



SWE Pittsburgh Executive Council
Fiscal Year 2024 – FY24
Monthly Meeting # 10
April 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
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
Jocelyn Ocampo	Guest

***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: May 8th, 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 March 2024. 	Approved	Eboard	04/10/24
2.0	KEY HIGHLIGHTS & DISCUSSION			
2.1	DEI & B Moment <ul style="list-style-type: none"> Microaggressions <ul style="list-style-type: none"> A statement, action, or incident regarded as an instance of indirect, subtle or unintentional discrimination of a member of a protected class. Educate yourself about others' experiences 	Open	MC/KD	Ongoing
2.2	FY25 Nominations <ul style="list-style-type: none"> Slate of elected officers <ul style="list-style-type: none"> Need to garner further interest in STEM roles Chair and committee positions <ul style="list-style-type: none"> In pretty good shape here! 	Open	DM	Ongoing
3.0	OFFICER & CHAIR UPDATES			
3.1	Treasurer P - PNC BH - Billhighway <u>Income:</u> <ul style="list-style-type: none"> \$438 reimbursement - Laura's pre-paid card (BH) <u>Expenses:</u> <ul style="list-style-type: none"> \$100 x 10 Gift Cards for CoM (P) \$368 onto Laura's pre-paid card (BH) \$6 pre-paid card activation fee (BH) <u>Outstanding:</u> <ul style="list-style-type: none"> - 	Open	KD	Ongoing
3.2	VP of Programming <u>Recap of Events:</u> <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 <ul style="list-style-type: none"> Very few no-shows Satisfaction - 9.7/10 Speed mentoring - got a little loud Breakfast items - no low sugar options The keynote was the most popular session <u>Upcoming Events:</u> <ul style="list-style-type: none"> Dance class moved to next FY May 23rd - ECI tour 	Open	LT	Ongoing

3.3	<p><u>VP of STEM Outreach</u> <u>Recap of Events:</u> <ul style="list-style-type: none"> • - <u>Ongoing Events:</u> <ul style="list-style-type: none"> • Talk with an Engineer <u>Upcoming Events:</u> <ul style="list-style-type: none"> • CoM <ul style="list-style-type: none"> o 75 invitations <ul style="list-style-type: none"> ▪ 13 responses from schools total o April 28th letter writing party at MZ's house o Deadline is May 1st • April 11th - Lower Burrell Outreach Event • April 20th - STEM Girls Connect <ul style="list-style-type: none"> o DD can assist • May 3rd & 10th - Kennywood Education Days <ul style="list-style-type: none"> o Paddle boats • May 17th - SciTech Day <ul style="list-style-type: none"> o Earth & Space o Stomp rockets • May 23rd - Pittsburgh Gifted Center Spring Fling Event <ul style="list-style-type: none"> o MD to lead </p>	Open	MZ	Ongoing
3.4	<p><u>President</u> <ul style="list-style-type: none"> • - </p>	Open	MC	Ongoing
3.5	<p><u>Data Officer</u> <ul style="list-style-type: none"> • 4 new members • 1 transfer member • 2 returning members • 209 total members </p>	Closed	CB	N/A
3.6	<p><u>Membership Chairs</u> <ul style="list-style-type: none"> • - </p>	Open	MW/IK	Ongoing
3.7	<p><u>Public Policy Chairs</u> <ul style="list-style-type: none"> • Drafted letter to senators <ul style="list-style-type: none"> o Jay Costa o Dan Frankel </p>	Open	MS/OU	Ongoing
3.6	<p><u>Collegiate Liaison</u> <ul style="list-style-type: none"> • - </p>	Open	-	Ongoing
3.7	<p><u>Fundraising Chair</u> <ul style="list-style-type: none"> • - </p>	Open	-	Ongoing
3.8	<p><u>Social Media/Youtube</u> <ul style="list-style-type: none"> • - </p>	Open	VJL	Ongoing
3.9	<p><u>Webmaster</u> <ul style="list-style-type: none"> • - </p>	Open	SF	Ongoing
3.10	<p><u>Global Relations Chair</u> <u>Upcoming Events:</u> <ul style="list-style-type: none"> • April 12th - Meeting with Dominican Republic (MC + JI only) • May 11th - Chennai Event: sharing the history of our cities </p>	Open	JI	Ongoing

	<ul style="list-style-type: none"> ● June 2nd - Indian Cooking Class 			
3.11	Other Updates <ul style="list-style-type: none"> ● Mission Award <ul style="list-style-type: none"> ○ Good progress made in offline meeting ○ Most sections are assigned ○ May 15th - section write ups done ○ May 30th - strategic write ups done 	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 April 26th</u> <ul style="list-style-type: none"> ● PDD recap - LT ● ECI tour - LT ● Early retirement panel - KZ ● GBM - KZ ● Lower Burrell - MZ ● Chennai event - JI ● Cooking class - JI ● Dance class postponement - JI ● Slate of Officers - DM 	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