



**SWE Pittsburgh Executive Council
Fiscal Year 2025 – FY25
Monthly Meeting # 3
September 9th, 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
Jeanne Peters (JP)	STEM Outreach for Schools Coordinator

***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, October 14th

Legend:

BLUE TEXT = Changes

YELLOW HIGHLIGHT = Action

Item No.	Description	Status	Responsible	Due Date
1.0	MEETING PROCEDURES			
1.1	<p>Approval of Minutes</p> <ul style="list-style-type: none"> Minutes approved from August 2024 	Approved	Eboard	09/9/24
2.0	KEY HIGHLIGHTS & DISCUSSION			
2.1	<p>Leadership Summit</p> <ul style="list-style-type: none"> Logistics <ul style="list-style-type: none"> Date: Saturday, October 5th Location: John Jay Center at Robert Morris University Theme <ul style="list-style-type: none"> Rosie the Riveter Proposed agenda/schedule <ul style="list-style-type: none"> Sessions include: <ul style="list-style-type: none"> Officer Roundtables Info Every SWE Leader Should Know Focused Group Breakouts Registration form to be sent out to collegiate attendees to vote on session topics Sponsorships <ul style="list-style-type: none"> \$750 from Turner Construction <p><u>Upcoming Actions:</u></p> <ul style="list-style-type: none"> Survey to be sent out to Executive Council members for availability and food contributions Registration form to be sent out to collegiate sections 	Open	JO	Ongoing
2.2	<p>Fall General Body Meeting</p> <ul style="list-style-type: none"> Date <ul style="list-style-type: none"> October 16th (7-8:30 PM) Agenda <ul style="list-style-type: none"> Explored meeting topics and assigned discussions that can be viewed here <p><u>Upcoming Actions:</u></p> <ul style="list-style-type: none"> Develop a post General Body Meeting survey for attending members 	Open	KZ	Ongoing
2.3	<p>FY25 Goals</p> <ul style="list-style-type: none"> Reviewed goals and discussed owners Updated FY25 Goals 	Open	MC	Ongoing
3.0	OFFICER & CHAIR UPDATES			
3.1	Treasurer	Open	HH	Ongoing

	<p>P - PNC BH - Billhighway</p> <p><u>Account Totals: \$34,900 total</u></p> <p><u>Income: -</u></p> <p><u>Expenses:</u></p> <ul style="list-style-type: none"> • Zoom Subscription (PNC) • Gift Card Award (BH) <p><u>Outstanding: -</u></p> <p><u>Upcoming Actions:</u></p> <ul style="list-style-type: none"> • \$1,000 to be awarded to scholarship winner 			
3.2	<p><u>VP of Programming</u></p> <p><u>Recap of Events:</u></p> <p><u>Upcoming Events:</u></p> <ul style="list-style-type: none"> • General body meeting, October 16th (7-8:30 PM) • Unconscious Bias Training, September 25th (7-8 PM) • New Member November (Date TBD) 	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> <ul style="list-style-type: none"> • South West PA STEM Fest, Sept 14th (10:30 AM-3:30 PM) • STEM Connect Virtual Resume Workshop September 24th (7 – 8:15 PM) • STEAM Community Day Oct 5th (2:30 – 8:30 PM) 	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"> • 4 new members • 1 transfer member • 1 returning members • 184 paid members, 81 unpaid, 265 total members 	Closed	MZ	N/A
3.6	<p><u>Membership Chairs</u></p> <ul style="list-style-type: none"> • Plan to resend membership renewal emails to those who haven't responded 	Open	RW/IK	Ongoing
3.7	<p><u>Public Policy Chairs</u></p> <ul style="list-style-type: none"> • - 	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	Global Relations Chair Recap of Events: <u>Upcoming Events:</u> <ul style="list-style-type: none"> Indian Cooking Class – November 2nd 	Open	Jl	Ongoing
3.11	Other Updates <ul style="list-style-type: none"> 	Open	All	Ongoing
4.0	SECTION LOGISTICS			
4.1	Internal Calendar Updates: <ul style="list-style-type: none"> FY25 Internal Calendar 	Open	NC	Ongoing
4.2	Upcoming Newsletter Articles (September) <u>Deadline September 26th</u> <ul style="list-style-type: none"> Fall GBM – Karley Zimmerman Scholarship Winner – Mary Zeis Life Membership Raffle – Mary Zeis Indian Cooking Class – Jayashree Iyengar Recap of the PA Stem Fest Event – Kim Daloise 	Open	EF	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 Carroll	Invitees