Coordinators If external funding includes a budget line item for program coordinators (i.e., NCWIT). Determine if the Network can write the check. PREVIOUS: Look into a potential change to our business model that would allow payment to an independent contractor to chair/ run a local EYH.	Barbara Torres & Jeanne Banks	Next Board Meeting	In progress The Network will never enter the business of paying people to run EYHs. But can we provide payment if included in funding initiatives?



New Mexico Network for Women in Science & Engineering

Date Opened	Action Item	Person/ Committee Responsible	Due Date	Status
6.11.16	Get website into a mobile-friendly version	Tinka Gammel, Becca Galves	October Board Meeting	Open
6.11.16	Convert Careers Book into Spanish version	Tinka Gammel, Becca Galves	October Board Meeting	Open
6.11.16	Look into a phased plan for website transition	Jan Frigo, Diane Oyed	October Board Meeting	Open
6.11.16	Create a Network Vision Statement	Becca Galves	Next Board Meeting	Opne