



**SWE Pittsburgh Executive Council
Fiscal Year 2024 – FY24
Monthly Meeting # 8
February 12th, 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
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
Olga Ulis (OU)	Public Policy Co-Chair
Marta Smorawska (MS)	Public Policy Co-Chair

***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: March 13th, 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 January 2024. 	Approved	Eboard	02/12/24
2.0	KEY HIGHLIGHTS & DISCUSSION			
2.1	DEI & B Moment <ul style="list-style-type: none"> ● Wellness <ul style="list-style-type: none"> ○ The state of being in good health across multiple dimensions <ul style="list-style-type: none"> ■ Physical, Mental, Social, Emotional, Spiritual, and Environmental ○ Activities <ul style="list-style-type: none"> ■ Taking walks on lunch break ■ Getting together for lunch ■ Talking with a therapist ■ Journaling ■ Reading ■ Exercising ○ Tools/Tips <ul style="list-style-type: none"> ■ Prioritizing 	Open	MC/KD	Ongoing
2.2	PDD <ul style="list-style-type: none"> ● Professional Development Day <ul style="list-style-type: none"> ○ Saturday, April 6th, 2024 ○ theme for PDD this year is “Spark Your Potential” ○ ESWP building downtown ○ Registration coming towards the end of the month as well as a general LinkedIn post ● 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"> ○ Most of the agenda is finalized ○ Looking for panelists for transitioning from technical career to management panel <ul style="list-style-type: none"> ■ SB and KW will reach out to their contacts 	Open	LT	04/06/24

	<ul style="list-style-type: none"> ● Help needed <ul style="list-style-type: none"> ○ TBD 			
2.3	<p>Industry Partnerships</p> <ul style="list-style-type: none"> ● ECI Women’s Professional Network ● Eaton WAVE <ul style="list-style-type: none"> ○ Networking in Robinson ● NREC <ul style="list-style-type: none"> ○ Possible tour; late Spring/early Summer 	Open	All	6/30/24
2.4	<p>Mission Award</p> <ul style="list-style-type: none"> ● Strategic Goal Embodiment ● Potential gap areas: Mentoring, SWE resource promotion ● Second Mission Award meeting TBA 	Open	SF	Ongoing
2.5	<p>Goals</p> <ul style="list-style-type: none"> ● Buddy system (membership retention) <ul style="list-style-type: none"> ○ Attempt to get this going ○ MC to follow up with MW ● Public Policy article in newsletter ● Industry Partnerships (goal redefined) <ul style="list-style-type: none"> ○ JI to reach out to Kingsley house again ● Global Community (Chennai event) 	Open	MC	Ongoing
2.6	<p>Open Roles</p> <p>Which roles do we want to focus on filling?</p> <ul style="list-style-type: none"> ● Collegiate Liaison - top priority ● Fundraising Chair/s - top priority ● SWE-Sponsored Competitions Chair ● YouTube Channel Manager - SF to drop from website ● SWENext Programming Chair ● SWENext Mentor/Advisor Chair ● Mentoring Chair (?) ● Awards Chair (?) 	Open	MC	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"> ● \$10 refund (BH) ● \$53.13 check from Emerson <p><u>Expenses:</u></p> <ul style="list-style-type: none"> ● \$20 ASL Presenter gift card (P) ● \$100 PJAS check (P) ● \$30 Amazon Participation Award gift cards (P) <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"> ● January 16th - ASL class ● February 9th, 12:00 pm - DE & I webinar watch <p><u>Upcoming Events:</u></p> <ul style="list-style-type: none"> ● February 24th - Galentine's Day event 	Open	LT	Ongoing

	<ul style="list-style-type: none"> ● March 6th 7:00 pm - Early Retirement Panel ● March 26th - Spring GBM ● April 6th - Professional Development Day 			
3.3	<p><u>VP of STEM Outreach</u> <u>Recap of Events:</u></p> <ul style="list-style-type: none"> ● Jan 20th - Future City Competition ● Feb 3rd - PJAS <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"> ● Feb 16th - SciTech Day <ul style="list-style-type: none"> ○ Physics and Engineering ○ Slingshot ● 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"> ▪ MC can write letters ○ SPEO application ● May 17th - SciTech Day <ul style="list-style-type: none"> ○ Earth & Space ● April or May - STEM Girls Connect <ul style="list-style-type: none"> ○ DD can assist 	Open	MZ	Ongoing
3.4	<p><u>Data Officer</u></p> <ul style="list-style-type: none"> ● 2 new members ● 2 transfer members ● 200 total members 	Closed	CB	N/A
3.5	<p><u>Membership Chairs</u></p> <ul style="list-style-type: none"> ● 1 new and 1 transfer member ● FY24 total: 36 new members ● ~45% response rate to new member survey 	Open	MW/IK	Ongoing
3.6	<p><u>Public Policy Chairs</u></p> <ul style="list-style-type: none"> ● House Bill 474 <ul style="list-style-type: none"> ○ Family leave 			
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"> ● - 	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"> ● SF to look into posting meeting minutes 	Open	SF	Ongoing
3.10	<p><u>Global Relations Chair</u></p> <p><u>Upcoming Events:</u></p> <ul style="list-style-type: none"> ● May 11 or May 18 for Chennai Event 	Open	JI	Ongoing
3.11	<p><u>Other Updates</u></p> <ul style="list-style-type: none"> ● - 	Open	All	Ongoing
4.0	SECTION LOGISTICS			
4.1	<p><u>Internal Calendar Updates:</u></p> <ul style="list-style-type: none"> ● FY24 Internal Calendar 	Open	SF	Ongoing

4.2	Upcoming Newsletter Articles	Open	SF	Ongoing
	<u>Deadline Feb 26th</u> <ul style="list-style-type: none"> ● Public Policy updates - MS/OU ● SciTech Recap - MC ● BotsIQ - MZ ● Galentine’s Day Recap - LT ● Webinar Recap - LT ● PDD Registration - LT ● PJAS Recap - DD ● Meeting Minutes - SF 			

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