



**SWE Pittsburgh Executive Council
Fiscal Year 2024 – FY24
Monthly Meeting # 11
May 8th, 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
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
RyKai Wright (RW)	Guest
Jocelyn Ocampo (JO)	Collegiate Liaison

***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: June 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 April 2024. 	Approved	Eboard	05/08/24
2.0	KEY HIGHLIGHTS & DISCUSSION			
2.1	DEI & B Moment <ul style="list-style-type: none"> Developing a Growth Mindset <ul style="list-style-type: none"> Individuals with a growth mindset believe their talents can be developed 	Open	MC/KD	Ongoing
2.2	FY25 Nominations <ul style="list-style-type: none"> Slate of elected officers <ul style="list-style-type: none"> Full slate <ul style="list-style-type: none"> MC - President KZ - VP of Programming KD - VP of STEM Outreach Natalee Calfo-Carroll - Secretary Huayun Huang - Treasurer Bios not needed to take the first step We can keep the election open for 15 days rather than 30 days We'll need Natalee to officially transfer to SWE Pittsburgh Chair and committee positions <ul style="list-style-type: none"> STEM Coordinator for Schools role open Collegiate Liaison role filled 	Open	DM	Ongoing
2.3	Mission Award <ul style="list-style-type: none"> Changes to Mission Award Identify key activities to align with changes to requirements Extend deadline for write-ups <ul style="list-style-type: none"> May 30th/31st 	Open	SF	Ongoing
3.0	OFFICER & CHAIR UPDATES			
3.1	Treasurer P - PNC BH - Billhighway Income: <ul style="list-style-type: none"> \$6 prepaid card reimburse (BH) Expenses: <ul style="list-style-type: none"> \$25 gift card PDD winner (P) \$231 check for PDD fees (P) \$6 prepaid card fee (BH) \$3000 CoM (BH) Outstanding: <ul style="list-style-type: none"> -\$3758 ESWP for PDD (P) 	Open	KD	Ongoing

3.2	<p><u>VP of Programming</u> <u>Recap of Events:</u></p> <ul style="list-style-type: none"> ● - <p><u>Upcoming Events:</u></p> <ul style="list-style-type: none"> ● May 23rd - ECI Industry tour 	Open	LT	Ongoing
3.3	<p><u>VP of STEM Outreach</u> <u>Recap of Events:</u></p> <ul style="list-style-type: none"> ● CoM <ul style="list-style-type: none"> ○ 75 schools invited ○ 52 schools submitted; new record! ● April 20th - STEM Girls Connect ● May 3rd - Kennywood Education Days <ul style="list-style-type: none"> ○ 5 volunteers ○ 58 students <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"> ● May 10th - Kennywood Education Days <ul style="list-style-type: none"> ○ Paddle boats ● May 17th - SciTech Day <ul style="list-style-type: none"> ○ Earth & Space ○ Stomp rockets ○ Looking for volunteers ● May 23rd - Pittsburgh Gifted Center Spring Fling Event <ul style="list-style-type: none"> ○ CB and MZ to lead ○ Looking for volunteers 	Open	MZ	Ongoing
3.4	<p><u>President</u></p> <ul style="list-style-type: none"> ● - 	Open	MC	Ongoing
3.5	<p><u>Data Officer</u></p> <ul style="list-style-type: none"> ● 5 new members ● 1 transfer member ● - returning members ● 214 total members 	Closed	CB	N/A
3.6	<p><u>Membership Chairs</u></p> <ul style="list-style-type: none"> ● 2 welcome emails <ul style="list-style-type: none"> ○ reminder emails sent ● 9 new members welcomed ● 15 renewals 	Open	MW/IK	Ongoing
3.7	<p><u>Public Policy Chairs</u></p> <ul style="list-style-type: none"> ● Meetings with House Rep and Senator <ul style="list-style-type: none"> ○ Thursday, May 9th ● Take Action on the Pittsburgh Section website 	Open	MS/OU	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"> ● - 	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>	Open	SF	Ongoing

	• -			
3.10	Global Relations Chair <u>Upcoming Events:</u> <ul style="list-style-type: none"> • June 1st - Chennai Event: sharing the history of our cities • June 2nd - Indian Cooking Class <ul style="list-style-type: none"> ○ 3:00 pm ○ CB/MZ house 	Open	Jl	Ongoing
3.11	Other Updates <ul style="list-style-type: none"> • Transitions & annual in-person meeting <ul style="list-style-type: none"> ○ MZ has offered to host 	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 May 26th</u> <ul style="list-style-type: none"> • Take Action Pittsburgh - OU/MS • Meetings with Senator and House Rep - OU/MS • Kennywood - MZ • Gifted Center - MZ • CoM - MZ/KW • SciTech - MC • Membership - MW 	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