**PROFESSIONAL WOMEN CONTROLLERS (PWC)**

**BOARD OF DIRECTORS**

**Q4 MEETING AGENDA**

**SAN JUAN, PR**

**April 24 & 29, 2023**

|  |  |
| --- | --- |
| **Attendance in Person** | |
| Jenn Dempster | President |
| Vanessa Shinners | Vice President |
| Theresa Parker | NW Mountain RD |
| Amy Johnson | Southwest RD |
| Wendy Stevens | Eastern RD |
| Karrie Krear | Great Lakes RD |
| Isaac Lind | New England RD |
| Tawni Pettigrove | Membership Director & Elections |
| Laura MacAllister | Central RD |
| Robin Rush | Parliamentarian |
| Veneca Coulanges | Southern RD |
| Sandy Holcomb | Western Pacific RD |
| Jessica Byrum | Secretary (Acting) |

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| **Attendance on Zoom** | |
| Adrienne Anthony | DOR |

|  |  |
| --- | --- |
| **Guests in Person** | |
| Christine Johnson |  |
| Jenny Rubert |  |
| Dawne Barrett |  |
| Marcy Ziemann |  |
| Jon Ross |  |

1. **Opening.** 
   1. Meeting called to order 4/24/23 at 0834 EST
   2. Housekeeping
      1. Hotel: Hospitality Suite
   3. Vouchers passed out to be completed for Adrienne
   4. Schedule
      1. Agenda has changed, will be updated shortly
      2. Sponsor social
   5. Contact List
      1. Available here: <http://us.hdle.it/20690618>
      2. Members, please verify your contact info. Make changes directly into the huddle document or email secretary (Byrum Added)
   6. Inventory List
      1. Available here: <http://us.hdle.it/16809490>
      2. Members, please verify your inventory. Make changes directly into the huddle document or email secretary
      3. Secretary Printer location unknown
   7. Previous BOD meeting minutes
      1. Review: [Q3 Minutes.docx](https://us.huddle.com/workspace/942091/files/#/22981914)
      2. Edit: N/A
      3. Approve/Vote: N/A
2. **Reports** 
   1. President. -
   2. Vice President. –
   3. Secretary. - [Secretary Annual Report 2023.xls](https://us.huddle.com/workspace/942091/files/#/23476632)
   4. Director of Resources. - [Annual Report 22-23.xlsx](https://us.huddle.com/workspace/942091/files/#/24961719)
   5. Membership Director. - [2022-2023 Yearly Membership Report.docx](https://us.huddle.com/workspace/942091/files/#/24859991)
   6. AAL Regional Director. – N/A, vacant position
   7. ACE Regional Director. - [ACE 2022-2023 4th Quarter Report (Mar, Apr, May).pdf](https://us.huddle.com/workspace/942091/files/#/24843852)
   8. AEA Regional Director. -
   9. AGL Regional Director. – [2022-2023 AGL 4th Quarter Report.pdf](https://us.huddle.com/workspace/942091/files/#/24754033)
   10. ANE Regional Director. - [NERD 4th Quarter report..pdf](https://us.huddle.com/workspace/942091/files/#/24868513)
   11. ANM Regional Director. - [4thQuarterANM2023.pdf](https://us.huddle.com/workspace/942091/files/#/24859188)
   12. ASO Regional Director. - [Southern\_Q4 Report.pdf](https://us.huddle.com/workspace/942091/files/#/24860159)
