

**Professional Women Controllers Inc.
Board of Directors
4th Quarter Meeting Minutes
2019-2020
March 26-27 (Thurs/Fri) Virtual**

1. Opening: 10:09 am meeting called to order.

2. Meeting call to order by President. Patti Wilson was proxy for Christina Calvert

- a. Housekeeping
- b. Update Board of Directors List

3. Reports on previous quarter (2018-2019/3rd Qtr reports)

- a. President/Christina Calvert
- b. Vice President/ Jennifer Lemmon
- c. Secretary/Christina Filipowski
- d. Director of Resources (DOR)/ Lisa Gilmore
- e. Membership Director/Jenny Rubert
- f. Alaska (AAL) Regional Director/ **Vacant**
- g. Central (ACE) Regional Director/Amy Magstadt
- h. Eastern (AEA) Regional Director/Vanessa Shinnors
- i. Great Lakes (AGL) Regional Director/Shawneise Wright
- j. New England (ANE) Regional Director/Kristy Johnson-Fenton
- k. Northwest Mountain (ANM) Regional Director/Aimee Wright-Shingleton
- l. Southern (ASO) Regional Director/Vonetta Lawton
- m. Southwest (ASW) Regional Director/Samirah Abdelfattah
- n. Western Pacific (AWP) Regional Director/Micah Freeman
- o. International Regional Director/Christine Johnson

1. Inventory:

President – Christina Calvert	01 Runner 01 Floor Popup 01 white banner
Vice President – Jennifer Lemmon	01 Circuit Vinyl Machine & Accessories 03 Runner
Secretary – Christina Filipowski	01 Printer 01 Printer case 01 Floor Popup
Alaska (AAL) RD – Vacant	

Central (ACE) RD –	01 Floor Popup 01 Table Popup 01 Runner 01 Banner
Eastern (AEA) RD – Vanessa Shinnars	01 Floor Popups 01 Runner 01 White Banner
Great Lakes (AGL) RD – Shawneise Wright	01 Table Popup 01 Runner
New England (ANE) RD – Kristy Johnson	01 banner Awards Canada Quilt Quilt Rack
Northwest Mountain (ANM) RD- Aimee Shingleton	02 Table Popups 01 Runner
Southern (ASO) RD – Vonetta Lawton	01 Table Popup 01 Runner (Niki James 01 Table Popup 01Runner)
Southwest (ASW) RD – Samirah Abdelfattah	01 Table Popup
Western Pacific (AWP) RD– Micah Freeman	01 Floor Popup 01 Runner
International RD- Christina	?
Director of Resources – Lisa Gilmore	01 Laptop
Membership Director – Jenny Rubert	01 Table Popup
Parliamentarian – Robin Rush	02 Projectors 10 Pad Folios
Corporate Recruitment- Patti Wilson	01 8 foot Table Cloth 01 Floor Popup 01 Runner 01 Table Popup

Total 26 Inventory Items:

- 01 Circuit Vinyl Machine
- 01 Laptop
- 02 Projectors
- 06 Floor Popups
- 07 Table Popups
- 07 Runners
- 02 Projectors
- 01 Table Cloth

2. Additional Reports (*only if requested by President*)

a. Appointed:

- i. Parliamentarian and Constitution & Bylaws/[Robin Rush](#): No report required by the President.
- ii. Webpage Admin: No report required by the President. There are many issues with the website and with the company Clarity. They will not respond to how much time/money we have or if there is a contract. There were issues with mass emailing, google analytics, and adding corporate logos give error messages. Jenn thinks we have about 10-11 hours with Clarity. Right now we have a free website on Constant Contact and we are transitioning to the new website. Jenn will sit down with Help support with Constant Contact.
- iii. Historian/[Judy Noble](#): No report required by the President.
- iv. WATCH Editor/[Adrienne Krunich](#): No report required by the President.
- v. Communications Administrator/[Shyan Lasater](#): No report required by the President.

b. Program Managers:

