



**SWE Pittsburgh Executive Council
Fiscal Year 2024 – FY24
Monthly Meeting # 9
March 13th, 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: April 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 February 2024. 	Approved	Eboard	03/13/24
2.0	KEY HIGHLIGHTS & DISCUSSION			
2.1	DEI & B Moment <ul style="list-style-type: none"> Integrity <ul style="list-style-type: none"> What we do when no one is looking Choosing courage over comfort Choose what is right over what is easy Be consistent with words and actions See something, say something 	Open	MC/KD	Ongoing
2.2	Open Roles and Elections <ul style="list-style-type: none"> VP of Programming - open; possibly SB filling this role VP of STEM Outreach - open Treasurer - open (tentatively) Secretary - open Collegiate Liaison - potential candidate (Jocelyn Ocampo) Fundraising Chair - open; possibly LT filling this role SWE Sponsored Awards Chair - open YouTube Manager - open SWENext Coordinator - open; possibly MZ filling this role Data Officer - open Membership Chair - open (tentatively) <p>We should re-evaluate the positions and see which ones we need to update, replace, or eliminate.</p>	Open	MC	Ongoing
3.0	OFFICER & CHAIR UPDATES			
3.1	Treasurer P - PNC BH - Billhighway <u>Income:</u> <ul style="list-style-type: none"> Blackbaud Giving Fund on behalf of Emerson Charitable Trust \$53 - P EATON PDD \$10,000 (\$9,600) - BH <ul style="list-style-type: none"> less BH fee <u>Expenses:</u> <ul style="list-style-type: none"> 1st and 2nd place participation awards; \$25/\$15 - P PJAS winner \$100 - P <u>Outstanding:</u> <ul style="list-style-type: none"> - 	Open	KD	Ongoing
3.2	VP of Programming	Open	LT	Ongoing

	<p><u>Recap of Events:</u></p> <ul style="list-style-type: none"> ● February 24th - Galentine's Day event ● March 6th 7:00 pm - Early Retirement Panel <p><u>Upcoming Events:</u></p> <ul style="list-style-type: none"> ● March 26th - Spring GBM <ul style="list-style-type: none"> ○ Have break out rooms for each elected officer position ● April 6th - Professional Development Day 			
3.3	<p><u>VP of STEM Outreach</u></p> <p><u>Recap of 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 <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"> ● Early March - CoM <ul style="list-style-type: none"> ○ 75 invitations <ul style="list-style-type: none"> ▪ Six schools reporting in ○ Looking for back office help <ul style="list-style-type: none"> ▪ MC, EF, JI can write letters ○ SPEO application ● April 11th - Lower Burrell Outreach Event ● May 3rd & 10th - Kennywood Education Days ● May 17th - SciTech Day <ul style="list-style-type: none"> ○ Earth & Space ● April 20th, 27th or May 11th - STEM Girls Connect <ul style="list-style-type: none"> ○ DD can assist ● May 23rd - Pittsburgh Gifted Center Spring Fling Event <ul style="list-style-type: none"> ○ Moha to lead 	Open	MZ	Ongoing
3.4	<p><u>President</u></p> <p><u>Industry Partnerships:</u></p> <ul style="list-style-type: none"> ● Industry Partnerships (ECI tour 5/23, Eaton WAVE/SWE/Sustainable Pittsburgh, Haemonetics, NREC) ● May 23rd - ECI tour <ul style="list-style-type: none"> ○ Bridgeville, PA ● Meeting with Sustainable Pittsburgh Organization for potential event 	Open	MC	Ongoing
3.5	<p><u>Data Officer</u></p> <ul style="list-style-type: none"> ● 1 new member ● 1 transfer member ● BH member numbers are still inaccurate 	Closed	CB	N/A
3.6	<p><u>Membership Chairs</u></p> <ul style="list-style-type: none"> ● Starting in April sending out reminders to renew 	Open	MW/IK	Ongoing

3.7	Public Policy Chairs <ul style="list-style-type: none"> Investigating House Bill 474 Congressional Days - one member going 	Open	MS/OU	Ongoing
3.6	Collegiate Liaison <ul style="list-style-type: none"> - 	Open	-	Ongoing
3.7	Fundraising Chair <ul style="list-style-type: none"> - 	Open	-	Ongoing
3.8	Social Media/Youtube <ul style="list-style-type: none"> - 	Open	VJL	Ongoing
3.9	Webmaster <ul style="list-style-type: none"> - 	Open	SF	Ongoing
3.10	Global Relations Chair <u>Upcoming Events:</u> <ul style="list-style-type: none"> April 20th - Rhythmic Dance Class <ul style="list-style-type: none"> Kingsley House 10:00 am Social Event May 11th - Chennai Event 	Open	JI	Ongoing
3.11	Other Updates <ul style="list-style-type: none"> Mission Award - other session to be scheduled 	Open	All	Ongoing
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 March 26th</u> <ul style="list-style-type: none"> Spring Fling Volunteers - MD SciTech Day - MC STEM Girls Connect - MZ (tentative) PDD Reminder - LT ECl Tour Event - MC or LT Kingsley House - JI (tentative) 	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: Shannon Falk	Distribution: Invitees
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