

WIE Women in Engineering-Section of Maine - 2010

Meeting Minutes
19 April 2010

Attendees:

Lucie Hutchins, Chairwoman IEEE WIE -- Section of Maine
Susan McClatchy
Jo Ann Lawrence
Magalie Leduc
Monika Tomczuk
Nicole Leahy
Randy Smith
Hamsa Tadeppally
Scott Irving via telephone conference call

Agenda:

- What's new in Maine WIE?
- Response to 8th grade girls funding request (Should we? When? How much? What approach?)
- Networking with other groups and specifically the student branch.
- Membership and June Meeting
- Open Discussion

Decisions, Actions and Issues:

- Lucy Hutchins will send an e-mail to Janet King to gain more information about the funding request. She will ask these among other questions:
 - Please confirm the school(s) that this team represents, we assume a Yarmouth Middle School.
 - How much money have you raised so far?
 - What have your fund raising efforts been?
 - Which communities have you solicited for donations?
 - By what date do you need these funds?
 - Will these donations fall under 501C3 and be tax deductible?
 - How many students participated in the Maine competition?Since we are a new organization, your request does not leave us much time to respond. So that we can be better prepared in the future when does this statewide competition take place each year?
- Maine WIE will participant in Celebrations. Tables are sold for \$15. We will use our table to have a bake sale. **Lucie: Sharon St. Claire said that she will donate a desert to be sold!** All members will be asked for a baked goods donation for this fund raiser. Also, we will try to get some Rattle Backs to sell.



- Develop a WIE – Maine calendar so that our many activities can be documented including our fund raising activities. This would help ensure that we can be well prepared for our commitments and obligations.
- Fund Raising Strategies must be developed, agreed upon, and set in motion. Our Fund Raising Strategy can include:
 - Solicit donations from Jackson Lab employees.
 - Solicit donations from local businesses and churches.
 - Recyclable Bottle Redemption
 - Bake Sale at various events such as the Common Ground Fair;
 - Celebrations; Yard Sale in Bar Harbor; or the Annual Carnival.
 - Community Dinner
 - 50-50 Raffle
 - Sale of Bumper Stickers, Rattle Backs, or Baked Goods at 2-3 Robotics
 - Competitions
 - Grant money
- A flyer should be developed to be used for solicitation of donations. This flyer should include: confirmation that the donation will be tax deductible; a full-bodied description of the group that will be receiving the donation; details of the activity; state other needs that are required such as volunteers.
- Develop an Engineering Job Networking site. This site should allow people to post jobs that are available at their company. It should also provide instructions on how a candidate could submit their resume to the company