- i. Education/Career Development: [Laura McAllister/Chrissi Culver](#): The proposal for STEM boxes has been approved. Chrissi Culver is awaiting for formal guidance.
 - How many boxes
 - How we get the information out to members
 - Postage
- ii. Corporate Recruitment/[Patti Wilson](#): Patti contacted all conference sponsors when the Canada conference was cancelled. She sent an immediate email advising everyone we were trying to get out of the hotel. Once the hotel was released, we offered the sponsors the ability to decide what they wanted to do. Full refund/partial refund/donate to scholarship/carry money over to 2021. Those who want to transfer the money to 2021, will go online and register as Corporate Members. Michael Livingston offered to set up a Zoom Meeting to discuss investing during this difficult time. Long Term Care would also like to offer training as well. If we can't do Zoom, maybe do a video that can be posted on our website.
- iii. National Conference Program Manager:
 - 2020 Conference (Ottawa, Canada) Chair: [Colleen Adams/ Co Chair Sandy Officer](#)
 - Reimbursements- a few people have been reimbursed for Ottawa. If you have a credit with your airline use it for June or Sept BOD meeting. Any other fees that have been reimbursed for Ottawa, should go back to the organization since we did not travel. Lisa is working with everyone individually on reimbursements.
 - The conference committee was asked if they would be willing to host 2022 PWC Conference in Canada, they are still thinking about it. Nav Canada is losing

money right now due to COVID-19, not sure how much support Nav Canada would be able to support us in the future. The committee is still dealing with the difficulty of not having our conference this year. But they are thinking about it. CATCA had given a lot of support to PWC and they were going to send controllers as well.

- Patti/Connie/Lisa are working on reimbursements and dealing with wiring money and exchange rates.

- Canada quilt is going to be given to the Conference Committee so they can gift it to an individual who was very helpful and supportive in Canada.

➤ 2021 Conference location (Puerto Rico) Chair: Louisa Ocasio/ Co Chair Vonetta Lawton

May 4-7, 2021 Tuesday- Friday. Located at the Hilton Caribe Hotel. Cost \$240 after taxes and fees. They have discussed the logo and theme and will present that on the PWC FB page during the week we were going to hold Conference. Everyone is quarantined in PR, so everything is at a standstill. They do plan to do a STEM event in conjunction with the conference. Agenda- they don't have anything planned because they were waiting on the FAA to come out with the Top 5. Sponsors would like to speak at Conference and need to be placed in the agenda. Resort fees were reduced. Diane will ask if the resort fee can be removed. If a pandemic is still happening, we would be able to get out of our contract.

- If we are dealing with the same issues as we are right now, we will not have the financial support from our sponsors for this conference.

iv. **Saleable Coordinator/ Pat Tiner**

v. **PWC Mentor Program/Lynette McSpadden looking for someone to take over.-**

Lynette called in with an update on the PWC National Mentor Program: There were 5 Co-Leads for this session and 25 mentees. Most were off-site (Seattle area, Rochester MN) 2 people dropped off due to health and family issues and they will be given first priority during September/October timeframe for the next session. They have held 14 lunch and learns scheduled from Jan-May. 2 people because of COVID have cancelled and will be rescheduled next session. 1 postponed, and 1 will be held virtual on April 1, 2020. Some people are coordinating their own lunch and learns and will be done virtually. The people who work on IDPs came and talked and now they have one scheduled that focuses on Personal Development. One mentee is organizing someone from the Hispanic Coalition and someone from the Black Coalition will talk about their organizations and what they have to offer.

-Toastmasters group- everyone does 5-7 minute speech and evaluators give feedback. Due to COVID-19 this will all be done virtual now. A woman who is deaf is part of the program and she will still be participating.

- Group projects are all on hold. Some of them the work was already completed prior to COVID.

