

**New Mexico Network for Women in Science & Engineering
February 2016 Board Meeting
NMSU, Las Cruces, NM
13 February 2015**

2015 - 2016 Officers

Past President - Phyllis Baca (phone conference)
President - Rebecca Galves (present)
Vice President - Sarah Vance (video conference)
Treasurer - Jeanne Banks (phone conference)
Secretary - Barbara Torres (present)

Attendees: Barbara Torres, Jeanne Banks (phone), Tinka Gammel, MyChelle Andrews (by proxy), Cheri Burch (phone), Rebecca Galves, Phyllis Baca (video conference), Lina Germann (video conference), Nanette Founds (phone), Sarah Vance (video conference), Raena Cotta, Daniela Miranda, Mla Kalish, Claudia (by poxy)

The February 2016 board meeting of the New Mexico Network for Women in Science and Engineering was called to order at 10:20 am by Rebecca Galves, 2015-2016 president.

Topic

Presenter

Secretary's Report -----Barbara Torres

Barbara Torres sent the minutes of the December Board Meeting to the board members via e-mail. The Web Master will post the minutes to the NMNWSE Website when additions are received.

Treasurer's Report-----Jeanne Banks

Jeanne distributed hard copies of the February Financial Statement to the members in attendance. The report was approved as presented and filed for audit. Attached as PDF file *February 2016 Financial Report*.

Jeanne established the new Albuquerque PO Box - PO Box 51926, Albuquerque, New Mexico, 87181.

Standing Committee Reports

Annual Meeting Chair-----Diane Oyen

Jeanne investigated Jemez locations and the Bosque Center.

The Jemez locations are inadequate because they are too small.

The Bosque Conference and Retreat Center is charming! It is located in Albuquerque, just off Coors. It is very private and serene. I requested, but have not yet received pricing information. Check it out at www.bosquecenter.org. I will send additional information as I get it. Some info from the website, in a nutshell:

Conference and Retreat Center

From an executive Board meeting to a casual weekend retreat to a high-powered business conference for 100, the Bosque Center offers the perfect setting. Sunlight bathes every meeting area, while the full-length windows offer unhampered views of the Bosque. Your guests will be delighted by the unique culinary creations of the Bosque Center chef.

Conference Facilities Available

Large Conference Room seats up to 100 persons in comfort with AV facilities and operator (on request).

Board Room provides an executive setting with view of the facilities with seating for up to 20. Large screen with computer input and video and teleconferencing capabilities.

La Estancia (Great Room) provides a retreat-style gathering space with fireplace and comfortable seating for more informal meetings for up to 50 persons. Refreshment amenities arranged.

Amenities provided include broadband, WiFi, internet service, outdoor portal, labyrinth, grounds

Lodging

Residence Facilities:

- 31 rooms with a single bed and centrally-located showers and baths
- 4 rooms with a queen bed, no bath
- 3 rooms with a queen bed and private bath
- 1 suite with a queen bed, bath, sitting area, kitchenette, and enclosed outdoor patio

Amenities provided include broadband, WiFi, internet service, outdoor portal, greatroom, labyrinth, grounds, library

Elections-----Yolanda King

Suggestion was made that Yolanda recruit committee members to assist in obtaining candidates for board positions.

Archives-----Mary Campbell

No Report

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

Tinka is hoping to send a Spring Newsletter. She asked for photos and short reports from EYH Chairs and information for the IMPACT! award. She also asked for input from individuals.

Website

Tinka and Diane continue to work on the two projects - - the mobile-friendly and the Spanish language versions of the careers book and the adding of Capchas to forms to reduce spam.

Membership-----Dana Roberson

No report.

Fund Raising-----Rebecca Galves

Discussion of using PayPal for membership and donations. Many individuals no longer use checks.
[ACTION: Rebecca look into volunteer/employee designated match/fund match through Sandia and Intel.](#)
[ACTION: Rebecca look into PayPal](#)

Policies and Procedures

Publicity/Outreach-----MyChelle Andrews

No Report

Student Awards-----Mercedes Agolino

Tinka made a request for items to be included in awards
Network members will judge at the New Mexico State Science Fair at New Mexico Tech prior to the April Board Meeting. Network Special Awards are: 10 \$50 awards and other non-monetary awards.
NM Supercomputing Challenge - \$50/team member
NAISEF Awards [ACTION: Tinka to investigate what is being done this year at NAISEF.](#)

IMPACT! Award-----Phyllis Baca

We will carry over 2 applicants from last year who were not selected. Communications needs a draft request to include in the Spring Newsletter.
Discussion on when to hold the award. Should we consider an event other than the Annual Meeting?

