**PROFESSIONAL WOMEN CONTROLLERS (PWC)**

**BOARD OF DIRECTORS**

**Q1 MEETING MINUTES**

**LGA, NY**

**June 6-7, 2022**

|  |
| --- |
| **Attendance in Person** |
| PresidentWeb Page Administrator | Jenn Dempster |
| Vice President | Vanessa Shinners |
| Secretary | Jenny Shepherd |
| Director of Resources | Adrienne Perkins |
| New England RD | Isaac Lind |
| Southwest RD | Amy Johnson |
| Central RD | Laura MacAllister |
| Eastern RD | Wendy Stevens |
| Great Lakes RD | Karrie Krear-Klostermeier |
| Southern RD | Veneca Coulanges |
| Parlamentarian | Robin Rush |
| NY District GM | Jim Schultz |
| Vice President of Air Traffic Services | Jeffrey Vincent |
| Senior Advisor to VP of AT Services | Tracy Edwards |

|  |
| --- |
| **Attendance on Zoom** |
| NW Mountain RD | Theresa Parker |
| Western Pacific RD | Sandy Holcomb |
| National Conference Chair  | Dawne Barrett  |
| Membership DirectorElections | Tawni Pettigrove |
| Corporate | Chrissi Sperduto |
| VP AJI and PWC VP Sponsor | Frank McIntosh |
| ATO COO | Tim Arel |
| National Mentor Program | Vikki Torrence |
| Communications Administrator / Public Affairs Program Manager | Samirah Zaina |

**Zoom info:**

<https://us02web.zoom.us/j/81981384040?pwd=VlF2TkRLNVN5NHFJY0lac1FMZEdmUT09>

Meeting ID: 819 8138 4040

Passcode: 202030

1. **Opening.**
	1. Meeting called to order 6/6/22 0900
	2. Housekeeping.
		1. Slack & email access
			1. Vote messages on Slack should just be officers voting
	3. Approval Letters
		1. [BOD Admin Leave Approval Letter](http://us.hdle.it/20603674)
	4. Schedule
		1. 6/6/22
			1. 0900 EST – Dawne Barrett (zoom)
			2. 0930 EST – Adrienne Krunich (zoom)
			3. 1000 EST – Jim Schultz, NY GM
			4. 1100 EST – Jeffrey Vincent, VP AT Services
			5. 1200 EST – Chrissy Sperduto (zoom)
			6. 1300 EST – Frank McIntosh, VP AJI
			7. 1400 EST – Tim Arel
		2. 6/7/22
			1. 1600 EST - Angela Neal AHR-1
	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
		3. New contact list spreadsheet made with new format in this meeting
	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
	7. Previous BOD meeting minutes
		1. Review: <http://us.hdle.it/18828492>
		2. Edit: N/A
		3. Approve/Vote:
2. **Reports**
	1. President.
	2. Vice President. –
	3. Secretary. - <http://us.hdle.it/20502419>
	4. Director of Resources. -
	5. Membership Director. -
	6. AAL Regional Director. – N/A, vacant position
	7. ACE Regional Director. -
	8. AEA Regional Director. -
	9. AGL Regional Director. -
	10. ANE Regional Director. -
	11. ANM Regional Director. -
	12. ASO Regional Director. -
	13. AWP Regional Director. -
	14. ASW Regional Director. -
	15. Additional Reports
		1. Appointed
			1. Parliamentarian/Constitution and Bylaws (Robin Rush)
				1. No report given
			2. Web Page Administrator (Jenn Dempster)
				1. No report given
			3. Historian (Judy Noble)
				1. No report given
			4. WATCH Editor (Adrienne Krunich)
				1. Zoomed in 6/6/22
				2. Watch Achievements reached since 2019

Migrated graphic design to Canva from MS Publisher

Use ISSUU for online publication

Full magazine and individual articles can be linked

Added additional print magazine annually

Saved PWC $ by migrating graphic design in-house and switching to Minuteman Press

Expanded team - 3 team members

* + - * 1. Regularly scheduled content

View from the tower: president letter

Who is PWC

Ads

Membership Update

Plane Language

* + - * 1. Other content

STEM/Outreach updates

Regional Updates

Conference Content

TMU Corner: would like to have this each issue and make regular content

Jenny – Tall Ships

Wendy – Command Center

Karrie – Snow removal

Conference – Will brand one article TMU corner

Sponsorship page

* + - * 1. Distribution cycle

4 issues per year

Spring – Published March 15 - Online

Summer – Published June 15 - Print

Fall – Published September 15 - Online

Winter – Published December 15 – Print

* + - * 1. How does the WATCH get made?

