



**SWE Pittsburgh Executive Council
Fiscal Year 2025 – FY25
Monthly Meeting # 1
July 13th, 2024**

Invitees:

<u>Name</u>	<u>Position</u>
Michal Chlebowski (MC)	Officer, President; Carnegie Science Center Events Coordinator
Kim Daloise (KD)	Officer, Vice President STEM Outreach & Co-Chair
Karley Zimmerman (KZ)	Officer, Vice President Programming
Natalee Calfo-Carroll (NC)	Officer, Secretary
Shannon Falk (SF)	Officer, Webmaster
Huayun Huang (HH)	Officer, Treasurer
Mary Zeis (MZ)	Data Officer (Interim); SWENext Coordinator
Deepika Devarajan (DD)	STEM Outreach Co-Chair
Jayashree Iyengar (JI)	Global Relations Chair
Veronica Jaime-Lara (VJL)	Social Media Chair
Dana Emswiler (DE)	Programming Committee
Elizabeth Foster (EF)	Newsletter Editor
Indumathi Kannayiram (IK)	Membership Co-Chair
Jocelyn Ocampo (JO)	Collegiate Liaison
Kimberly Williams (KW)	Certificate of Merit Program Coordinator
Laura Traczynski (LT)	Fundraising Chair
Marta Smorawska (MS)	Public Policy Co-Chair
Mary Ann Walsh (MAW)	Membership Committee
Olga Ulis (OU)	Public Policy Co-Chair
RyKai Wright (RW)	Membership Co-Chair
Sierra Barner (SB)	Programming Committee

***Bold denotes an attendee of the meeting.**

Location: Mary Zeis’s Residence

Purpose: Review FY24 goals and status. Discuss potential FY25 opportunities and goals.

Next Meeting: 7-8:30 PM, August 19th

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 June 2024. 	Approved	Eboard	07/13/24
2.0	FY25 GOAL SETTING			
2.1	Year in Review <ul style="list-style-type: none"> FY24 Goals and Completion Statuses Overview of revised SWE Strategic Goals Potential FY25 opportunities 	Open	MC	Ongoing
2.2	Group Discussions – FY25 Opportunities <ul style="list-style-type: none"> Groups discussed and suggested goals for the year in the following categories: <ul style="list-style-type: none"> Membership Mentorship Outreach Programming Goals for FY25 have not yet been finalized 	Open	All	Ongoing
2.3	Membership Discussion Results <ul style="list-style-type: none"> Possible FY25 Membership goals include: <ul style="list-style-type: none"> Engage with existing corporate partners to inform new members about SWE Provide support and resources to existing Pittsburgh companies on joining CPC Survey for effective communication and member opportunities 	Open	All	Ongoing
2.4	Mentorship Discussion Results <ul style="list-style-type: none"> Establish a mentorship chair and mentorship committee Create a mentorship program that may contain: <ul style="list-style-type: none"> New member orientation Ongoing mentorship program 	Open	All	Ongoing
2.5	Outreach Discussion Results <ul style="list-style-type: none"> Certificate of Merit Program <ul style="list-style-type: none"> Reach out to 5 new schools (for a total of 60 participating schools) Recruit more back office staff SWE Next Events <ul style="list-style-type: none"> 2-3 virtual events 1 new SWE Next Chapter STEM Girls Connect <ul style="list-style-type: none"> Increase high school participation Determine a better event location 	Open	All	Ongoing
2.6	Programming Discussion Results <ul style="list-style-type: none"> DEI 	Open	All	Ongoing

	<ul style="list-style-type: none"> ○ Make events more specific in theme ○ Post-event survey consistency ● Partnerships <ul style="list-style-type: none"> ○ Collegiate – enhance SWE section relationships ○ Industry – leverage relationships with existing sponsors and partners 			
3.0	KEY HIGHLIGHTS & DISCUSSION			
2.2	<p><u>Funding and Budgets</u></p> <ul style="list-style-type: none"> ● Review June and FY24 budget status ● Discuss the FY25 budget <ul style="list-style-type: none"> ○ Identify funding for events and activities (sponsorship, fundraising, event fees) ● Alignment process for spending – thresholds and approvals (specifically for high dollar amounts) 	Open	MC/HH	Ongoing
2.3	<p><u>Leadership Summit</u></p> <ul style="list-style-type: none"> ● Logistics (potential location / dates) ● Schedule separate committee meeting 	Open	MC/JO	Ongoing
2.4	<p><u>Membership Renewals</u></p> <ul style="list-style-type: none"> ● Plan to reach out to members not yet renewed and define support needed 	Open	IK/RW	Ongoing
3.0	OFFICER & CHAIR UPDATES			
3.1	<p><u>Treasurer</u></p> <p>P - PNC BH - Billhighway</p> <p>Income: -</p> <p>Expenses:-</p> <p>Outstanding:-</p>	Open	HH	Ongoing
3.2	<p><u>VP of Programming</u></p> <p><u>Recap of Events:</u></p> <ul style="list-style-type: none"> ● June 26th - Social Event at Southern Tier Brewing <p><u>Upcoming Events:</u></p> <ul style="list-style-type: none"> ● August 8th – Social Event at Threadbare Cider 	Open	KZ	Ongoing
3.3	<p><u>VP of STEM Outreach</u></p> <p><u>Recap of Events:</u></p> <p><u>Ongoing Events:</u></p> <ul style="list-style-type: none"> ● Talk with an Engineer <p><u>Upcoming Events:</u></p>	Open	KD	Ongoing
3.4	<p><u>President</u></p>	Open	MC	Ongoing
3.5	<p><u>Data Officer</u></p> <ul style="list-style-type: none"> ● 10 new members ● - transfer member ● - returning members ● 247 total members 	Closed	MZ	N/A
3.6	<p><u>Membership Chairs</u></p> <ul style="list-style-type: none"> ● - 	Open	IK/RW	Ongoing

3.7	<u>Public Policy Chairs</u> ● -	Open	MS/OU	Ongoing
3.6	<u>Collegiate Liaison</u> ● -	Open	JO	Ongoing
3.7	<u>Fundraising Chair</u> ● -	Open	LT	Ongoing
3.8	<u>Social Media/Youtube</u> ● -	Open	VJL	Ongoing
3.9	<u>Webmaster</u> ● -	Open	SF	Ongoing
3.10	<u>Global Relations Chair</u> <u>Recap of Events:</u> <u>Upcoming Events:</u> ● -	Open	JI	Ongoing
3.11	<u>Other Updates</u> ● -	Open	All	Ongoing
4.0	SECTION LOGISTICS			
4.1	<u>Internal Calendar Updates:</u> ● Internal Calendar FY25	Open	NC	Ongoing
4.2	<u>Upcoming Newsletter Articles</u> <u>Deadline June 26th</u> ● MC – FY25 Welcome Letter ● RW/IK – Membership Article ● RW- Membership Spotlight Article ● WE25 ● KZ – August Social Event	Open	NC	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:
Natalee Calfo-Carroll	Invitees