



New Mexico Network for Women in Science and Engineering

OFFICERS: Barbara Torres, President; Tinka Gammel, Vice President/President Elect; Yolanda King, Treasurer; Jeanne Banks, Secretary.

Minutes

**2005 Annual Meeting
Embassy Suites Hotel, Albuquerque, New Mexico
Saturday, October 29, 2005
9:00 AM**

CALL TO ORDER

Barbara Torres

The meeting was called to order at 9:05 am.

SECRETARY'S REPORT

Jeanne Banks

The minutes of the 2004 Annual Meeting held on September 25, 2004 were distributed. There were no corrections and the minutes were approved.

TREASURER'S REPORT

Yolanda King

The total funds in checking are \$15,190.09. There were no outstanding payments to be made as the Embassy Suites had not yet invoiced us for the meeting expenses.

We no longer have money market account. There was discussion of alternative savings accounts that would benefit the Network. Barbara Torres will provide some information on an Edward Jones account—may prove to be a good alternative for our checking that would bear interest.

Lynda Towers moved that the report be filed for audit. Dana Roberson seconded. Motion carried.

Yolanda presented the budget as shown in Attachment A. Discussion followed:

1. Should we have a more realistic income number for membership dues? Recommended the number be reduced to \$800.
2. Should we continue to budget for committee expenses that did not post any actual expenses for 2005? Decided to do so just in case those funds are needed this time.
3. Since Adrienne Dare is not attending meetings due to expenses, we decided to leave the budget amount to reimburse travel. Tinka will call her and encourage her to attend since she will be reimbursed.
4. Since we are expecting to take a loss on this Annual Meeting, recommended making the loss value for the meeting here at the Embassy Suites—\$2000.
5. Discussed the Georgia Fritz memoriam—we have not dispersed the funds in some years. Barbara Torres will investigate the stipulation in the Standing Rules to find out what we are supposed to be doing with this money.
6. CDs and bags need to be ordered for EYH packets. Should order 1000 bags to get them at the lower price. Updated the budget numbers accordingly.

Voted on the amended budget—passed. Deficit of \$1020.

Janie Enter expressed thanks on behalf of the entire membership to Yolanda for her efforts.

The Audit Committee was also selected at this time. Lynda Towers, Janie Enter, and Dana Roberson will perform the audit at noon today and report this afternoon.

STANDING COMMITTEE REPORTS

2004 Annual Meeting

Janie Enter

The meeting was held at the Valles Caldera National Preserve (VCNP) --it was great! One recommendation was that if it is held there again, there could be fewer tours since the location is so scenic.

Archives

Mary Campbell

Mary brought scrapbooks for all to see. Members need to be getting her copies of their awards and recognitions. Yolanda announced that she is now chair of her NATO panel. Congratulations!

Elections

Georgia Pedicini (not present)

Slate not complete yet—no report. Barbara Torres reported that we need candidates for VP/President-Elect, Secretary, and the At-Large Board positions currently held by Kim Linder, Adrienne Dare, Judith Hohmann and Janie Enter.

Fund Raising

Debby Potter

Debby's written report is presented as Attachment B. Intel grant was awarded on 10/27. They require acknowledgement at all EYH conferences. Formed a committee this year. Need to send reports to each donor.

There is an issue with the reporting format—we need to standardize the reporting requirements. Northern's is the best use it as the model.

Debby has developed a new notebook for the next fund raising chair. She is also standing by to mentor and assist the new chair.

Membership

Dana Roberson

Dana passed out forms for those who needed to renew their membership. She moved the membership directory to Access--sent out the records to validate the information—trying to get it corrected where it might be wrong.

Since she is still receiving dues, she will report on the numbers at next Board meeting.

Newsletter

Lynda Towers

Lynda had a knee replacement this summer which put a damper on her ability to get out a newsletter. She hopes to do more newsletters this year.

Web Page

Tinka Gammel

Silver City EYH is creating a web page. She asked for a volunteer to keep up the web page. Barbara Pollock agreed to do it. Janie Enter requested that the parameters be changed on the list server so that the email traffic will go down. Discussion followed, but the final outcome was that the list server default settings would remain.

Publicity

Kim Linder (not present)

No report. Kim's position is up on the Board, but she will continue to provide the publicity actions that she has done in the past for the EYH conferences. Thanks to Kim for all that she contributes to NMNWSE.

