

## **SWIG Steering Committee meeting notes**

2/28/07

Present: Becky Rose, Jimae Haynes, Jay Young, Charlla Adams, Todd Buchanan, Dan Narsavage, Jacob Mundt, Eric Wing

### **Agenda:**

- Questions and answers/start bringing the new members up to speed
- Review the volunteer list (from the Feb SWIG registration sheet) and get going on the June SWIG meeting
- Elect a chairperson for the year
- Feedback from Rick and/or Diane, discuss their experiences as organizers with a view towards continually improving the process
- Feb SWIG finances?
- Other topics?

### **BACKGROUND/OVERVIEW OF SWIG STEERING COMMITTEE**

We reviewed the SWIG mission statement, the charter for the steering committee, and gave the new members some history and information on how the steering committee works now. We discussed the current division of duties – a steering committee chairperson (currently Jimae), and a lead person for managing the notification process (currently Becky) with support from Charlla who manages the contact database. Those lead positions were created for specific duties that we deemed critical; we believed that making a single person accountable helped ensure that the task gets done. Otherwise, the steering committee has little formal structure. Dan asked how long people serve as leads or on the committee, which raised several questions about formalizing the steering committee – we tabled that discussion until a later date.

### **VOLUNTEERS FOR SWIG**

Nine people signed up as volunteers at the last SWIG meeting. We went over the list and selected Todd, Jay, Karla Baker, and Kevin Jones to be organizers for the next SWIG. We also decided to host the June SWIG in Canyon County. Todd will take the lead for organizing the June SWIG. Jimae will contact the rest of the people who offered to volunteer, and “put them on hold” for now.

### **ELECT A SWIG CHAIRPERSON**

This item was also tabled until a later date.

### **FEEDBACK FROM SWIG ORGANIZERS**

We discussed the feedback from Diane and Rick. To summarize: they suggested that future organizers pick a person dedicated to setting up the facilities (reserve the room, ensure equipment and internet access works, set up seating, etc, etc) and another person dedicated to food (that includes snacks, coffee and water, lunch, all the associated paraphernalia, and finances).

A suggestion made by a number of past organizers is for the steering committee to develop a pool of people who are willing to do presentations at some point for SWIG; then organizers could simply contact people who were on the list to fill up the presentation time slots. We discussed this topic at length – the outcome was a conviction that, in order to deliver content that has meaning to the SWIG attendees, we need to better understand what topics interest them. We decided to try a survey;

Jake volunteered to try setting up a web-based survey for this purpose. The target date for having the survey ready to go is approximately 3/28.

We also discussed designating another lead position responsible for coordinating “outreach.” No consensus was reached on this action, and the topic was tabled.

### **SWIG FINANCES**

Money has been slowly accumulating, mainly from donations and slight excesses in charges for lunches, for the last 2 years - SWIG now has \$71. We discussed the methods and past problems related to financing snacks, drinks, and lunches – the outcome was to add some questions to the survey regarding food and snacks, and how SWIG attendees want to pay for them, to get a feel for how the attendees would like this managed.

### **OTHER**

The steering committee voted to make Charlla an official committee member.