   13. AWP Regional Director. - [2022-2023 PWC ANNUAL RPT - WesternPacific.xls](https://us.huddle.com/workspace/942091/files/#/24867503)
   14. ASW Regional Director. - [4thQuarterAmy.pdf](https://us.huddle.com/workspace/942091/files/#/24859067)
   15. Additional Reports (if no sub bullets, then no report was requested)
       1. 2024 46th Conference Co-Chairperson (Jenny Rubert)
          1. Theme: Run Your Own Race
       2. National Conference Chair (Dawne Barrett)
       3. Appointed
          1. Parliamentarian/Constitution and Bylaws (Robin Rush) – No report required
          2. Web Page Administrator (Jenn Dempster) – All updated
          3. Historian (Judy Noble) – No report required
          4. WATCH Editor (Alicia Whitman) – No report required
          5. Communications Administrator / Public Affairs Program Manager (Samirah Abdelfattah) – No report required
             1. BOD – Give her several days of notice
          6. Scholarship Chair (Trisha Todd) – No report required
             1. BOD – Remember to advertise scholarship in monthly emails
       4. Program Mangers
          1. Education/Career Development Program Manager (Christina “Doc” Filipowski) – No report required
          2. Corporate Membership & Recruitment (Chrissi Sperduto) - No report required
          3. PWC Mentor Program (Lynette McSpadden) – No report required
       5. Sub-Committees
          1. Sales Coordinator (Pat Tiner) – No report required
3. **Tentative dates and locations for future BOD meetings** 
   1. Q1 June 22-23, 2023 (Thurs/Fri)
      1. Location: Anchorage, AK
      2. Saturday June 24: If anyone wants to stay, we’d like to do a GIAD at UAK Anchorage where they have an aviation lab, hangar, and aviation workshop.
   2. Q2 September 13-14, 2023
      1. Location: Omaha, NE
   3. Q3 January
      1. Location: Denver, Co
4. **Goals 2022-2023** 
   1. **Increase membership** 
      1. Military 2152 controllers
         1. Recruit at the Military Air Traffic Symposium in Myrtle Beach, August 16-18, 2022
      2. Academy visits
   2. **Encourage women to enter ATC** 
      1. 3 STEM camps (1 per service area, 1 of which is at conference)
         1. Only hosting 1 (Puerto Rico), but attended numerous
      2. Attend aviation events hosted by the general public, military, and other EAs
      3. Successes:
         1. STEM Tracking Spreadsheet: [STEM/Outreach Event Tracking.xlsx](https://us.huddle.com/workspace/942091/files/#/11275246)
         2. PWC Hosted
            1. Spring 2023 TBD – Battlefield JROTC STEM event – PWC Eastern RD **\*\*\*Bring kid to work day replaced this goal (Wendy)\*\*\***
            2. April 29, 2023 – STEM event in conjunction with conference
   3. **Increase membership engagement** 
      1. Personal development
         1. Provide assistance regarding women’s health issues
            1. Mental health

