



**SWE Pittsburgh Executive Council
Fiscal Year 2024 – FY24
Monthly Meeting # 4
October 11th, 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: November 8th, 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 September 2023 .	Approved	Eboard	10/11/23
2.0	LEADERSHIP SUMMIT			
2.1	<ul style="list-style-type: none"> • Recap, lessons learned, and survey results <ul style="list-style-type: none"> ○ 4.77 overall score out of 5 ○ Giving time to have attendees fill out the survey was helpful ○ Ice breaker next time to kick off the event ○ Have the sponsors eat first and choose tables ○ DEI & B was an attendee favorite • Actual vs. Budget <ul style="list-style-type: none"> ○ Need to send a \$85 check to CMU section for room charge ○ Actual cost \$528.82 ○ Sponsorships \$1500 ○ Net gain \$971.18 	Closed	MC/LT	9/30/23
3.0	FALL GBM			
3.1	<ul style="list-style-type: none"> • Agenda <ul style="list-style-type: none"> ○ Ice Breaker ○ DEI & B Moment <ul style="list-style-type: none"> ▪ Psychological Safety ○ Intro to Section <ul style="list-style-type: none"> ▪ Public Policy Chair position intro ○ Section Goals ○ Social & PD Events ○ Outreach Events ○ Membership ○ Upcoming Conferences ○ Social Media ○ Q&A ○ Social Aspect ○ Wrap up 	Open	LT	10/16/23
4.0	DEI & B MOMENT			
4.1	<ul style="list-style-type: none"> • Dealing with Difficult Situations <ul style="list-style-type: none"> ○ Coping Strategies <ul style="list-style-type: none"> ■ Exercise ■ Self-care 	Open	MC/KD	Ongoing

	<ul style="list-style-type: none"> ■ Meditation ■ Support system ■ Writing down the problem ○ Acknowledge there is a difficult situation ○ What can I change? What can I not? 			
5.0	<u>MISSION AWARD</u>			
5.1	<u>FY24 Mission Award:</u> <ul style="list-style-type: none"> ● Identify activities for 3 sections ● Deadline has moved up by two weeks <ul style="list-style-type: none"> ○ June 15th 2024 ● KW/SB to look up a legislator who is STEM aligned for Public Policy event 	Open	MC/SF	Ongoing
6.0	<u>FY24 GOALS</u>			
6.1	<ul style="list-style-type: none"> ● Progress Check <ul style="list-style-type: none"> ○ New Member November in the works ○ New member event on November 9th ○ New member spotlights underway ○ Need to follow-up with Jay about the Industry Partnerships fundraising event ○ Global events - Costa Rica event happening in early November (invite to follow) 	Open	All	6/30/24
7.0	<u>SECTION UPDATES</u>			
7.1	<u>Treasurer:</u> <u>Income:</u> <ul style="list-style-type: none"> ● *see Leadership Summit section 2.0 <u>Expenses:</u> <ul style="list-style-type: none"> ● *see Leadership Summit section 2.0 <u>Outstanding:</u> <ul style="list-style-type: none"> ● - 	Open	KD	Ongoing
7.2	<u>VP of Programming:</u> <u>Recap of Events:</u> <ul style="list-style-type: none"> ● September 20th 5-7pm - Dress for Success <u>Upcoming Events:</u> <ul style="list-style-type: none"> ● November 9th - New Member event ● November 15th - Event with the Pittsburgh International Airport's new terminal director ● December 9th - Ice skating event 	Open	LT	Ongoing
7.3	<u>VP of STEM Outreach:</u> <u>Ongoing Events:</u> <ul style="list-style-type: none"> ● Talk with an Engineer <ul style="list-style-type: none"> ○ Three submissions so far <u>Upcoming Events:</u> <ul style="list-style-type: none"> ● Oct 20th - SciTech Day ● Nov 16th - SciTech Academy STEM Festival ● WQED Design Lives Here <ul style="list-style-type: none"> ○ Mary has signed up for two elementary schools 	Open	MZ	Ongoing

	<ul style="list-style-type: none"> o Chuck has signed up for two elementary schools o Another member has signed up for McKnight Elementary 			
7.4	Data Officer: <ul style="list-style-type: none"> • 6 new members • 0 transfer members • 177 paid • 78 not yet renewed • 19 not contacted about renewal 	Closed	CB	N/A
7.5	Membership Chairs: <ul style="list-style-type: none"> • - 	Open	MW/IK	Ongoing
7.6	Collegiate Liaison: <ul style="list-style-type: none"> • - 	Open	MC	Ongoing
7.7	Fundraising Chair: <ul style="list-style-type: none"> • - 	Open	HC	Ongoing
7.8	Social Media/Youtube: <ul style="list-style-type: none"> • - 	Open	VJL	Ongoing
7.9	Webmaster: <ul style="list-style-type: none"> • New website will be up by the end of October (tentative) 	Open	SF	Ongoing
7.10	Global Relations Chair: <ul style="list-style-type: none"> • Costa Rica event early November 	Open	JI	Ongoing
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> <u>Deadline Oct 26th</u> <ul style="list-style-type: none"> • Science Center recap - MC • Leadership Summit recap - MZ • Tentative WE23 - MZ • Recap of GBM - programming committee (PC) • Article about new member event - PC • Pittsburgh airport event - PC • Talk with an Engineer - MZ • STEM Festival - MD 	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

