



**SWE Pittsburgh Executive Council**  
**Fiscal Year 2024 – FY24**  
**Monthly Meeting # 5**  
November 8<sup>th</sup>, 2023

**Invitees:**

<b>Name</b>	<b>Position</b>
<b>Michal Chlebowski (MC)</b>	Officer, President; Carnegie Science Center Events Coordinator
Mary Zeis (MZ)	Officer, Vice President STEM Outreach & Co-Chair
<b>Laura Traczynski (LT)</b>	Officer, Vice President Programming
<b>Shannon Falk (SF)</b>	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
<b>Jayashree Iyengar (JI)</b>	Chennai Partnership/Global Relations Chair
<b>Veronica Jaime-Lara (VJL)</b>	Social Media Chair
Dianne McMaster (DMM)	Nominating Committee Chair
Dorothy Measures (DM)	Job Bank Coordinator
Elizabeth Foster (EF)	Newsletter Editor
<b>Mary Ann Walsh (MW)</b>	Membership Co-Chair
Indu Kannayiram (IK)	Membership Co-Chair
<b>Sierra Barner (SB)</b>	Programming Committee Member
Karely Zimmerman (KZ)	Programming Committee Member
<b>Kim Williams (KW)</b>	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:** December 13th, 2023, 7:00 PM

**Legend:**

BLUE TEXT = Changes

YELLOW HIGHLIGHT = Action

Item No.	Description	Status	Responsible	Due Date
<b>1.0</b>	<b>APPROVAL OF MINUTES</b>			
1.1	Minutes approved from <a href="#">October 2023</a> .	Approved	Eboard	11/08/23
<b>2.0</b>	<b>GIVEBIG PITTSBURGH</b>			
2.1	<ul style="list-style-type: none"> <li>• Assign roles for GiveBig (Slack, emails, etc.)                             <ul style="list-style-type: none"> <li>◦ Jay can help get us registered</li> </ul> </li> <li>• Registration ends November 14th</li> <li>• Fundraising Chair role is now open                             <ul style="list-style-type: none"> <li>◦ Shannon to post on website</li> </ul> </li> </ul>	Open	MC	Ongoing
<b>3.0</b>	<b>PUBLIC POLICY</b>			
3.1	<ul style="list-style-type: none"> <li>• Is anyone planning to attend SWE Congressional Days in DC?                             <ul style="list-style-type: none"> <li>◦ Mikie, Mary Ann</li> </ul> </li> </ul>	Open	MC	Ongoing
<b>4.0</b>	<b>DEI &amp; B MOMENT</b>			
4.1	<ul style="list-style-type: none"> <li>• Grit &amp; Resilience                             <ul style="list-style-type: none"> <li>◦ Persistent determination</li> <li>◦ Learn from the accomplishments of others</li> <li>◦ Celebrate progress</li> <li>◦ Build your resilience by asking for things</li> </ul> </li> </ul>	Open	MC/KD	Ongoing
<b>5.0</b>	<b>MISSION AWARD</b>			
5.1	<p><u>FY24 Mission Award:</u></p> <ul style="list-style-type: none"> <li>• Identify activities for 3 sections</li> <li>• Deadline has moved up by two weeks                             <ul style="list-style-type: none"> <li>◦ June 15th 2024</li> </ul> </li> </ul>	Open	MC/SF	Ongoing
<b>6.0</b>	<b>FY24 GOALS</b>			
6.1	<ul style="list-style-type: none"> <li>• Progress Check                             <ul style="list-style-type: none"> <li>◦ Membership                                     <ul style="list-style-type: none"> <li>■ Virtual membership events</li> <li>■ Buddy system   <ul style="list-style-type: none"> <li>• Have a current member reach out to a new member based on where they are located</li> </ul> </li> </ul> </li> <li>◦ Public Policy                                     <ul style="list-style-type: none"> <li>■ Mary Ann and Mikie to discuss position</li> </ul> </li> <li>◦ Industry Partnerships                                     <ul style="list-style-type: none"> <li>■ Jay to continue reaching out to Kingsley House</li> <li>■ Brainstorm other events</li> </ul> </li> <li>◦ Global Relations                                     <ul style="list-style-type: none"> <li>■ Korea</li> </ul> </li> </ul> </li> </ul>	Open	All	6/30/24

