



SWE Pittsburgh Executive Council
Fiscal Year 2024 – FY24
Monthly Meeting # 7
January 10th, 2024

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: February 12th, 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 December 2023. 	Approved	Eboard	01/10/24
2.0	KEY HIGHLIGHTS & DISCUSSION			
2.1	PDD <ul style="list-style-type: none"> Professional Development Day <ul style="list-style-type: none"> April 6th, 2024 theme for PDD this year is “Spark Your Potential” Sponsorship <ul style="list-style-type: none"> EATON will be the exclusive sponsor <ul style="list-style-type: none"> \$10,000 Part of this could be used for other EATON/SWE events Budget <ul style="list-style-type: none"> \$4,017.50 estimated total Increase ticket price for students to \$5 Agenda / Speakers <ul style="list-style-type: none"> Angie McMillian, EATON (tentative) 9:00 am - 2:15 pm Help needed <ul style="list-style-type: none"> TBD 	Open	LT	04/06/24
2.2	Gmail <ul style="list-style-type: none"> Google for Nonprofits <ul style="list-style-type: none"> Need to verify domain with Google Mary to send Shannon the contact info for section who has this already 	Open	MC/SF	Ongoing
2.3	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-welocal/conference-hosting-consideration-request-form/ <ul style="list-style-type: none"> Divide and conquer on the submission Aim to have completed by the end of January 	Open	MC	Ongoing
2.4	Industry Partnerships <ul style="list-style-type: none"> Eaton – joint virtual event with WAVE erg Other updates / ideas (NREC, ECI) 	Open	All	6/30/24

	<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"> • Jan 20th - Future City Competition <ul style="list-style-type: none"> o Looking for judges • Feb 3rd - PJAS <ul style="list-style-type: none"> o Deepika able to do again <ul style="list-style-type: none"> ▪ Needs two checks • Feb 16th - SciTech Day <ul style="list-style-type: none"> o Physics and Engineering • Feb 21st - Girls Exploring Engineering Day <ul style="list-style-type: none"> o run by BotsIQ o looking for volunteers • Early March - CoM <ul style="list-style-type: none"> o Looking for back office help <ul style="list-style-type: none"> ▪ Mikie can write letters o SPEO application • April 19th - SciTech Day <ul style="list-style-type: none"> o Environmental Science • May 17th - SciTech Day <ul style="list-style-type: none"> o Earth & Space • April or May - STEM Girls Connect <ul style="list-style-type: none"> o Deepika can assist 			
3.4	<p>Data Officer</p> <ul style="list-style-type: none"> • 1 new member • 0 transfer members • 0 renewals • 194 total members 	Closed	CB	N/A
3.5	<p>Membership Chairs</p> <ul style="list-style-type: none"> • - 	Open	MW/IK	Ongoing
3.6	<p>Collegiate Liaison</p> <ul style="list-style-type: none"> • - 	Open	-	Ongoing
3.7	<p>Fundraising Chair</p> <ul style="list-style-type: none"> • - 	Open	-	Ongoing
3.8	<p>Social Media/Youtube</p> <ul style="list-style-type: none"> • - 	Open	VJL	Ongoing
3.9	<p>Webmaster</p> <ul style="list-style-type: none"> • Website is now optimized for mobile experience • Contact Us form sending emails to SWE pittsburgh now 	Open	SF	Ongoing
3.10	<p>Global Relations Chair</p> <p><u>Upcoming Events:</u></p> <ul style="list-style-type: none"> • - 	Open	Jl	Ongoing
3.11	<p>Other Updates</p> <ul style="list-style-type: none"> • Mission Award <ul style="list-style-type: none"> o Separate meeting tbd • WE Local Baltimore <ul style="list-style-type: none"> o Mikie o Shannon 	Open	All	Ongoing

	<ul style="list-style-type: none"> ○ Mary ● Fundraising ideas ● Attendance Awards <ul style="list-style-type: none"> ○ Kim can get the gift cards ● WE24 Awards <ul style="list-style-type: none"> ○ March 1st deadline ● Pitt SWE FIERCE Forum <ul style="list-style-type: none"> ○ March 23rd 			
4.0	SECTION LOGISTICS			
4.1	Internal Calendar Updates: <ul style="list-style-type: none"> ● FY24 Internal Calendar 	Open	SF	Ongoing
4.2	Upcoming Newsletter Articles <u>Deadline Jan 26th</u> <ul style="list-style-type: none"> ● SciTech Days - MC ● Volunteers BotsIQ - MZ ● WELocal - MZ ● ASL recap - KZ ● Galentine's Day - SB ● DE&I Webinar - LT ● PDD - LT 	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