Policies and Procedures

No activity this year

Science Fair

Mercedes Agogino

Gave 10 awards at the State Science Fair. Also awarded two alternative awards.

Tinka Gammel moved that we change the committee name from "Science Fair" to "Student Awards". Lynda Towers seconded. Motion carried. Barbara Torres remarked that this will require a modification to our Policies and Procedures. Motion carried.

State Science Fair website has been updated with the date of next year's fair. It is April 8, 2006.

Int'l Science Fair is in ABQ in 2007. Not clear about what the involvement opportunities would be for NMNWSE. Action: Mercedes will investigate for us about the potential of giving a special award.

Betsy Frederick thanked us for our support for the Super Computing Challenge.

EXPANDING YOUR HORIZONS

State EYH

Dana Roberson

She will resend the report as there were many who did not receive it.

Northern Chapter (Los Alamos)

Georgia Pedicini (not present)

The report was excerpted from the April Board Minutes:

The Northern Chapter of the New Mexico Network for Women in Science and Engineering, held its annual Expanding Your Horizons (EYH) -- technical career workshops for young women -- Thursday March 31, 2005 in the Immaculate Heart of Mary Catholic Church Parish Hall. The EYH program attracted 162 female students this year. The corresponding EYH teachers' conference, which runs simultaneously with the student workshops, was also in Parish Hall with 28 participants.

EYH volunteers and presenters were from different disciplines of math, science, and engineering including, but not limited to, biology, electrical engineering, chemistry, physics, physical science and computer science. EYH Committee Chair Georgia Pedicini said committee members have been working since October to organize this event.

After the registration and welcome period, the students dove into their team activity -- the Column Design Challenge. The young women were given eight sheets of copy paper, one piece of cardstock, scissors, pencils, a ruler, and one roll of scotch tape to design a structural support (single or multiple columns) capable of holding up a load of stacked books, a student or teacher. Ideas flowed and scraps of papers flew through the air and the distinct sound of scotch tape tearing filled the room. In the end, every team produced impressive designs capable of supporting multiple, thick volumes.

Team member Maria Janke of Los Alamos High School displayed her team's design, Penta-Comb, which sported the creative advertising slogan of: "So sturdy, it makes us look nerdy."

After the team activity, students broke into one of the 16 workshops offered by EYH -- some took buses to different locations such as Fuller Lodge, the Wellness Center and other facilities at the Lab while many students attended workshops on-site.

They have not set a date yet for their 2006 conference.

Southern Chapter (Silver City)

Adrienne Dare

The 13th annual Silver City EYH conference at WNMU was held on Saturday March 5, 2005 on the Western New Mexico University Campus. This was our most successful conference yet with 294 girls from the Silver and Cobre Districts as well as from Reserve, Deming and Lordsburg.

The conference targets 5th – 10th grade girls. For the last two years we've observed that over 80% of the girls have been in the 5th, 6th or 7th grades. This year 42.5% were 5th grade girls, 22% were 6th grade girls and 18% were 7th grade girls. We hope this EYH experience will make a positive difference in these young girl's lives by encouraging them to take more math and science classes in order to help increase their future opportunities.

In spite of our great success with the numbers there was still a 35% no show.

The 2006 conference will be on March, 4.

Central Chapter (Albuquerque)

Yolanda King

The Central EYH was held at UNM on Saturday, the 12th of March. The EYH offered 22 student workshops with 28 role model presenters from industry, government labs and academia. The adult session for parents and teachers offered a single track which included encouraging math & science in students to how to get financial assistance for college. Tours of three laboratories and museums were offered. The Key Note Address was given by Brigadier General Annette Sobel, MD, who was the NM Homeland Security Director and formerly with the NASA astronaut corp. Closing session included thanking the presenters, committee and attendees. Evaluation forms were submitted in return for a door prize ticket. Many donations from sponsors and the community were given out to encourage filling out the evaluation form.

Registration was similar to last year's attendance with 279 students and 87 adults pre-registered. There were 71 student no-shows with 19 walk-ins for a net of 227 students and (with on-site registration) 92 adults. The student registration was 69% middle school with the remainder in high school. This includes home schooled students. The evaluation forms were analyzed (attached) and yield the demographics in more detail.