STEM Outreach Liaison-----Cheri Burch

Tech Trek - 210 girls have been nominated from 60 different schools all over the state. Cheri is looking for people to do afternoon workshops. The event is June 19-25, 2016.

Expanding Your Horizons Conferences

State-----Rebecca Galves

The network sponsors 6 EYH Conferences that reach over 1000 young women each year. This puts the NMNWSE in the top 4 nationally.

Tinka needs to know projections for the number of students expected for each conference to determine the number of bags that need to be purchased.

[ACTION: Rebecca to contact Jan Frigo regarding thumb drives.](#)
[ACTION: Lina to look into providing a bracelet with QR code for the web-site.](#)

Local Reports-----Local Chairs

Central-----Rochelle Larson

250 students attended; 60 to 70 volunteers (42 workshop presenters) 3 workshops. Asked scholarship students to provide essays that they will share. Debrief meeting on Feb. 22.

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

312 students (5th through 8th grade) and 30 teachers attended

Santa Fe Fall-----Lina Germann

For 2015 Fall EYH-Santa Fe conference, we finally wrapped up all the finances and delivered Thank You cards to the sponsors and supporters and gifted the official photo on a 8x10” canvas to sponsors who donated \$500 or more. The last and final action was the delivery of the Thank You card and canvas to the Santa Fe Community College Governing Board meeting on January 27, 2016.

We are going to start planning for the 2016 very soon. Lina is planning on growing the steering committee and on chairing the conference solo.

Southern-----Rebecca Galves

Hosted 201 students on January 23rd. 70% scholarship 55-60 volunteers/presenters.

Western-----Mikki Jemin

Silver City looking to host 300 or so 6th through 8th grade girls on February 27. They are bussing students into the conference.

Carlsbad-----Lisa Chappa

This EYN will host at one school for 6th grade students

Local Chapters

Central Chapter-----Jeanne Banks

The Central Chapter will meet for the first time in 2016 on March 15. The January meeting was cancelled because a new meeting location had not been found. The March 15 meeting will be at Mimi’s Café, near I-25 and Jefferson, in Albuquerque. The meeting time is 6:00-7:30. The evenings start with a networking time, most often followed by a speaker. Our speaker in March will be Dana Roberson.

The meetings are held every other month, on the 3rd Tuesday. The remaining meetings in 2016 are May 17, July 19, September 20. Everyone is encouraged to attend the Annual Meeting on October 21-23.

Northern Chapter-----

No Report

Southern Chapter-----Rebecca Galves

9 members;

Hosting the February Board Meeting and looking at holding a recruitment event.

The April Board meeting is scheduled for 1 PM on April 2 , 2016 at New Mexico Tech in Socorro.

February board meeting was adjourned at 1:02 PM.

Board Meeting Action Items:

Date Opened	Action Item	Person/ Committee Responsible	Due Date	Status
10.25.15	MODIFIED Collect Information and Present a white paper regarding obtaining funding from the local EYH committees to the board. If needed, establish proposed policies for EYH donations.	Jeanne Banks with a committee	April Board Meeting	Open
10.25.15	Determine if there is someone else who would like to chair the next annual meeting	Diane Oyen	Next Board Meeting	Open
10.24.15 at AM	Identify potential locations for the 2016 Annual Meeting	Board Members	Next Board Meeting	Open
10.25.15	Provide draft changes to the policies and procedures	All Board Members	April 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	Function as an exploratory committee and provide suggestions on how the Network could have a presence at TechTrek. Something to wear to identify us as NMNWSE.	Cheri Burch, MyChelle Andrews, Rebecca Galves, Phyllis Baca	Next Board Meeting	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	Next Board Meeting	Open
12.5.15	Provide feed-back to MyChelle on the initial draft Business Plan.	Board Members	Next Board Meeting	Open
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	Open

Date Opened	Action Item	Person/ Committee Responsible	Due Date	Status
12.5.15	Present updates on the media campaign plan at upcoming board meetings.	MyChelle Andrews	On-going	Open
12.5.15	Investigate costs and vendors to provide lanyards, T-Shirts, Network Pin, etc. for Teck Trek.	Committee: Cheri, Tinka MyChelle, Diane	Next Board Meeting	Open
2.13.16	Look into volunteer/employee designated match/fund match through Sandia and Intel.	Rebecca Galves	April Board Meeting	Open
2.13.16	Investigate Pay Pal and report at board meeting	Rebecca Galves	April Board Meeting	Open
2.13.16	Investigate what is being done this year at NAISEF and report at board meeting.	Tinka Gammel	April Board Meeting	Open
2.13.16	Contact Jan Frigo regarding thumb drives.	Rebecca Galves	April Board Meeting	Open
2.13.16	Look into providing a bracelet with QR code for the web-site	Lina Germann	April Board Meeting	Open