Input through huddle

Edited in Word

Designed in Canva

Revised

Published online

Published in print

Distributed

Tracked via google sheets

Coordinated

* + - * 1. Recommendations

Keep a team: minimum of 2, ideally 3

Plan for overlap with new editors

Newly onboarded editors will need to see 1 online and 1 print issue before assuming position

Further integrate social medial and The WATCH with ISSUU

Consider swapping print and online issues

Physically have a stack of magazines to pass out at conference, consider swap print issues for this to happen

* + - 1. Communications Administrator / Public Affairs Program Manager (Samirah Abdelfattah)
				1. Zoomed in 6/7/22
				2. We have 2 facebook, Instagram, and Twitter
				3. She asks that RDs create their content and she can disseminate
				4. Please give her 48 hours to post content, generally she can have it done quite quickly
				5. Instagram is most limiting platform so it is a good place to format images

she has a link tree in bio

* + - * 1. Best formats for her

JPG are good

Canva creates PDFs, if you make images from them try not to make them too tall

* + - 1. Scholarship Chair (Trish Todd)
				1. No report given
		1. Program Mangers
			1. Education/Career Development Program Manager (McAllister/Filipowski)
				1. No report given
			2. Corporate Membership & Recruitment (Chrissi Sperduto)
				1. Zoom-in 6/6/22 1115EST
				2. Goal: 3-5 new sponsors per year

Please send her any ideas for sponsors

* + - * 1. What commitment level can we get from SkyOne. If we can’t get commitment, possibly find a new bank.
				2. What does she need from BOD?
				3. If you do an event, contact Chrissi
			1. 2023 45th Conference Co-Chairperson (Nadeska “Nikki” James)
				1. No report given
			2. PWC Mentor Program (Vikki Torrence)
				1. Zoomed in on 6/7/22 at 1000 EST
				2. Requirements of program

Meet with mentor at least once a month

Attended 5 training events

Participate in 1 icebreaker speech

Complete and IDP

Conduct 1 informational interview

Participate in 1 group project

Prepare the final report

* + - * 1. New value-added activities

Mentee Mingle: Periodic virtual engagements led by the mentees for networking. 3 were held and 1 more is planned.

Info Swap: Informal virtual meeting that mentees, mentors, and co-leads can contribute to

Newsletter. 3 issues produced. Content varies on highlighting upcoming learning events, profiles of mentors/mentees, and stories

* + - * 1. This year: 14 mentees. 11 mentors.
				2. Graduation: 6/14/22 1200-1330 EST

Keynote speaker: Captain Erika Armstrong

* + - * 1. Application deadline for 2023 will be late October 2022.
				2. Q&A

PWC president asks if there’s a possibility of having in-person opportunities located in each service area.

Virtual vs In-Person differences: They plan for virtual again with possibly a hybrid model. The only difference between the program being virtual and how it used to be is the lack of live training events.

PWC President would like to disseminate the newsletter as well via email, webpage, social media.

* + - 1. National Conference Chair (Dawne Barrett)
				1. Zoomed in 6/6/22
				2. 11 members on local conference team
				3. She is getting the bank account going
				4. Brainstorming agenda ideas
				5. Goal:

Building off PR energy and spirit

Update Conference SOP Appendix 8

Spell out what needs to be done

Will make position easier to pass on

Have more direction for the position

* + - * 1. Reaching out to

FAA & Org contacts

Hotel – wants specifics on rooms and reservations

* + - * 1. Next meeting on 6/27/22
				2. Plans to make a trip there to see hotel
				3. Needs

PWC logos

Letter for sponsors for donations

BOD contact list

* + - * 1. Ideas:

Email them to Dawne

Discussed what topics were requested more and/or received well in 2022 Conference

