



**SWE Pittsburgh Executive Council
Fiscal Year 2025 – FY25
Monthly Meeting # 2
August 19th, 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)	Corporate Relations 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: 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: 7:00 PM, September 9th

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 July 2024. 	Approved	Eboard	08/19/24
2.0	KEY HIGHLIGHTS & DISCUSSION			
2.1	Leadership Summit <ul style="list-style-type: none"> Logistics (dates and venues) reviewed <ul style="list-style-type: none"> Potential dates are Saturdays from September 14th – October 12th Rika Carlsen at Robert Morris University contacted to host A survey for potential dates will be sent to collegiate sections Proposal for the event to be finalized by next Executive Council Meeting 	Open	JO	Ongoing
2.2	FY25 Goals <ul style="list-style-type: none"> Aligned and finalized goals FY25 SWE Pittsburgh Goals Key areas: <ul style="list-style-type: none"> Membership Mentorship Outreach Programming 	Approved	Eboard	8/19/2024
2.3	FY25 Budget <ul style="list-style-type: none"> FY25 SWE Pittsburgh Budget Reviewed FY25 budget Identified funding for events and activities (sponsorships, fundraising, and event fees) Final approval to be discussed at next meeting 	Open	HH/KD	9/09/2024
2.4	Membership Renewals <ul style="list-style-type: none"> Plan to reach out to members not yet renewed All EC members to send out 5 membership renewal emails by 8/31 	Open	IK/RW	08/31/2024
3.0	OFFICER & CHAIR UPDATES			
3.1	Treasurer P - PNC BH - Billhighway Account Totals: \$14.5K BH, \$20.6 PNC overall <u>Income:</u> - <u>Expenses:</u> - <u>Outstanding:</u> - Upcoming Actions: <ul style="list-style-type: none"> Intend to prioritize BH as much as possible 	Open	HH	Ongoing

	<ul style="list-style-type: none"> ○ If relying on BH proves feasible, may investigate phasing out of PNC ● Need to complete an audit of last year's log 			
3.2	<p><u>VP of Programming</u> <u>Recap of Events:</u></p> <ul style="list-style-type: none"> ● Happy Hour at Threadbare Cider on August 8th <p><u>Upcoming Events:</u></p> <ul style="list-style-type: none"> ● General body meeting in October (Date TBD) ● New Member November (Date TBD) 	Open	KZ	Ongoing
3.3	<p><u>VP of STEM Outreach</u> <u>Recap of Events:</u> <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"> ● South West PA STEM Fest, Sept 14th ● STEAM Community Day Oct 5th ● STEM Connect Virtual Workshop in September (Date TBD) 	Open	KD	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"> ● 12 new members ● 1 transfer member ● 1 returning members ● 175 paid members, 85 unpaid, 260 total members 	Closed	MZ	N/A
3.6	<p><u>Membership Chairs</u></p> <ul style="list-style-type: none"> ● Work to send out membership renewal emails 	Open	RW/IK	Ongoing
3.7	<p><u>Public Policy Chairs</u></p> <ul style="list-style-type: none"> ● Work to schedule a meeting with Republican House Representative from Allegheny County to present and bring awareness to relevant bills ● Intend to contact public policy representative Tracy Lawless 	Open	MS/OU	Ongoing
3.6	<p><u>Collegiate Liaison</u></p> <ul style="list-style-type: none"> ● - 	Open	JO	Ongoing
3.7	<p><u>Corporate Relations Chair</u></p> <ul style="list-style-type: none"> ● - 	Open	LT	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"> ● - 	Open	SF	Ongoing
3.10	<p><u>Global Relations Chair</u> <u>Recap of Events:</u> <u>Upcoming Events:</u></p> <ul style="list-style-type: none"> ● - 	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"> ● FY25 Internal Calendar 	Open	NC	Ongoing

4.2	<u>Upcoming Newsletter Articles (September)</u>	Open	EF	Ongoing
	<u>Deadline August 28th</u> <ul style="list-style-type: none">• Call for Volunteers for STEAM Community Day - KD• WE 24 – MZ• Happy Hour Recap – KZ			

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 Carroll	Invitees