	<ul style="list-style-type: none"> <li>Progress unknown</li> </ul>			
<b>7.0</b>	<b><u>SECTION UPDATES</u></b>			
7.1	<p><b><u>Treasurer:</u></b></p> <p><b><u>Income:</u></b></p> <ul style="list-style-type: none"> <li>\$500 (-\$20 fee) Eaton for PDD</li> </ul> <p><b><u>Expenses:</u></b></p> <ul style="list-style-type: none"> <li>\$22.96 Leadership Summit (LS) salad</li> <li>\$196.64 LS pizza</li> <li>\$81.48 LS breakfast and cookies</li> <li>\$15.97 LS pins</li> <li>\$57.75 LS coffee</li> <li>\$25 New Member event prize</li> </ul> <p><b><u>Outstanding:</u></b></p> <ul style="list-style-type: none"> <li>-</li> </ul>	Open	KD	Ongoing
7.2	<p><b><u>VP of Programming:</u></b></p> <p><b><u>Recap of Events:</u></b></p> <ul style="list-style-type: none"> <li>-</li> </ul> <p><b><u>Upcoming Events:</u></b></p> <ul style="list-style-type: none"> <li><b>November 9th</b> - New Member event</li> <li><b>November 13th</b> - Costa Rica Mixer</li> <li><b>November 15th</b> - Event with the Pittsburgh International Airport's new terminal director</li> <li><b>December 9th</b> - Ice skating event                             <ul style="list-style-type: none"> <li>Schenley</li> </ul> </li> <li><b>January 16th</b> - ASL class (TBC)</li> <li><b>March 23rd</b> - Professional Development Day (TBC)</li> </ul>	Open	LT	Ongoing
7.3	<p><b><u>VP of STEM Outreach:</u></b></p> <p><b><u>Recap of Events:</u></b></p> <ul style="list-style-type: none"> <li>-</li> </ul> <p><b><u>Ongoing Events:</u></b></p> <ul style="list-style-type: none"> <li>Talk with an Engineer                             <ul style="list-style-type: none"> <li>7 girls signed up</li> <li>2 professionals signed up</li> <li>4 engineering students signed up</li> <li>Looking for a lot more volunteers!</li> </ul> </li> </ul> <p><b><u>Upcoming Events:</u></b></p> <ul style="list-style-type: none"> <li><b>Dec 7th 6 - 8pm</b> - SciTech Academy STEM Festival</li> <li><b>Dec 15th</b> - SciTech Day</li> <li><b>Jan 20th</b> - Future City Competition</li> <li><b>Feb 3rd</b> - PJAS</li> <li>Girl Scout Badge Event: "Think Like an Engineer" postponed until December</li> </ul>	Open	MZ	Ongoing
7.4	<p><b><u>Data Officer:</u></b></p> <ul style="list-style-type: none"> <li>3 new members</li> <li>1 transfer member</li> <li>6 renewals</li> <li>187 paid</li> </ul>	Closed	CB	N/A

	<ul style="list-style-type: none"> <li>71 not yet renewed</li> <li>10 not contacted about renewal</li> </ul>			
7.5	<b>Membership Chairs:</b> <ul style="list-style-type: none"> <li>1 additional new member</li> <li>Mary Ann to send an email to the 10 members not contacted</li> <li>Mary Ann to contact Paige Kendall from Smith + Nephew</li> <li>Shannon to send info for member spotlight about nomination</li> </ul>	Open	MW/IK	Ongoing
7.6	<b>Collegiate Liaison:</b> <ul style="list-style-type: none"> <li>-</li> </ul>	Open	-	Ongoing
7.7	<b>Fundraising Chair:</b> <ul style="list-style-type: none"> <li>Position Available</li> </ul>	Open	-	Ongoing
7.8	<b>Social Media/Youtube:</b> <ul style="list-style-type: none"> <li>-</li> </ul>	Open	VJL	Ongoing
7.9	<b>Webmaster:</b> <ul style="list-style-type: none"> <li>New website is live!           <ul style="list-style-type: none"> <li>Mobile and Tablet friendly update coming soon</li> </ul> </li> </ul>	Open	SF	Ongoing
7.10	<b>Global Relations Chair:</b> <u>Upcoming Events:</u> <ul style="list-style-type: none"> <li>Nov 13th 6 - 7pm - SWE Costa Rica</li> </ul>	Open	JI	Ongoing
7.11	<b>Other Updates:</b> <ul style="list-style-type: none"> <li>WE23           <ul style="list-style-type: none"> <li>Very few professional sections won gold, mostly professional company sections</li> </ul> </li> <li>St. Francis SWE</li> <li>TruStage Community Giving           <ul style="list-style-type: none"> <li>Shannon to look into IRS Determination Letter for section</li> </ul> </li> <li>Any other updates</li> </ul>	Open	All	Ongoing
8.0	<b>SECTION LOGISTICS</b>			
8.1	<u>Internal Calendar Updates:</u> <ul style="list-style-type: none"> <li><a href="#">FY24 Internal Calendar</a></li> </ul>	Open	SF	Ongoing
8.2	<u>Upcoming Newsletter Articles:</u> <u>Deadline Nov 26th</u> <ul style="list-style-type: none"> <li>Top 25 ViP Nominee (SF)</li> <li>New Member Event (LT)</li> <li>Pittsburgh Airport Event (LT)</li> <li>Costa Rica (Jay)</li> <li>Ice Skating (PC)</li> <li>SciTech Day (MC)</li> </ul>	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.

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**Distribution:**

Written By:	Distribution:
Shannon Falk	Invitees