



Society of Women Engineers (SWE) Pittsburgh Section

**SWE Pittsburgh Executive Council
Fiscal Year 2024 – FY24
Monthly Meeting # 2
August 13th, 2023**

Invitees:

<u>Name</u>	<u>Position</u>
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
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 (DMM)	Nominating Committee Chair
Dorothy Measures (DM)	Job Bank Coordinator
Elizabeth Foster (EF)	Newsletter Editor
Mary Ann Walsh (MW)	Membership Co-Chair
Indu Kannayiram (IK)	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
Kim Williams (KW)	Certificate of Merit Coordinator

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

Location: In person

Purpose: Transition to the new FY24 Executive Council, review FY23 needs and goals, and set goals for FY24.

Next Meeting: September 13th, 2023, 7:00 PM

Legend:

BLUE TEXT = Changes

YELLOW HIGHLIGHT = Action

Item No.	Description	Status	Responsible	Due Date
1.0	APPROVAL OF MINUTES			
1.1	Minutes approved from July 2023 .	Approved	Eboard	8/13/23
2.0	SECTION GOAL SETTING			
2.1	<p><u>Full Group:</u></p> <ul style="list-style-type: none"> ● Review FY23 Goals <ul style="list-style-type: none"> ○ Membership retention ○ Maintain and develop industry partnerships ○ DE&I ○ Address SWE mission award areas of weakness ○ STEM Outreach ● Areas of opportunity identified FY23 <ul style="list-style-type: none"> ○ Mission Award weak areas <ul style="list-style-type: none"> ■ Public Policy ■ DE&I ■ Globalization ● Potential opportunities from Mission Award <ul style="list-style-type: none"> ○ Public Policy <ul style="list-style-type: none"> ■ Engage members on policy issues ■ Promote STEM curriculum in local schools ■ Activities that influence local government ○ DE&I <ul style="list-style-type: none"> ■ Unconscious bias training ■ Networking ■ Single meetings or series of 2+ events with common theme 	Closed	All	8/13/23

<p>2.2</p>	<p><u>Small Group Discussions:</u></p> <ul style="list-style-type: none"> ● Are we meeting member expectations? How do we retain and engage new and existing members? <ul style="list-style-type: none"> ○ Target events that engage, retention program ○ Specific networking events for those new members <ul style="list-style-type: none"> ▪ Virtual ▪ In-Person <ul style="list-style-type: none"> ▪ Bowling, mini-golf ○ Buddy System <ul style="list-style-type: none"> ▪ New members matched up with current members ○ New member spotlight <ul style="list-style-type: none"> ▪ LinkedIn ▪ Participation points ▪ Hone in on shoutouts ○ Metrics <ul style="list-style-type: none"> ▪ Surveys ● How are we engaging with our local communities and helping to meet their needs? <ul style="list-style-type: none"> ○ Continue SWE scholarship ○ Survey to inquire about members with children in schools - how is STEM in their schools? ○ Define a public policy chair role <ul style="list-style-type: none"> ▪ Create events to discuss legislation that affects STEM ○ Put in the newsletter a piece of public policy that SWE has a vested interest in ○ Encourage members to vote/college students to vote ○ Washington County schools can be an opportunity for improving STEM ○ Target schools without SWENext programs ○ Open invitation to be a part of STEM events at schools ● How do we build and retain industry partnerships? <ul style="list-style-type: none"> ○ Alcosan <ul style="list-style-type: none"> ▪ take tour of wastewater treatment plant ▪ Potential sponsorship ▪ Potentially gain SWE memberships ○ Westinghouse ○ Volt Athletics <ul style="list-style-type: none"> ▪ Fitness event ▪ Benefits underrepresented communities ▪ Venue <ul style="list-style-type: none"> ▪ Kingsley House 	<p>Closed</p>	<p>All</p>	<p>8/13/23</p>
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3.0	<u>BUDGET</u>			
3.1	<u>Expense:</u> <ul style="list-style-type: none"> ● \$70 Participation awards for 2nd half of FY23 <u>Income:</u> <ul style="list-style-type: none"> ● Hatch PDD \$750 ● Eaton Award \$500 ● Billhighway \$6 <u>Outstanding:</u> <ul style="list-style-type: none"> ● Eaton PDD <u>Treasury Goals:</u> <ul style="list-style-type: none"> ● Determine funding source for events in advance 	Open	KD	Ongoing
4.0	<u>SECTION UPDATES</u>			
4.1	<u>Leadership Summit:</u> **Discussion off-line for further planning** <u>Location, Date, Time:</u> <ul style="list-style-type: none"> ● Saturday, September 30th ● CMU <u>Attending the Summit:</u> <ul style="list-style-type: none"> ● Need to confirm parking ● Need to confirm theme ● Need volunteers ● More small group discussions <ul style="list-style-type: none"> ○ DE&I, collegiate leadership, officer positions, delegation, motivation, best practices ● Insights into the workforce ● Shorten the event 	Open	MC/LT	TBD
4.2	<u>VP of Programming:</u> <u>Recap of Events:</u> <ul style="list-style-type: none"> ● N/A <u>Upcoming Events:</u> <ul style="list-style-type: none"> ● August 29th 7-8:30pm - Virtual Panel: Failing Fabulously ● September 20th 5-7pm - Dress for Success <ul style="list-style-type: none"> ○ Volunteer opportunity ○ Sorting clothes ○ Welcome to provide donations ○ Sharpsburg, PA 	Open	LT	Ongoing

