



SWE Pittsburgh Executive Council
Fiscal Year 2024 – FY24
Monthly Meeting # 6
December 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
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: January 10th, 2024, 7:00 PM

Legend:

BLUE TEXT = Changes

YELLOW HIGHLIGHT = Action

Item No.	Description	Status	Responsible	Due Date
1.0	MEETING PROCEDURES			
1.1	Approval of Minutes <ul style="list-style-type: none"> • Minutes approved from November 2023. 	Approved	Eboard	12/13/23
2.0	KEY HIGHLIGHTS & DISCUSSION			
2.1	Gmail <ul style="list-style-type: none"> • Gmail's new requirement for 2-step verification <ul style="list-style-type: none"> ○ Eligible for Google for Nonprofits <ul style="list-style-type: none"> ▪ Must apply ▪ Shannon to apply ○ There is a Google Org where we can have multiple emails 	Open	MC	Ongoing
2.2	WE Local <ul style="list-style-type: none"> • Nominate Pittsburgh to host WE Local <ul style="list-style-type: none"> ○ https://welocal.swe.org/about-we-local/conference-hosting-consideration-request-form/ <ul style="list-style-type: none"> ▪ Gather a small committee to tackle nomination form ▪ Laura is interested in helping with the nomination form ▪ Mikie to send out an email • Who's going to WE Local Baltimore? <ul style="list-style-type: none"> ○ Mary - tentative ○ Mary Ann - tentative ○ Mikie - going ○ Deepika - tentative ○ Shannon - going 	Open	MC	Ongoing
2.3	Industry Partnerships <ul style="list-style-type: none"> • EATON <ul style="list-style-type: none"> ○ bowling ○ top golf • NREC tour <ul style="list-style-type: none"> ○ Reach out to Krissy to arrange a tour • ECI joint event <ul style="list-style-type: none"> ○ Reach out to Samantha (joint event or tour) • Other ideas <ul style="list-style-type: none"> ○ Might be options to do an industry tour with Matthews <ul style="list-style-type: none"> ▪ Find out about new members 	Open	All	6/30/24

	<ul style="list-style-type: none"> ■ Deepika to reach out about joint event <ul style="list-style-type: none"> ○ Smith + Nephew 			
2.4	<p>Public Policy</p> <ul style="list-style-type: none"> ● Public Policy Chair and next steps <ul style="list-style-type: none"> ○ Remove the line about contacting school boards ● City-County building tour (Website) <ul style="list-style-type: none"> ○ This won't really fulfill our goals towards Public Policy 	Open	MC	Ongoing
2.5	<p>Mission Award</p> <p><u>FY24 Mission Award:</u></p> <ul style="list-style-type: none"> ● Identify activities for remaining sections ● Align on owners for each section (pending time) ● Deadline has moved up by two weeks <ul style="list-style-type: none"> ○ June 15th 2024 	Open	MC/SF	Ongoing
2.6	<p>DEI & B Moment</p> <ul style="list-style-type: none"> ● Speak Up <ul style="list-style-type: none"> ○ Constructive dialogue ○ Create a safe space to speak up ○ Listen with an open mind 	Open	MC/KD	Ongoing
3.0	OFFICER & CHAIR UPDATES			
3.1	<p>Treasurer</p> <p>P - PNC BH - Billhighway</p> <p><u>Income:</u></p> <ul style="list-style-type: none"> ● \$500 Give Big Pittsburgh (P) ● \$2190 member dues (BH) <p><u>Expenses:</u></p> <ul style="list-style-type: none"> ● \$1000 check for CoM overall winner (P) ● \$45 reimbursement for New Member November (P) ● \$45 on Laura's card for upcoming event (BH) <p><u>Outstanding:</u></p> <ul style="list-style-type: none"> ● - 	Open	KD	Ongoing
3.2	<p>VP of Programming</p> <p><u>Recap of Events:</u></p> <ul style="list-style-type: none"> ● November 9th - New Member event ● November 13th - Costa Rica Mixer <ul style="list-style-type: none"> ○ Low attendance ● November 15th - Event with the Pittsburgh International Airport's new terminal director <ul style="list-style-type: none"> ○ Low attendance ● December 9th - Ice skating event <ul style="list-style-type: none"> ○ Canceled <p><u>Upcoming Events:</u></p> <ul style="list-style-type: none"> ● January 16th - ASL class ● February - DE & I webinar watch ● February - Galentine's Day event ● April 6th - Professional Development Day <ul style="list-style-type: none"> ○ Open to suggestions for alternate venues 	Open	LT	Ongoing

3.3	<p><u>VP of STEM Outreach</u> <u>Recap of Events:</u></p> <ul style="list-style-type: none"> ● Dec 6th - Girl Scout Badge Event: “Think Like an Engineer” <ul style="list-style-type: none"> ○ 11 girls ○ 6 adults ● Dec 7th 6 - 8pm - SciTech Academy STEM Festival (Greeting cards) <ul style="list-style-type: none"> ○ 18 girls ○ 21 boys ○ 21 adults <p><u>Ongoing Events:</u></p> <ul style="list-style-type: none"> ● Talk with an Engineer <p><u>Upcoming Events:</u></p> <ul style="list-style-type: none"> ● Dec 15th - SciTech Day ● Jan 20th - Future City Competition <ul style="list-style-type: none"> ○ Looking for volunteers ● Feb 3rd - PJAS <ul style="list-style-type: none"> ○ Deepika able to do again ● Feb 16th - SciTech Day <ul style="list-style-type: none"> ○ Physics and Engineering ● Feb 21st - Girls Exploring Engineering Day <ul style="list-style-type: none"> ○ run by BotsIQ ● Early March - CoM <ul style="list-style-type: none"> ○ Looking for back office help <ul style="list-style-type: none"> ▪ Mikie can write letters ● April 19th - SciTech Day <ul style="list-style-type: none"> ○ Environmental Science ● May 17th - SciTech Day <ul style="list-style-type: none"> ○ Earth & Space ● April or May - STEM Girls Connect <ul style="list-style-type: none"> ○ Deepika can assist 	Open	MZ	Ongoing
3.4	<p><u>Data Officer</u></p> <ul style="list-style-type: none"> ● 6 new members ● 0 transfer members ● 1 renewal ● 196 paid 	Closed	CB	N/A
3.5	<p><u>Membership Chairs</u></p> <ul style="list-style-type: none"> ● - 	Open	MW/IK	Ongoing
3.6	<p><u>Collegiate Liaison</u></p> <ul style="list-style-type: none"> ● - 	Open	-	Ongoing
3.7	<p><u>Fundraising Chair</u></p> <ul style="list-style-type: none"> ● Position Available 	Open	-	Ongoing
3.8	<p><u>Social Media/Youtube</u></p> <ul style="list-style-type: none"> ● - 	Open	VJL	Ongoing
3.9	<p><u>Webmaster</u></p> <ul style="list-style-type: none"> ● Working on optimizing website for mobile 	Open	SF	Ongoing
3.10	<p><u>Global Relations Chair</u> <u>Upcoming Events:</u></p>	Open	JI	Ongoing

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3.11	Other Updates • Any other updates	Open	All	Ongoing
4.0	SECTION LOGISTICS			
4.1	Internal Calendar Updates: • FY24 Internal Calendar	Open	SF	Ongoing
4.2	Upcoming Newsletter Articles <u>Deadline Dec 26th</u> • SciTech Academy Recap - MD • Membership Spotlight - MW • Public Policy Chair - MC • SciTech Day - MC • CoM volunteers - KW • ASL - KZ	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