

## **KWiSE 5<sup>th</sup> Administration Meeting**

January 16, 2016, 15:20 (PST), Caltech, Pasadena, CA

Participants: Minsun Baek, Hyowon Ban, Suejung Huh, Sin-Hwa Kang, Grace Kim, Hee-Yong Kim, MinHee Ko, Soomi Kweon, Hey-Kyung Lee, Minyoung Lim, Jane Oh , and Hyunsook Park

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1. Call to order

2. Approval of the meeting agenda

3. Report from President

- a. KWiSE was approved as a non-profit organization. IRS approved that KWiSE is exempt from federal tax effective 11/12/2015, according to the IRS determination letter received 12/17/2015.
- b. The board of directors of KWiSE was established following IRS 501(c)(3). The board consists of two former KWiSE presidents and the current president. Major function of the board includes the election and advising to KWiSE businesses.
- c. Haejung Ahn will elect KWiSE 6th president, secretary, and treasure following non-profit organization bylaws of KWiSE. Terms of the 6th admin begins on 7/1/2016.  
It was recommended for each chapter of KWiSE to elect the president, secretary, and treasure of their own 6th chapter when their board of directors would be established.
- d. MinHee Ko will send each chapter subsidy up to \$500 that can be spent for operating expenses, foods, etc.  
It was recommended for each chapter to send their chapter subsidy request form to MinHee Ko.

4. Old business

- a. KWiSE 6th admin meeting will be held at UKC 2016 (8/11-12 Thurs. and Fri. 6PM-10PM, Dallas Airport Hyatt Hotel, Dallas, TX). It is recommended to participate in symposiums of your own specialty areas as well as KWiSE forum during daytime for your professional networking.

MinHee Ko will reserve 10 rooms with two double beds in each so that about 40 participants could stay (up to 4 participants per room) while sharing information and learning about KWiSE. It is encouraged for the 5th and 6th admin members of each chapter to participate.

To participate in the UKC2016 and receive travel support from KSEA, please submit your oral or poster abstract to KSEA UKC2016 website in February and register early.

5. New business

- a. There were many discussions about good ideas including KWiSE mentorship program, science camp, leadership seminar, scholarship, etc. It is recommended for each chapter to start a new program based on needs and wants of its individual chapter members.
- b. Possible funding sources: KUSCO, KSEA, etc.
- c. Examples
  - i. Scholarship and competition program: for female K12 students to encourage them to be involved in science and engineering society.

Example 1: Scientific writing competition

Motivation for students to apply: prize, scholarship, certificate, article about them published in the KWiSE newsletter, etc.

Possible issue: may need many reviewers if submission will be large.

ii. Science camp or field trip: for female K6-8 students

Parents could pay for the camp and part of the money can be used for fundraising.

The camp may have a new theme per year

iii. Mentoring program for all KWiSE members

KWiSE members may need mentoring at each level of career and each chapter may pair mentee(s) and mentor(s) among its members. Some training programs for mentors may be helpful.

d. To be carefully considered: liability issues

i. There may be necessary paperwork of consent and insurance for activities such as experiments and field trips.

6. Charges (Treasures, Secretary, President, Technical Directors)

- a. Some functions of the KWiSE website will be upgraded. For example, existing KWiSE members could be able to invite a new member through the KWiSE website.
- b. Minutes of KWiSE admin meetings will be archived on the KWiSE website so that any KWiSE members could access on them.
- c. It was recommended for each chapter to archive their own resources at their center so that the next admin of each chapter could run their business more effectively.
- d. The next issue of KWiSE newsletter encourages any KWiSE members including students to submit articles about their research and/or individual announcements. An article may include two or three paragraphs (or more) and graphics, if possible. You can let other KWiSE members know what you do! Also, you may have opportunities for future collaboration with other members. An individual announcement may include one or two sentences (or more) about news of your own. For example, it could be about your new position, projects, publications, grants and scholarships, presentations at conferences and professional meetings, and significant lifetime events. Any brief contents are welcomed.

7. Other items and announcements

8. Adjournment

Respectively submitted by

Hyowon Ban