



SWE Pittsburgh Executive Council
Fiscal Year 2024 – FY24
Monthly Meeting # 1
July 24th, 2023

Invitees:

Name	Position
Michal Chlebowski (MC)	Officer, President; Carnegie Science Center Events Coordinator
Mary Zeis (MZ)	Officer, Vice President STEM Outreach & Co-Chair
Laura Traczynski (LT)	Officer, Vice President Programming
Shannon Falk (SF)	Officer, Secretary; Webmaster
Kimberly Daloise (KD)	Officer, Treasurer
Chuck Bleil (CB)	Data Officer
Carolyn Casavan (CC)	Membership Co-Chair
Moha Desai (MD)	STEM Outreach for Schools Coordinator
Deepika Devarajan (DD)	STEM Outreach Co-Chair
Mikayla Ferchaw (MF)	YouTube Manager
Jayashree Iyengar (JI)	Chennai Partnership/Global Relations Chair
Veronica Jaime-Lara (VJL)	Social Media Chair
Dianne McMaster (DMc)	Nominating Committee Chair
Dorothy Measures (DM)	Job Bank Coordinator
Elizabeth Foster (EF)	Newsletter Editor
Mary Ann Walsh (MW)	Membership Co-Chair
Sierra Barner (SB)	Programming Committee Member
Karely Zimmerman (KZ)	Programming Committee Member
Hailey Cho (HC)	Fundraising Co-Chair
Syeda Raisa (Raisa) (SR)	Fundraising Co-Chair

***Bold denotes an attendee of the meeting.**

Location: Zoom

Meeting <https://us06web.zoom.us/j/81885974641?pwd=UXZXMjBVVXhGMmw4UCsxNndtVII5UT09>

Meeting ID: 818 8597 4641 Passcode: 655154

Purpose: To review the tasks completed to date, discuss any issues related to the section, and discuss the upcoming schedule of activities.

Next Meeting: TBD

Legend:

BLUE TEXT = Changes

YELLOW HIGHLIGHT = Action

Item No.	Description	Status	Responsible	Due Date
1.0	APPROVAL OF MINUTES			
1.1	Minutes approved from <u>June 2023</u> .	Approved	Eboard	7/24/23
2.0	SECTION DISCUSSION			
2.1	<u>Certificate of Merit:</u> <ul style="list-style-type: none"> \$1000 Scholarship open to CoM winners 	Open	MZ	Ongoing
3.0	BUDGET			
3.1	<u>Expense:</u> <ul style="list-style-type: none"> \$100 CoM check cashed \$70 Participation Awards <u>Income:</u> <ul style="list-style-type: none"> \$40 Indian Cooking class fundraiser \$2,000 SPEO \$1000 Grant \$464 BistroToGo (GBA canceled event) <u>Outstanding:</u> <ul style="list-style-type: none"> \$500 Eaton for PDD \$500 Eaton Award Check \$750 Hatch for PDD 	Open	KD	Ongoing
4.0	SECTION UPDATES			
4.1	<u>VP of Programming:</u> <u>Recap of events:</u> <ul style="list-style-type: none"> June 24 – Mentorship webinar watch at CLP East Liberty July - Mini golf Sunday, July 23 <u>Upcoming events:</u> <ul style="list-style-type: none"> August - Virtual TED Talk Discussion September - Dress for Success <u>Other:</u> <ul style="list-style-type: none"> Two new committee members <ul style="list-style-type: none"> Sierra Barner Karley Zimmerman Working to improve Slack channel 	Open	LT	Ongoing
4.2	<u>VP of STEM Outreach:</u> <u>Recap of Events:</u> <ul style="list-style-type: none"> July 15 – August Wilson STEAM Community Day July 6 & 7 – Engineer Camp at Shaler Library <u>Upcoming events:</u> <ul style="list-style-type: none"> Sept 9 - Washington PA SWPA STEMFest <ul style="list-style-type: none"> 10 - 3pm 	Open	MZ	Ongoing

	<ul style="list-style-type: none"> TBD - Zoom meeting with Civil Air Patrol Cadets 			
4.3	<p><u>Collegiate Section Liaison:</u> <u>Point Park University:</u></p> <ul style="list-style-type: none"> Interest in starting a SWE section <p><u>Leadership Summit:</u></p> <ul style="list-style-type: none"> Need for Collegiate Liaison to organize the event Location, date, time <ul style="list-style-type: none"> Late September, RMU Reach out to Rika Carlsen (Mikie) Needs to get started <ul style="list-style-type: none"> Update contacts for collegiate sections (Laura) 			
4.4	<p><u>Data Officer:</u></p> <ul style="list-style-type: none"> 6 new members 4 transfers 247 members of which 119 have not yet renewed 	Closed	CB	N/A
4.5	<p><u>Membership Chairs:</u></p> <ul style="list-style-type: none"> Recognized renewals Mary Ann to reach out to potential new Membership Co-Chair 	Open	MW/CC	Ongoing
4.6	<p><u>Nominating Chairs:</u> <u>Open positions:</u></p> <ul style="list-style-type: none"> Collegiate section liaison 	Open	DM	Ongoing
4.7	<p><u>Webmaster:</u> <u>WordPress:</u></p> <ul style="list-style-type: none"> Attended WordPress webinar training Signing up for new website (Shannon) 	Open	SF	Ongoing
4.8	<p><u>President:</u> <u>FY24 Planning:</u></p> <ul style="list-style-type: none"> Good Standing Requirements Youth Protection (reminder and awareness for new leaders) SWE Brand Resources on the SWE website Contact Info Access to Google Drive Monthly calls – structure and timing <ul style="list-style-type: none"> Second Wednesday of the Month In-person August meeting – preparation and preliminary agenda (goal setting and budget/funding) Open roles Eligibility for participation award <ul style="list-style-type: none"> Executive Council exempt Poll for committee member eligibility 	Open	EF	Ongoing

	<u>ESWP Technical Society Fair:</u> <ul style="list-style-type: none"> Event is tentatively planned for the first week of October 2024 and will be comparable to a mini trade show or job fair with speakers and panelists. Next meeting is September 2023 Might be a cost associated <u>Section Goals:</u> <ul style="list-style-type: none"> Boosting Diversity and Inclusion Events Maintain and develop industry partnerships Address SWE Mission Award areas of weakness <ul style="list-style-type: none"> Public Policy 			
4.9	<u>Mission Award:</u> <ul style="list-style-type: none"> Submitted by Mikie in June 	Closed	MC	Ongoing
5.0	<u>SECTION LOGISTICS</u>			
5.1	<u>Internal Calendar Updates:</u> <ul style="list-style-type: none"> FY24 Internal Calendar 	Open	MC	Ongoing
5.2	<u>Upcoming Newsletter Articles:</u> <ul style="list-style-type: none"> Virtual Professional Development Event - Laura Welcome Letter - Mikie 	Open	CS	Ongoing

End of Meeting

The minutes above are understood to reflect the items discussed and conclusions reached at the subject meeting. Any discrepancies or additions should be reported to the writer within three (3) business days of distribution, otherwise the minutes are approved as written.

Distribution:

Written By:	Distribution:
Shannon Falk	Invitees