4.3	<p><u>VP of STEM Outreach:</u> <u>Recap of Events:</u></p> <ul style="list-style-type: none"> ● N/A <p><u>Upcoming Events:</u></p> <ul style="list-style-type: none"> ● Sept 9 - Washington PA SWPA STEMFest <ul style="list-style-type: none"> ○ 10 - 3pm ○ Volunteers needed! ● TBD - Zoom meeting with Civil Air Patrol Cadets <p><u>STEM Outreach Goals:</u></p> <ul style="list-style-type: none"> ● Continue to support and participate in Future City and Pennsylvania Junior Academy ● Continue to run and expand the Certificate of Merit Program ● Participate in 3 to 4 SciTech Days in-person at the Carnegie Science Center ● Continue to Support STEM days, science fairs, classroom visits, etc. when SWE is invited by schools or organizations. <ul style="list-style-type: none"> ○ Target for an average of one per month ● Continue to run SWENext Programming, both virtual and in-person. <ul style="list-style-type: none"> ○ Run a virtual Build-a-Resume workshop. ○ Run another STEM Girl Connect ● Reactivate the SWENext Mentor/Advisor Program <ul style="list-style-type: none"> ○ Wait until the website is updated. ● Make sure all volunteers take SWE's Youth Protection Policy training before volunteering ● Stretch Goal: Encourage and support the start-up of 2 new SWENext Clubs ● Stretch Goal: Plan for/apply to United Way funding for a Summer STEM Outreach event for under-represented youth 	Open	MZ	Ongoing
4.4	<p><u>Data Officer:</u></p> <ul style="list-style-type: none"> ● 3 new members ● 1 transfer members ● 115 not yet renewed out of total 252 ● We will be able to access member numbers through Billhighway 	Closed	CB	N/A
4.5	<p><u>Membership Chairs:</u></p> <ul style="list-style-type: none"> ● Plan to reach out to members not yet renewed & define support needed <p><u>Membership Goals:</u></p> <ul style="list-style-type: none"> ● Revise and shorten welcome email 	Open	MW/	Ongoing
4.6	<p><u>Webmaster:</u> <u>WordPress Website:</u></p> <ul style="list-style-type: none"> ● Migrating all data from Weebly to WordPress by November 30th <p><u>Webmaster Goals:</u></p> <ul style="list-style-type: none"> ● Migrate to the new WordPress Website 	Open	SF	Ongoing

4.7	<u>Social Media:</u>	Open	VJL/MF	Ongoing
4.8	<u>President:</u> <u>New SWE Awards:</u> <ul style="list-style-type: none"> Information to be sent out in an email 	Open	MC	Ongoing
4.9	<u>Collegiate Liaison:</u> <u>Collegiate Chapter News:</u> <ul style="list-style-type: none"> Point Park University - They may decide in Jan/ Feb to charter a SWE section Franciscan University of Steubenville decided not to charter a SWE section 	Open	-	Ongoing
5.0	<u>SECTION LOGISTICS</u>			
5.1	<u>Internal Calendar Updates:</u> <ul style="list-style-type: none"> FY24 Internal Calendar 	Open	SF	Ongoing
5.2	<u>Upcoming Newsletter Articles:</u> <ul style="list-style-type: none"> Participation Awards - KD Who's going to WE23 - MZ Dress for Success - KZ Scholarship - MZ 	Open	SF	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