Feb 13, 2023 – Dr. Jean webinar

* + - * 1. Pregnancy, fertility, postpartum, nursing

PCT Nursing Room

1/13/23 - President has a meeting with Angela Neal to get PPL info for website

* + - 1. Useful FAQ sheets, first post in WATCH then on website, for example:
         1. Maternity leave
         2. Name change
    1. Professional/career development
       1. Provide training materials for certain women’s issues for management
       2. Build relationships with FAA leadership and have PWC at the table for meaningful safety projects
          1. Frank McIntosh, VP AJI, is very involved with PWC and will work with PWC during the conference on a panel

1. **Old Business.** 
   1. Reviewed actions from previous meeting:
      1. Trademark Application **OPEN**
         1. PWC Legal Fees
         2. Paperwork has been filed. Contract signed May 25, 2017
         3. Anticipate filing fees eventually
         4. ~~Calvert is working with the same layer, but he is dealing with someone new in the Trademark department. The new person is much more helpful, seems to be easier to work with and hope the process will move forward faster now. We hope to see the trademark completed sometime this year.~~
         5. ~~Calvert followed up on this, the lawyer may be getting pushback from the trademark and is currently doing it pro bono. The lawyer has been very unresponsive and is still working on it.~~
         6. Possibly go through EAP as an option.
         7. Q2-3 Meetings: No progress
         8. Q4: Laura McAllister update
            1. She contacted old attorney; he had switched companies and is still willing to help. We may still be able to use him, and just need to ensure he replies. It seems like he only requested to trademark the logo and not the words.
            2. She found a new attorney with a $2000 retainer; he said trademarking image and name is separate. The image is easy and we have to demonstrate the amount of time that PWC distinctly has been using the logo. He thinks we can get “Professional Women Controllers” trademarked as long as we are willing to let others use that name, or that it may be easier to do it is referred to as “Professional Women Controllers, Inc”
            3. Laura, Robin, Karrie will form a workgroup reference the trademark
         9. 2023 Q3 – Laura provided an update
            1. Laura pulled patent office website to find the dates of trademark filings so far. She wants to correlate dates to possible payments so we don’t re-pay for something we’ve already paid for.
            2. “Professional Women Controllers” is considered too broad of a term, so we have to be OK with other people saying they are Professional Women Controllers. So then priority shifted to trademarking the logo.
            3. There are 7 different classes of filings and each class would require a separate fee.
            4. Asking NBCFAE about their experiences
         10. 2023 Q4 – Karrie and Laura provided an update (Karrie and Laura moving forward with new lawyer due to lack of communication with previous lawyer)
             1. Discussed figuring out where we would need to do it
             2. Karrie will stay on and finish process with Laura
             3. Karrie and Laura will find out what the annual fees will be
   2. Conference Attendance: **OPEN**

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| Name | Date/City | Attendees | Note |
| SUPCOM | 5/15/23-5/17/23 | none | Unable |
| Osh Kosh | 7/24/23-7/30/23 | Karrie, Wendy (possible) | RDs – solicit volunteers, Signed up. Hotel rooms secured |
| NHCFAE | 8/1/23-8/3/23  Seattle, WA | Sandy, Jenn Theresa, Amy | Social – talk to Oscar |
| NBCFAE | 8/20/23-8/24/23 Phoenix, AZ | Veneca, Adrienne | Social - talk to Freddie |
| SAFEE | September 2023  South Florida | Veneca, Marcy, Maria | Last year $500 donation request for the table |
| CFS | 9/18/23-9/20/23  Las Vegas, NV | Jenn, Vanessa, Amy, Tawni |  |
| FAAMA | 10/15/23 – 10/19/23  Las Vegas, NV | Isaac, Jenn, Sandy, Amy |  |
| ATCA Expo | 11/1/23-11/3/23  Washington, DC | President, Isaac, Amy | Booth space was $300 + carpet rental fee the last time |
| ATCA Joint Military Symposium | 2024  Location TBD |  | Would like to see if we can do again if we can get a better deal. It was $2000 in 2022. |
| TWO | 2024  Kansas City, MO |  |  |
| GIAD | Various events |  |  |
| PRIDE | Unknown |  |  |
| Women of Color in STEM | Unknown |  |  |

