



SWE Pittsburgh Executive Council
Fiscal Year 2024 – FY24
Monthly Meeting # 3
September 13th, 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
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: Zoom

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

Next Meeting: October 11th, 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 August 2023 .	Approved	Eboard	9/13/23
2.0	MISSION AWARD			
2.1	<u>FY23 Mission Award:</u> <ul style="list-style-type: none"> • Won two awards <ul style="list-style-type: none"> ○ Silver Professional ○ Best Practice for Professional Development • Would like to know grading rubric 			
3.0	FY24 GOALS			
3.1	<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 <ul style="list-style-type: none"> ▪ Every six months; smaller ▪ In-Person <ul style="list-style-type: none"> ▪ Bowling, mini-golf ▪ One large in-person ○ 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 ▪ 'New Member November' ○ 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? <ul style="list-style-type: none"> ▪ Target 5 local schools ○ Reach out to CoM schools <ul style="list-style-type: none"> ▪ MZ and KW 	Open	All	6/30/24

	<ul style="list-style-type: none"> o Define a public policy chair role <ul style="list-style-type: none"> ▪ Create events to discuss legislation that affects STEM o Put in the newsletter a piece of public policy that SWE has a vested interest in o Hold virtual event with at least one other PA SWE Professional Chapter <ul style="list-style-type: none"> ▪ MZ to initiate contact ▪ SF to assist o Encourage members to vote/college students to vote o Washington County schools can be an opportunity for improving STEM o Target schools without SWENext programs o 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"> o Alcosan <ul style="list-style-type: none"> ▪ take tour of wastewater treatment plant ▪ Potential sponsorship ▪ Potentially gain SWE memberships o Westinghouse o Volt Athletics <ul style="list-style-type: none"> ▪ Fitness event ▪ Benefits underrepresented communities ▪ Venue <ul style="list-style-type: none"> ▪ Kingsley House Community Center ▪ SF and JI to coordinate • How are we building global connections and a diverse and inclusive environment? <ul style="list-style-type: none"> o Support our new global affiliate in Costa Rica and Dominican Republic <ul style="list-style-type: none"> ▪ SWE 101 how to get started o Connections for Korea <ul style="list-style-type: none"> ▪ Global affiliate est. 2020 o DE&I moments <ul style="list-style-type: none"> ▪ Re-establish during monthly meetings o Stretch goal: Event with partner organization <ul style="list-style-type: none"> ▪ SHPE o Unconscious bias training o LGBTQ+ event o ASL lessons 			
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4.0	LEADERSHIP SUMMIT			
4.1	<ul style="list-style-type: none"> • Current sign-ups • Attendance of Executive Council & registration <ul style="list-style-type: none"> ◦ 7 schools attending ◦ 23 people have signed up including professional section • Sponsorships <ul style="list-style-type: none"> ◦ Letter has been created ◦ Raisa sent out ◦ EATON should be sponsoring \$750 • Schedule/agenda <ul style="list-style-type: none"> ◦ Schedule to be sent out • Content & owners <ul style="list-style-type: none"> ◦ Societal SWE - LT ◦ Billhighway - KD ◦ WordPress - SF ◦ Good Standing - MZ ◦ Leadership Tips - MC ◦ FY24 Conferences - MC • Theme (survey results) <ul style="list-style-type: none"> ◦ Together We Are Strong ◦ Barbie • Food (survey results) <ul style="list-style-type: none"> ◦ CMU Catering • Budget 	Open	MC/LT	9/30/23
5.0	FY24 BUDGET			
5.1	<u>Planned FY24 Income: APPROVED</u> <ul style="list-style-type: none"> • Dues • Scholarship Donations • Donations for Specific Projects • General Donations • PDD Sponsorship + Tickets • Programming/Fundraising • Total: \$10,350.00 	Closed	KD	Ongoing
5.2	<u>Planned FY24 Expenses: APPROVED</u> <ul style="list-style-type: none"> • CoM + PJAS • Admin Expenses • Other Programming Events • Leadership Summit Expenses • PDD • Outreach • Other • Total: \$10,350.00 	Closed	KD	Ongoing
6.0	FALL GBM			
6.1	<ul style="list-style-type: none"> • Date 	Open	LT	TBD

	<ul style="list-style-type: none"> o Monday, October 16th o 7:00 PM • Topics <ul style="list-style-type: none"> o Halloween/Social Theme 			
7.0	<u>SECTION UPDATES</u>			
7.1	<p><u>Treasurer:</u> <u>Income:</u></p> <ul style="list-style-type: none"> • \$750 EATON for Leadership Summit <p><u>Expenses:</u></p> <ul style="list-style-type: none"> • \$160 for Zoom Annual • \$6 prepaid card fee <p><u>Outstanding:</u></p> <ul style="list-style-type: none"> • EATON PDD 			
7.2	<p><u>VP of Programming:</u> <u>Recap of Events:</u></p> <ul style="list-style-type: none"> • August 29th 7-8:30pm - Virtual Panel: Failing Fabulously <p><u>Upcoming Events:</u></p> <ul style="list-style-type: none"> • September 20th 5-7pm - Dress for Success <ul style="list-style-type: none"> o Volunteer opportunity o Sorting clothes o Sharpsburg, PA 	Open	LT	Ongoing
7.3	<p><u>VP of STEM Outreach:</u> <u>Recap of Events:</u></p> <ul style="list-style-type: none"> • Sept 9 - Washington PA SWPA STEMFest <ul style="list-style-type: none"> o 10 - 3pm <p><u>Upcoming Events:</u></p> <ul style="list-style-type: none"> • TBD - Zoom meeting with Civil Air Patrol Cadets • Oct 20th - SciTech Day • WQED Design Lives Here - North Allegheny Elementary requests an Engineer • SWE Scholarship - Kim to send out check • Pittsburgh will be a pilot for Talk with an Engineer <ul style="list-style-type: none"> o Discussion between a student and an Engineer 	Open	MZ	Ongoing
7.4	<p><u>Data Officer:</u></p> <ul style="list-style-type: none"> • 4 new members • 1 transfer member • 149 paid • 108 not yet renewed out of total 257 	Closed	CB	N/A
7.5	<p><u>Membership Chairs:</u></p> <ul style="list-style-type: none"> • Plan to reach out to members not yet renewed 	Open	MW/IK	Ongoing
7.6	<p><u>President (Collegiate Liaison):</u> <u>Saint Francis University:</u></p> <ul style="list-style-type: none"> • Asking about outreach and collaboration 	Open	MC	Ongoing
7.7	<p><u>DEI & B Moment:</u></p> <ul style="list-style-type: none"> • Psychological Safety 	Open	MC/KD	Ongoing
7.8	<u>Other Updates:</u>	Open	-	Ongoing

	<u>WITCON:</u> <ul style="list-style-type: none"> • Deepika will send out info 			
8.0	SECTION LOGISTICS			
8.1	<u>Internal Calendar Updates:</u> <ul style="list-style-type: none"> • FY24 Internal Calendar 	Open	SF	Ongoing
8.2	<u>Upcoming Newsletter Articles:</u> <ul style="list-style-type: none"> • SciTech Day - MC • GBM - LT • Dress For Success - KZ • SWE23, WELocal Baltimore, STEM Fest, Scholarship winner - 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