- The process for Graduation at the end of May is still unknown.

vi. **Scholarship Chair: Trish Todd called in with an update. There were 12 scholarship applicants, which is the most we have had. 1 individual was not qualified. PWC gave out 8 scholarships totaling \$12,000. They used a scoring sheet. The top 4 got**

\$2,000 the bottom 4 were given \$1,000. We have permission to share pictures/information of applicants that have replied to post their information on social media. Trish will write up the highlights for the applicants and post on social media during the time we would have had conference. We will also do a specialized email with the write-ups and send it out through Constant Contact. There are too many issues with the website, but we can post the winners on the front page. Certificates and checks will be printed and mailed to participants. We will ask them to post a picture with their certificate on social media.

-Trish brought up the idea of extending scholarships to grandchildren of members. This was added to the off agenda item.

- Trish would like to update/change the wording for how many letters of recommendation are required for the scholarship application. Trish would need to submit a proposal listing the changes, it will be voted on and then things can be updated.

3. Tentative dates and locations for future BOD meetings:

- a. June (Western Pacific) June 15 – 16 San Diego Wait on buying airfare since things are uncertain. Hotel can be booked, because it can be cancelled within 48 hours.
- b. September (Central) September 10 – 11 Tentative St. Louis Amy is in touch with the ATM of St. Louis TRACON.
- c. January (Eastern) Tentative January 25-26 Warrenton, Virginia

4. Established goals for June 1, 2019 - May 31, 2020

- a. **Engage, Excel, Evolve**
 - i. **PWC will visit 16 facilities and track facility visits** - Excel spreadsheet updated
 - ii. **PWC will send a personal note with solicitation and gift in September to all members** – Completed December
 - iii. **PWC will email all members for International Women’s Day** -Open
 - iv. **PWC will provide career development to 25 members** – Excel spreadsheet created by Christina C. to track progress.
 - v. **PWC will host two ACE/STEM Camps** – Still working, not sure
 - vi. **PWC will support 12 ACE/STEM Camps** - 16 supported since June and Excel spreadsheet updated with recent events.
 - vii. **PWC will focus on personal development each quarter. Each board member has to post on Facebook twice a month**
 - ❖ **1st Quarter**
 - a. **Nutrition/Fitness**
 - ❖ **2nd Quarter**

a. Volunteerism

❖ 3rd Quarter

a. Book Club

❖ 4th Quarter

- #### a. Self-Awareness/Mindfulness
- looking to promote virtual classes (yoga, meditation, etc) since we are all practicing social isolation during the pandemic. BOD need to comment on post. Samirah will post every 2 weeks. Completed posts on FB: 3/11, 3/18, & 3/26.

5. Old Business

a. PWC Legal Fees concerning Trademark application:

- ❖ Paperwork has been filed. Contract signed May 25, 2017
- ❖ We can anticipate filing fees eventually.
- ❖ Christina Calvert is working with the same lawyer, 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 see the trademark being completed sometime this year.

OPEN

b. #iLook LikeAnAirTrafficController: Glenda Newton from ICAO suggested for us a campaign using a hashtag similar to one currently going on called:

#iLookLikeAnEngineer. The link was viewed:

<https://www.youtube.com/watch?v=wV79kRfvGYI>.

- ❖ Everyone loved the idea. What are the next steps is this still something we want to do?
- ❖ CC will follow up with FAA communications – Christina talked to Susan Finnegan from FAA Communications and will follow up again. At the last NEF meeting, CC was called out of the meeting.

OPEN

c. Banners – JENN will research new popup displays for conference booths. Est pricing for geometric backdrops \$1175/\$1275 and pop ups \$245 small tabletops \$45.

Company stopped responding to Jenn so she will continue to work. She plans to have something before conference. Jenn has contacted 3 different companies. The one that SKyOne has recommended was excited and helpful and now there is no response. Jenn called the corporate number, no response. She has tried to work with 4 Imprint, but we have to provide our own artwork. Still in progress.

OPEN

- d. EA Conference attendance – Who wants to attend other EAs?
- i. WAI March 6-8, 2020 Orlando Women in Aviation International, WAI Proposal requesting PWC to share the cost of a booth with NBCFAE and NHCFAE in Lake Buena Vista, FL during the WAI Conference, March 6-8, 2020. Proposal by Maria Hofbauer was read by the President and seconded by Membership Director, Jenny Rupert. Discussion about pros and cons. Questions about local attendees, if NHC doesn't participate, will NBC pay 2/3 and we pay 1/3, will WAI give us a break in cost, has anyone negotiated/asked them? **We could not afford the booth ourselves. We were going to split it 3 ways. Someone backed out, we couldn't afford to pay half. We were not represented.**
 - ii. NHCFAE – Indianapolis, IN August 4 – 6, 2020
 - iii. NBCFAE – Fort Lauderdale, FL Aug 24 – 28, 2020
 - iv. Air Traffic Symposium – Inaugural Military Joint Services (all branches) Conference, June 1 – 4, Myrtle Beach Convention Center. Specifically for Air Traffic Control Services. Discussion and questions about logistics, benefits and who will attend. Proposal presented by President that up to \$2500 to have a booth and 2 people to attend. Vote: 10 yes, 0 no, 0 abstain. Motion passed. **Postponed until next year. Charged \$1,000 for the booth. Discussed if we want to transfer the money to next year or ask for a refund. Decided we don't have a future date/time and so we will ask for a check for reimbursement. But we will still try to attend next year.**
 - v. GLOBE, NAAN, NAPA, TWO Conference: Date/Location unknown.
 - vi. SAFEE Event- September 25-26, 2020- Maria Hofbauer

OPEN

- e. Sharepoint/ new shared account. Lisa Gilmore. We may have an opportunity to move to something different. All documents need to be accessible to our membership. Once we don't want to use it, we can archive it and send it to the historian. Jenn is going to download everything we have on Sharepoint to google to see how much data we would use. Jenn will look into this. **We are in the process of moving everything to HUDDLE. Once everything is in HUDDLE, we can cancel Sharepoint.**

CLSD

- f. We discussed possibly outreach to our membership for artists to create an ad or hiring an artist. Purpose of the ads are to increase membership, increase exposure to a diverse audience, increase visibility for international. Discussed advertising in children's yearbooks, maybe limiting our ad to only the Madrid issue. ATCA ad is a good professional association to have, and we don't want to lose that connection. CC will wait for their proposal for next year and develop a spreadsheet discussing the two ads.

OPEN

We want to change “how did you hear about PWC” on the membership sign up form. We added ‘How did you hear about PWC’ on the Membership Application.

CLSD

g. International update: 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.

OPEN

h. National Women’s Day, Sunday, March 8, 2020. GIAD, Saturday, September 26, 2020. How do we want to get this out to our membership? Black T-shirt with lavender purple logo to be given to those who reply that they want to participate. Idea is that everyone will wear them on March 8th and take a photo and post on our Facebook page. The event went very well, and we are very happy with our participation! Members were very thankful and proud. Pictures were posted on Facebook and we had great involvement. Shipping costs were a little more expensive than originally anticipated. We did send group boxes to SLC, NCT, Kansas City, and hand delivered shirts in the DC area. The total cost was \$1,150 for T-shirts and \$615 for shipping. We spent less than one pay period of dues costs for this event. There were 170 shirts sent out.

CLSD

i. Paid Family Leave update: There are 8 agencies (the FAA is one of them) that are not covered by the law that allows paid family leave. The Agency is working to ensure that Title 5 employees are allowed to receive the benefits that the law affords.

OPEN

j. SAFEE proposal for \$500 in support of the SAFEE Event presented to the board by Maria Hofbauer. Seconded by Membership Director. Discussion of pros and cons, history of the SAFEE event, it exposes young people and underrepresented youth to aviation and air traffic control. Vote: 11 yes, 0 no, 0 abstain. Motion passed. SAFEE Event moved to September and added to our EA Conference list above.

CLSD

k. Constant Contact/Huddle

- a. Proposal to use **Constant Contact** for communications with Membership for \$588 annually and no monthly fee because we’re a non-profit org plus, they’ll give us a website for free. Seconded by Eastern RD, Vanessa Shinnars. Pros and

Cons discussed. Jenn presented the Constant Contact webpage that they put together to show what can be done. Vote: 10 Yes, 0 no, 0 abstain. Motion passed.

- b. Proposal to use **Huddle** for workgroups, document sharing and storing. Huddle is widely used in the FAA, support from Huddle whenever needed, very user friendly. Cons are cost and learning new system. VP read the proposal. Seconded by ANM RD, Aimee Shingleton. Discussion included more about what Huddle can do, different levels of access can be set up, so simple and easy to use. Concerns include the reduced price is currently only for one year. It is normally very expensive. If we do this, the expectation is that the Board actually use it more. Lots of kudos from AGL RD, Shawneise about ease of use and capabilities. Vote: 10 yes, 0 no, 0 abstain. Motion passed.

CLSD

l. Canada saleables discussion: Jenn talked about what saleable items to bring to Ottawa. If value of items exceed \$800 then it must be declared and is taxed. VP, Jenn, is checking with Ottawa Conference Chairs to see if they use a company up there. Also shipping to Canada is outrageously expensive. Several suggestions were discussed. [Canada conference was cancelled.](#)

CLSD

Review Task List

- a. Christina:
- CC will follow up with FAA communications about Look like a Controller
 - Post FB message or email asking members to make videos #iamaccontroller
 - PWC Scholarship Inc getting on the Combined Federal Campaign list for scholarship fund – how?
 - [Reach out to Shyan Lasater to get an update on Communications Administrator position.](#)
 - [follow up with Tina. Tina said she may need 2018 Conference bank account information.](#)
 - [follow-up with Kristy about Canada awards, she may have to ship out each award individually.](#)
- b. JENN:
- Researching new pop ups for conference booths.
 - Great Lakes Scripts – Pam Brophy looking for someone to take this over, Kelley Kohring has volunteered. JENN/CHRISTINA will talk to Pinky to try to get the organizational group code so we can expand the use. Jenn will send an email. Kelley may not be able to take on Scripts. We will need to find a

new volunteer. Letter needs to be sent with Kelly's name, so she can get into the system so she can start approving people to use Scripts on PWC's behalf.

- Provide CHRISTINA a Worksheet for Annual Reports.
- Get an inventory/cost analysis to Lisa needs to add items from Pat Tiner
- Ask Judy about Andrea Chay and get an update on the historian stuff
- Lifetime Membership: Aimee said that someone asked about a Lifetime Membership. It will be brought up at the General Business Meeting due to the possibility of it being controversial but before that a committee will be created to create a proposal. Judy was going to ask Andrea Chay (member who asked) if she is willing to lead a committee to show what that Lifetime membership would look like. Another option is to pay for a few years of membership in advance with a discount. We can do a survey through Constant Contact. Jenny/Marcy/Jenn will all work on this.
- Upload updated membership application to the Join Now website- (question for Constant contact)
- Talk with CC about doing an Online Facebook Awards Show
- Follow up with Constant Contact on what "web participants" means
- Post on FB that Elections end 4pm Eastern on April 7, and to check their SPAM folder.
- Reach out to Canada Conference if they want to put on an online yoga class/ other speaker presentations/ virtual tour of a Canada facility
- Send out Constant Contact email and password to all RD's

c. JENNY

- will look into what to do to create an "Establish Voluntary Dedication". Sent an email, no response. Will follow up with a phone call. Jenn will work with Robin to continue to pursue this. Jenn said the lady she got in touch with, said it shouldn't be a problem. Robin is going to follow up with the POC for the payroll office.
- Lifetime Membership: Aimee said that someone asked about a Lifetime Membership. It will be brought up at the General Business Meeting due to the possibility of it being controversial but before that a committee will be created to create a proposal. Judy was going to ask Andrea Chay (member who asked) if she is willing to lead a committee to show what that Lifetime membership would look like. Another option is to pay for a few years of membership in advance with a discount. We can do a survey through Constant Contact. Jenny/Marcy/Jenn will all work on this.

d. Vonetta

- Forward STEM/ACE events information to Louisa and see if we can do this at the 2021 Conference.

e. Amy

- Plan St. Louis meeting

f. Robin

- will look into what to do to create an “Establish Voluntary Dedication”. Sent an email, no response. Will follow up with a phone call. Jenn will work with Robin to continue to pursue this. Jenn said the lady she got in touch with, said it shouldn’t be a problem. Robin is going to follow up with the POC for the payroll office.

g. PATTI

- Follow up with Michael Livingston and Long Term Health Care
- Meeting with 2021 conference committee on lessons learned and projected planning with sponsors.

h. MICAH/VONETTA

- figure out Facebook Live/Watch Party

New Business:

a. Awards

-NAV Canada/legal issues- NAV Canada did not ask for their money back from the conference. NAV Canada worked with PWC to try and get our money back from the hotel. Sandy sent 4 boxes of supplies that was going to be given away as SWAG. This will be delivered at the June BOD meeting. We have an award for Sandy/Colleen/Rob. We would also like to do something as a Thank you for NavCanada. We are giving them the Canada Quilt. They will hang it in Ottawa at their HQ.

-CC can create the first Thank You video and post it on Facebook. Then we can all do a selfie video that says thank you. We can post them during Conference week. Everyone can wear their shirts when making the videos.

- Kristy has all the awards- CC will follow-up with Kristy who may have to ship out each award individually.

Once the awards get delivered to Canada- we can ask the recipients to post a picture.

- We discussed the idea of creating an Awards Event Online Show on Facebook.

b. Election- Almost everyone received their ballots from Constant Contact. Some were sent to the SPAM inbox. Kristy Johnson did not receive her ballot. 47 people voted already. It was confusing for some people because it said Survey. However, this cannot be changed there are canned entries. Another message will be put on FB to remind people to check their emails and vote. Elections end the first day of Conference. April 7 at 4pm Eastern.

c. WATCH

- Using Constant Contact- we reviewed the new PWC website. Publisher is currently what is used for the WATCH. We aren’t getting the participation that we need for the WATCH. We can go to a smaller version of the WATCH every couple of months; assigning 2 RD’s to work on it each couple of months. We may not do a printed version for the next issue since we did not have Conference. There is no requirement on the size

of the WATCH. If we aren't going to use Kathleen- we should give her a heads up. We do have requirements to our sponsors. Printed versions do bring visibility. We will still do the printed WATCH after Conference. But the idea is to possibly do a smaller WATCH published through Constant Contact. Right now we only have articles from sponsors. Lisa volunteered to write a piece for the 'nutrition corner.' BOD has a lot of responsibilities, maybe giving them responsibility once a year would be better. There isn't much response from members when asked to write an article. There was a lot of concern that the online version of the WATCH does not get read and does not get visibility.

We discussed the following possible topics and reviewed the topics listed in the SOP.

Topics:

- Feature a PWC member
- Nutrition
- STEM
- childcare
- mindfulness
- book
- vacation
- Admin jobs (QA/QC- ICV/ECV why is it important. TMU- new initiatives TBFM, ADW, metering, AOV)
- Facility events
- International
- Volunteer events
- Quarterly focuses

It costs \$15,000 to publish a printed WATCH. A suggestion was brought up to do 2 printed WATCH's a year, but the cost is too high. The Summer 2019 watch costed -\$16,412.55. There is no cost for an online watch. We voted \$17,000 for the budget in 2020 to spend on the WATCH. There are usually a lot of articles for Girls in Aviation Day, but we aren't focusing on our organization a lot. We send 2 Watch's to every facility (600), all members (600) then extra for Regional Directors, plus postage costs.

-Another idea is to do a smaller version of the WATCH 10-12 pages, mail them to facilities, and email the members an online version.

2 printed per year

1 printed, 2 online

Staying status quo 1 printed, 3 online versions

All BOD need to increase their article submissions and will try to find other companies that can publish the WATCH. There is a WATCH folder on Huddle. Vanessa suggested we all put articles in that folder.

-assistance for Adrienne- It is a lot of work for someone who has not done it before. We are looking if there is another person who can help Adrienne with the

WATCH. We may not do a printed WATCH for the summer, since we didn't have conference.

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d. Budget- Tina was supposed to reach out to the accountant. Lisa said the accountant has not received anything from Tina. Tina was discussing with the accountant – about Saleables. Tina has all the documents she needed but may need 2018 Conference bank account documents. Christina Calvert will follow up with Tina.

e. -The BOD participated in a HUDDLE Demonstration presented by Adam Azoff. Jenn and Doc are going to organize the Huddle platform with all the PWC documents. Looking for suggestions on how to organize it. The main folders most important to the BOD are Conference/Quarterly Reports/BOD Meetings.

f. -Discuss Constant Contact

- email: The board has not really had an opportunity to use Constant Contact yet. Amy Magstadt has been in there a little bit and thought it was great. There are only a number of people that can have ADMIN rights. All RD have CAMPAIGN rights. RD's have to create their message and then CC/Jenn have to send out the message.

-survey- everyone liked the survey that was sent out for the last Proposal using Constant Contact. It was easy to use.

The voting survey was more confusing.

Off Agenda:

a. Idea was brought up of developing PWC shirts for people to wear for STEM events. A proposal would have to be submitted and voted on.

b. General Business Meeting

Due to the corona virus, we won't be holding our General Business Meeting at Conference. We can have the board online and talk virtually and answer questions from the membership.

Our constitution requires us to have an annual business meeting for our members. "A meeting of the general meeting will be held annually." Due to the cancellation of the conference we need to come up with a consensus or ask the membership of what they would be interested in. Survey Monkey/Constant Contact- how many people can we get online? If we have a limited amount of people that can join, an option will be doing a meeting for each region, but all BOD would have to try to attend all meetings. Membership still has to vote on the 2022 Conference. -idea is to have a Facebook challenge to get people involved and excited for 2022.

Constant Contact 1,000 phone members 15 web participants

Constant Contact PRO- 100 web participants

We can increase our Constant Contact to allow more members to get online. Jenn will talk to Robin and Christina Calvert to see what we can do and make sure we are able to hold in virtually. However, due to the unprecedented circumstances we are in uncharted waters and nothing like this has happened in the past. Everyone's schedule is changing and we are unsure what we are required to do per the SOP.

Discussed having an online Social for PWC members. Discussed providing information on How is PWC handling COVID-19 and hosting a variety of events online since everyone is stuck inside during the week we would have had conference.

The events planned include:

Livingston- said they can set up Zoom. Up to 100 people can participate. They will do the presentations then take questions. It will be recorded, once it is done we can do a Facebook Live Watch Party/and on the website.

April 6/7 Dr. Jones- She can video, by clicking a link. She asked we solicit questions ahead of time, so she can answer the questions during the presentation.

Conference call set up with Long Term Care

Watch Party- is just a way to watch something as a group. post a video and everybody watches it. LIVE- you can interact with followers during real time. We can also increase our Free Conference to host more people.

c. Extend PWC scholarships to grandchildren-

If we did grandchild we would have to identify all family members much like the CBA does.

We discussed the idea of having a PWC sponsor- that would increase the numbers of applicants, because all an applicant would need is a PWC member to be their connection.

Current information on the website says PWC member. If we did any change at all we would have to send an email to the members and see if these are changes that need to be made in the SOP.

d. Alumnus membership- Jenny Rupert and Marcy

Pros- it saves alumnus money. They don't have to remember the password

Cons- less money that we would receive for the organization

This will be submitted as a proposal and will be discussed and voted on at June BOD.

Proposals: None

Closing:

Jenn Motioned to adjourn to committee work

Seconded by Lisa. 2:33pm