* 1. International Update **\*\*\*will work on once trademark is done** **OPEN** 
     1. Continuing to work this. Jenn has a draft on basic information from CJ for an International Chapter. We were hoping to have that conversation with Canada at the Conference. We would like to talk to Canada for their input and see what they would like to see to start their own chapter. Micah is willing to be on the international committee. CC, Jenn, CJ and Micah will have a discussion and follow up on this. We can’t move forward until we get the trademark.
     2. Q3 update - Canada too busy right now, but will try to reach out to them at conference.
     3. We may not need the trademark
  2. Donate Stock **OPEN** 
     1. No fee unless someone donates, don’t need broker.
     2. We agree we want to move forward with it.
     3. Robin will do it since she’s on scholarship committee.
     4. Q4 Update: Robin still working
  3. SOP Review and Bylaw Update nothing discussed **OPEN** 
     1. Proposal Process
        1. Send proposal to DOR to look at fund allocation
        2. `Vote via email, not slack
     2. Business History: Sub-bullet 3 no longer seems to be done.
     3. Membership Director: said this portion needs many updates
     4. Secretary: Jenny’s recommended changes are
        1. 3.a.3) Business history – does this still apply? Remove?
        2. 3.a.5) I believe the membership director keeps this tracking list right now?
        3. 3.a.7) Remove? No longer applies.
        4. Appendix 18 – Looks good
  4. Women’s History Month close out **OPEN** 
     + 1. ~~Federal Women’s Program asked for volunteers~~
       2. ~~International toast on 3/8/23~~
       3. F16 team\*\*\* may still do in June
  5. Email **OPEN** 
     1. Do we want paid service again due to spoofing/hacking issues?
  6. Review PWC Task List:
     1. President – Jenn Dempster – all still there
* Work with Tawni to update Membership Database and look into FileMaker Pro
* Something to consider: Having a store. We would need to have inventory. It may be too much logistically speaking. Add remaining items from conference to website.
* Look into Stamps.com/PirateShip/Shippo better ways of shipping. May need to buy a scale.
* Put FAA Mentorship program mentors and mentees on the website.
* Ask Education Program Manager about use of STEM boxes & supplies
* ~~Contact Barb McCreedy regarding pregnancy, fertility, postpartum, nursing~~ **Complete**
  + 1. Membership Director – Tawni Pettigrove
* Work with Jen to update Membership Database and look into FileMaker Pro and other database programs such as Excel or Access
  + 1. Secretary
* Mail printer to Isaac. -still unknown
  + 1. Parliamentarian – Robin Rush
* Setup DonateStock - still working
  + 1. RD Southern – Veneca Coulanges - name change Barbara McCreedy – Jennifer Maloy all inclusive links/questions - paid maternity leave, types of leave, (loop Angela Neal to get HR side; jennifer seal?? Will be in attendance) veneca will do a series of webinars
* Create FAQ sheets for maternity leave and name change, they can go in Watch and then the website
  + 1. DOR
* Update new debit card on Constant Contact
* Organizing DOR job to aid in future transitions
* Refunds expected first week of May 23

* 1. Committee Reports.
     1. 2024 Conference: **OPEN** 
        1. Members: CJ and Jenny Rubert, Dawne Barrett, Chrissi Sperduto, PWC VP, Jessica Byrum
        2. Louisville, Kentucky
        3. Dates: 4/10/24 – 4/13/24
     2. Q4 Update
        1. Kentucky Derby Theme
           1. “Talk Derby to Me”
        2. FAA Medical/EAP
        3. 2152 Paths
        4. Winners Circle
        5. Fascinators/Hats
        6. Omni Downtown – Deposit Paid
        7. Daytrip Options
           1. Churchill Downs

150th Running of the Race

* + - * 1. Add on Tours

Bourbon Tours

Louisville Slugger Tour

Muhammad Ali Tour

* + - * 1. Women Owned/Run Businesses
      1. Giveaways for 2023 Conference
         1. 2024 Themed Notepads and Postcards

1. **New Business** 
   1. WATCH Articles (Due 5/15/23)
      1. WAI Panel – Vanessa
      2. Special Ops – Theresa
      3. Olga Custondio – Karrie
      4. Dr. Jean – Sandy
      5. ATM Collaboration Panel – Jessica
      6. FAA WAIB – Tawni
      7. Space Ops – Veneca
      8. Beachside Chat w/ COO – Isaac
      9. AVP/AJI - Wendy
      10. UAS – Laura
      11. DEIA – Adrienne
      12. Livingston – Amy

1. **Proposals.** 
   1. Off-budget proposals for

* + 1. PR Funding – N/A
    2. Travel funding for PR - $15,000 to main to offset costs to Puerto Rico
       1. Seconded by Vanessa
       2. All in favor
       3. Order 2 additional backdrops so that we have one in each service area **Complete**

1. **Closing.**

Adjourned to complete committee work at 1245PM

* 1. Motion 1:
  2. Motion 2:
  3. Vote:
  4. Meeting closed at: