



MINUTES

WFEO Committee on Women in Engineering (WIE)

17 May 2017: 13:00 - 17:00

Mövenpick Hotel Amsterdam City Centre, Basel Room

In Attendance: Stacey DelVecchio
Karen Horting
Maryam AL-Thani
Micheline Wahbe
Ania Lopez
Rita Sarfoh

Welcome Opening Remarks by Valerie Agberagba, Chair

Current State of WIE

Quickly reviewed current themes (where to find them), membership, and communication

Improvement Opportunities

Since we had a small group in Amsterdam, we took the opportunity to discuss areas of improvement, specifically in the following areas:

- **Communications**
 - Official = Distribution list (will be updated shortly)
 - For in country events, send information to Valerie and Stacey and they will share on the distribution list
 - Sign up for WFEO Flash on the WFEO web site
 - Stacey to work with Valerie on how we get in country events shared on the WFEO website
 - WhatsApp to be used for informal communications
 - Pull out specific articles to include in WFEO Flash
- **Member Engagement and Strategic Alignment**
 - Establish focus topic for the year from within the WIE 3 Themes
 - What is the problem we are all trying to solve
 - Set the focus topic as the goal for the year
 - Establish this in Rome for 2018
 - Conduct at least one event in 2018 around that theme
 - Adapt the theme for what works in your region or country

- Potential Focus Topic – needs to be solution oriented and just on the problem; need to document the results so the solution could be shared
 - How to Increase the Number of Women Engineers on Boards
 - How to Promote Women Engineer's Accomplishments
 - Keeping Women in a Technical Career Path (PhD's, technical experts, published papers, etc.)
 - Including Men in the Equation for Increasing Women in Engineering
 - Women engineers who want to work but can't or are working below their capabilities
 - More recognition
 - Pick 3 best practices from the submitted committee reports and have them report in Rome meeting
 - Recognize people who have officially confirmed their membership status
 - Acknowledgement of various women's days on website or email chain or something else
- **Ways to drive consistent action year round**
 - Consider Skpye meetings or other **virtual committee meeting** throughout the year
 - Establish agenda for the year

WIE at WEF 2017 in Rome

- Submit papers
- Ania to send proposal to recognize Marlene to see what time would be ok to do this
- Need to add more to the letter that Nancy Grossman drafted and include things like the committee participation, the conference, and other information.
- WIE Agenda
 - 3 Best Practices
 - Confirm 2018 focus topic
 - Agenda for the year with quarterly check ins, due dates, and virtual meetings and regional meetings
 - Proposal 1 = 4 hour committee meeting
 - Proposal 2 = 2 hour committee meeting + 2 hour workshop for WIE
 - YES...Proposal 3 = 4 hour committee meeting + workshop on Tuesday afternoon just after our Marlene celebration (potentially at CNI)

What to do between now and Rome

- Submit topic ideas for WEF - everyone
- Confirm Marlene celebration - Ania
- Confirm workshop topics – Valerie (with committee help)
- Share Peru minutes - Valerie
- Share Amsterdam minutes - Stacey
- Fix names on website - Stacey
- Confirm email distribution list is updated - Stacey

- Committee members to send in official confirmation (other than the 8 that already have) – everyone
- Virtual meeting to share what we did in Amsterdam and what we plan for Rome – Stacey
- Follow up on women in engineering award
- Nominate WIE women for awards - all