The Central EYH Treasurer reported a loss of \$607 -- \$80 of which is due to "bad checks".

EYH for 2006 will also be held at UNM on Saturday, March 11th. LeAnne Brasure (LtCol, USAF retired) has agreed to chair the 2006 EYH. Beulah Woodfin, Kelly Collins, Kim Linder, Michele Diel, Cheryl Pulaski, Jennifer Cole, Sandra Gonzales, Summer Little, Deborah Potter, Jeanie Banks, Barbara Torres, Yolanda King, Casey DeRaad and Diane Albert will serve on the 2006 Committee. Honeywell (Kim Linder) has already provided the Keynote.

CHAPTER REPORTS

Northern Chapter (Los Alamos)

Wendee Brunish

They have had their kickoff for EYH, no date is set. There has also been no chair determined.

Still having the lunch talks, still working on getting WEPAN into the Lab and combine that with a membership event.

Eastern Chapter
Nothing new.

Mercedes Agogino

Central Chapter (Albuquerque)

Jeanne Banks

Expect to have the first meeting in mid/late January—at Explora. Debby suggest Balloon Fiesta Park as another meeting location

OLD BUSINESS

Strategic Planning –not clear on what to do next.

Discussed the MentorNet program, Janie, Dana, Wendee said that 70-80 people from the Labs participate.

Wendee will be talking with NMSU students in the very near future.

NEW BUSINESS

Elections

A slate was developed through discussion and nominations from the floor.

Vice President/President Elect—Lynda Towers

Wendee Brunish will fill Lynda's Member at Large position

Secretary—Jeanne Banks

Member-at-large —Janie Enter will stay in her Member-at-large position.

Member-at-large —Barbara Pollock (Kim Linder position)

Member-at-large —Sandy Winkelmaier (Adrienne Dare position)

Member-at-large —Betsy Frederick (Judith Hohmann position)

Janie Enter moved that the slate be accepted by acclamation. Debby Potter seconded. Motion carried.

Other

Tinka went over some email correspondence that we had received. She will post the New Mexico First information to the website for all members to consider.

Discussed email asking us to serve as a fiscal agent. Group did not feel comfortable doing that.

Rio Rancho policy on “intelligent design”—should we formulate our own policy?

Action: Debby will review the statements put forth by the National Academy of Science, National Association of Teachers of Science and Mathematics, NM Academy of Science

Dark Sky—that resolution is not yet drafted. Keep the action open.

NMSU EYH Potential. NMSU reps arrived. They were funded for the National Science Foundation grant for \$2.7M to enhance women faculty and to further women in leadership in STEM. They have the flexibility to formulate their own program. There will be a Board meeting in Las Cruces and we will pursue EYH possibilities.

Meeting adjourned at 11:45am.

ATTACHMENT A

2006 Proposed Budget

	2005	2005		2006	
CATEGORIES	APPROVED BUDGET	ACTUALS	<i>Notes:</i>	PROPOSED BUDGET	
Income					
Memberships	\$1,250.00	\$630.00		\$800.00	
Fund Raising	\$15,000.00	\$0.00		\$15,000.00	
Money Market Interest	\$25.00	\$7,236.78	<i>MM closed</i>		
Total	\$16,275.00	\$7,866.78		\$15,800.00	
Expenses					
Administration					
Archives	\$20.00	\$0.00		\$20.00	
Elections	\$20.00	\$0.00		\$20.00	
Fund Raising	\$100.00	\$32.73		\$100.00	
Newsletter	\$50.00	\$0.00		\$50.00	
Officers' Expenses	\$300.00	\$0.00		\$300.00	
PO Box	\$130.00	\$126.00		\$130.00	
Publicity	\$800.00	\$0.00		\$800.00	
Miscellaneous	\$200.00	\$26.31		\$200.00	
Board Travel Expenses	\$300.00	\$0.00		\$300.00	
President's Expenses	\$300.00	\$0.00		\$300.00	
Membership Activities/Professional Mentoring					
Annual Mtg.	\$250.00	\$1,866.00	<i>Low turnout</i>	\$2,000.00	
Annual Mtg Scholarships	\$300.00	\$300.00		\$300.00	
Chapter Rebates	\$900.00	\$300.00	<i>Only LAWIS</i>	\$900.00	
Membership	\$500.00	\$75.00		\$500.00	
Memoriam	\$100.00	\$0.00	<i>Not</i>		delete
Student Mentoring/Education					
EYH Conferences					
Albuquerque	\$600.00	\$600.00		\$600.00	
Los Alamos	\$600.00	\$600.00		\$600.00	
Silver City	\$600.00	\$600.00		\$600.00	
Southern	\$600.00	\$0.00	<i>So. Chapter</i>	\$600.00	
Statewide	\$500.00 ?		<i>EYH Lic??</i>	\$500.00	
EYH Insurance	\$500.00	\$448.05		\$500.00	
EYH Promotion (tote	\$2,000.00	\$401.84		\$4,000.00	
EYH Printing	\$2,000.00	\$179.92		\$2,000.00	
Science Fair Awards	\$1,000.00	\$550.00		\$1,000.00	
Miscellaneous	\$500.00			\$500.00	
Total	\$13,170.00	\$6,105.85		\$16,820.00	(\$1,020.00)
As approved in 2004					

ATTACHMENT B

2005 EYH Fund-Raising Annual Report

by Dr. Deborah Potter, Past President NMNWE and Fund-Raising Chair

The Board formed a Fund-Raising Committee to help the Chair raise money for *Expanding Your Horizons™* conferences. The Committee includes the state-wide EYH Chair and each Chapter's EYH Chair. Dr. Yolanda King volunteered to help, and submitted one of the funding requests. Also, Barbara Torres and Jeanne Banks offered to send final EYH reports to each sponsor. A few other Network expenses such as science fair awards, EYH advertising, meeting costs, etc., should be included in future requests for funding at about \$1,500 per year.

The fund-raising activities for 2006 EYH conferences were:

1. Submitting three grant applications.
2. Writing thank-you letters to any sponsors that contributed money.
3. Sending financial / accomplishment reports to each major financial sponsor ASAP after the conferences (April or May). The report from the EYH Chair(s) to the Math Science Network and the Treasurer's report showing all EYH expenses are needed to do this. Note that some contributors provide a specific reporting form.

Solicited Funds for EYH conferences scheduled in 2006:

\$5,000 from PNM Foundation, partnership grant for education
submitted online May 30, 2005 <http://www.pnm.com/foundation/home.htm>
deadline July 15, 2005. Status online at https://www.GrantRequest.com/SID_499
AWARDED 9/23/2005; thank-you letter transmitted October 8, 2005.

\$5,000 from Intel Corporation http://www.intel.com/community/grant_contacts.htm
mailed June 1, 2005.

DEFERRED: This grant will be considered in the fall since earlier funding was limited.

AWARDED 10/27/2005.

\$5,000 from Sandia Foundation / Woodward Trust – submitted by Dr, Yolanda King

DECLINED September 14, 2005

\$5,000 from Honeywell International Foundation, Inc. – arranged by Dr. Kim Linder
<http://www.honeywell.com/>

\$5,000 from McCune Charitable Foundation
submit online October 15 – November 30, 2005

TOTAL REQUEST \$25,000

The final statewide EYH report and corresponding state-wide budget report were to be submitted by Jeanne / Barbara so we can retain grant eligibility, i.e., the final EYH report from Dana that summarizes all of the Network's EYH conferences held in 2005. The 2005 EYH sponsors were:

McCune Charitable Foundation, \$3,000
LANL Foundation, Educational Outreach Small Grant, \$1,000
Honeywell International, Inc., \$5,000
Sandia Foundation / Hugh B. and Helen K. Woodward Trust, \$2,500

Statewide EYH Budget (for grant requests):

Albuquerque EYH Conference	\$600 to Central Chapter
Los Alamos EYH Conference	\$600 to Northern Chapter
Silver City EYH Conference	\$600 to Silver City
Southern NM Conference	\$600 to Southern Chapter
EYH advertising	\$300
EYH insurance	\$500
Math-Science Network registration	\$500
Tote bags, folders, etc. for packet	\$3,000
EYH Printing, including career book	\$4,000
Other Network expenses*	\$1,500
TOTAL	\$12,200

* Expenses may include printing, mailing, advertising, science fair awards, meeting support or similar administrative costs.