Retiree interest panel

Debrief from 2022 Conference is on huddle under minutes for Q4 BOD meeting

* + 1. Sub-Committees
			1. Elections: N/A
			2. Sales Coordinator
				1. No report
			3. Logistics Coordinator
				1. We do not have one and need to remove from SOP
1. **Tentative dates and locations for future BOD meetings**
	1. Q1 June 6-7, 2022 – Goal Setting Meeting
		1. Location: New York. Considering Garden City or JFK hotel.
		2. Hosted by: New England, Vanessa Shinners
		3. N90 is under renovation, probably can’t visit. Probably could visit ZNY or JFK.
	2. Q2 September 26-27, 2022
		1. Location: Command Center / Potomac Tracon
		2. Hosted by: Eastern, Wendy Stevens
		3. Fly into IAD. 30-35 minutes to ATCSCC.
		4. Social: Joint with Coalition.
	3. Q3 Jan 9-10, 2023 – Budget Meeting
		1. Location: Sacramento.
		2. Fly into SMF.
		3. Hosted by: Western Pacific RD
	4. Q4 April 24 & 29 BOD meeting
		1. Location: Puerto Rico
		2. Conference is April 25-28, 2023
		3. April 24 – BOD
		4. April 29 – BOD or STEM event
2. **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. “Open season” campaign
		3. Academy visits
		4. Refresh recruitment and branding materials
	2. **Encourage women to enter ATC**
		1. 3 STEM camps (1 per service area, 1 of which is at conference)
		2. Attend aviation events hosted by the general public, military, and other EAs
	3. **Increase membership engagement**
		1. personal development
			1. Provide assistance regarding women’s health issues
				1. Mental health
				2. Pregnancy, fertility, postpartum, nursing
			2. Useful FAQ sheets, first post in WATCH then on website, for example:
				1. Maternity leave
				2. Name change
		2. 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
3. **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 has a contact who she will share with President
		2. Conference Attendance:  **OPEN**
			1. SAFEE Event
			2. Girls in Aviation Day - 9/24/22
			3. FAAMA – 10/23/22 – 10/27/22 Orlando, FL.
			4. ATCA Conference – Feb 7-9; PWC will not attend. Nov 6-9 in DC; PWC wants to attend.
				1. Joint Symposium August 15-19, 2022 at Sheraton Myrtle Beach, SC.
			5. WAI – March 17-19, 2022 at Gaylord Opryland Resort in Nashville, TN. Jenn & CC will have a booth there. Vonetta may be able to go.
				1. Feb 23-25, 2023. Long Beach, CA.
			6. NHCFAE – 7/26/22 – 7/28/22 Indianapolis, IN.
			7. NBCFAE – Ft. Lauderdale, 8/22/22-8/25/22.
			8. TWO – Clearwater, FL – 8/8/22-8/11/22.
			9. Air Traffic Symposium – 8/16/22-8/18/22 in Myrtle Beach. Inaugural Military Joint Services (all branches) Conference. Specifically for Air Traffic Control Services. PWC did sponsor. Would like to get member with prior military experience to attend if possible.
			10. PRIDE (former GLOBE), NAAN, NAPA: None are having conference this year.
			11. Women of Color in STEM (not sure if they have a conference)
			12. Oshkosh: PWC has a free booth for the entire week. Location should be front and center. PWC will need volunteers. July 25-31, 2022.

* + 1. International Update **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.
		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
		3. SOP Update & By-Law Update **OPEN**
			1. Reviewed by the board, document managed by Vice President
		4. Meal reimbursement **OPEN**
			1. Voted on changing meal reimbursement to $60, and 75% of that on a travel day.
			2. 8 votes yes.
		5. Budget for future conferences **OPEN**
			1. Diana and Patti discussed:
				1. The first question for planning a conference is what will the budget be, but we have never provided this info before. $7500 is deposited into an account, but they don’t know the total.
				2. Diana suggests a guarantee for $50,000 for conference. That doesn’t mean it is all from PWC, it is from corporate sponsorship and the silent auction also.
				3. She also says we should still have a conference DOR.
				4. This year the registration fee does not cover food & beverage, and next year it is expected not to either. They will need to make an off budget request.
			2. Does not need a proposal, it would be a SOP change.
		6. Patti Wilson requests the following agenda additions **OPEN**
			1. Program managers should know about events being planned so they can see if sponsors want to participate.
			2. Would like to schedule zoom/webinar panel with SAIC, Oasis Systems, Volanno and possibly one other sponsor to do a panel on what contractors are looking for in retired controllers wanting to start a new career as contractors with them.
			3. Monthly RD emails we can attach a pic/link to 1-2 sponsors each month.
	1. Review PWC Task List:
		1. President
			+ Contact Judy Noble and Andrea Chay to let them know PWC will not be doing lifetime membership at this time.
			+ 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.
			+ Talk to current PWC lawyer to get more information on trademark
			+ Look into EAP lawyer for trademark
			+ Huddle access for all board members
			+ Monthly schedule for putting sponsor pic/link in RD emails
			+ Put FAA Mentorship program mentors and mentees on the website. Jenny Shepherd will get the list of participants this year.
			+ Ask Education Program Manager about use of STEM boxes
		2. Vice President
			+ Meet with International Group to discuss Canada becoming a chapter
		3. Membership Director
			+ Work with Jen to update Membership Database and look into FileMaker Pro and other database programs
			+ Go into Constant Contact and update BOD members
		4. Robin Rush
			+ Setup DonateStock
		5. All new members
			+ Send President your photo for the website, prior to Q1/June meeting
	2. Review PWC Strategic Plan (2021 – 2022). N/A
	3. Committee Reports.
		1. 2023 Conference:  **OPEN**
			1. Members: Nadeska “Nikki” James, Dawne Barrett, Chrissi Sperduto, PWC VP
			2. San Juan, Puerto Rico
			3. Dates: 4/25/23 – 4/28/23
			4. Q1 Update:
1. **New Business**
	1. Appointments  **CLSD**
		1. Dawne Barrett appointed national conference chair by president
			1. All in attendance unanimously agree
		2. Adrienne Krunich appointed to The Watch by president
			1. All in attendance unanimously agree
		3. Chrissi Sperduto appointed Corporate director by president
			1. All in attendance unanimously agree
		4. Robin Rush appointed parliamentarian
			1. All in attendance unanimously agree
		5. Judy Noble appointed historian
			1. All in attendance unanimously agree
		6. Jenn Dempster appointed web page admin
			1. All in attendance unanimously agree
		7. Samirah Abdelfattah appointed communications director
			1. All in attendance unanimously agree
		8. Trish Todd appointed Scholarship Committee
			1. All in attendance unanimously agree
	2. Swearing in of Adrienne Perkins and Amy Johnson **CLSD**
	3. Guest Speakers **CLSD**
		1. NY District GM Jim Schultz
			1. Discussed local management hiring/retention challenges
			2. Reached out to PWC to fill void in training/mentoring
			3. He is willing to help with travel funds, resources, etc
			4. Would like the entire NY district to be run by women for 1 week
				1. Provide tools, resources, decision making, so that requires training and mentoring and mirroring
				2. Pilot programs, HQ is aware
				3. He is willing to write a Watch article about the plan
		2. VP AT Services Jeffrey Vincent
			1. Some of his experiences as the sponsor of the Hispanic Association
				1. Getting officers of these groups/orgs admin time each month for people in air traffic facilities
				2. Internship program
				3. PWC President mentioned that she is considering a STEM event with Hispanic association after the PR conference
			2. Internship program
				1. He wanted to bring young people and young minds into an air traffic facility
				2. He brought it back. He had 15 students in the first year. 600 applications.
			3. Q&A
				1. OS in radar facilities will be expected to get radars. STMCs not included.
				2. Supervisor staffing at 72%. NCEPT and deviations based on needed. 120 days average to make a centralized selection for supervisors. 180 day release date for someone who is selected on a deviation.
				3. He created 10% pay raise for supervisors
		3. VP AJI Frank McIntosh
			1. VP Sponsor for PWC
			2. Meets with PWC President weekly
			3. NAS Safety Improvement
				1. RVR Cards
				2. Spark Sheets
				3. 90% pilot deviations, working to keep pilot in good place so controllers don’t have to make a save
				4. Overflight campaign
			4. Leverage PWC members to get safety information and change out, influence within sphere of influence to make change happen.
			5. President would like the FAA litigation prep person to the 2023 conference, Mr. McIntosh agrees this idea resonates and promotes the reason why we do things.
			6. He will attend 2023 conference
			7. Southern RD discussed ATC building relationships with flight schools and FBOs, and if it’s worthwhile to have teams that visit these facilities
				1. Mr. McIntosh thinks there is a lot of merit to this and that LSCs could be leveraged
		4. ATO COO Tim Arel
			1. Women 16.7% of workforce and the dial hasn’t moved
			2. Top exec leadership of ATO is 50% women
			3. ATO is committed to diversity, equity, inclusion
			4. Academy success – some minority groups are not doing as well at the academy. The academy doesn’t work for the ATO, it is AFN. Civil rights and the ATO are involved. However, if we only help a few people through we aren’t moving the dial. The focus now is how to change the number of people in the classroom that come from different backgrounds. It’s about the applicant pool. How do we get more diverse applicants? The pool isn’t diverse and in some instances academy success rate is not as high.
			5. PWC President told him 271 people registered for Udivar Hazy event
			6. PWC BOD raised concerns over language at the academy and facilities
			7. Secretary asks, females less likely to go to academy not knowing where they will end up. Is there any chance this this might change.
			8. Workplace flexibilities where it can be accommodated.
				1. If it’s like a regular job, do we really need early retirement?
	4. PWC Apparel & Store **OPEN**
		1. The issue with the store is keeping inventory on hand
		2. Great Lakes RD is working on a new store with Kirsten, here is the link to the store which is not live.
			1. https://pwcgear.itemorder.com/shop/home/
		3. Challenge: need to buy items in advance, usually in groups of 12 to get better pricing
		4. PWC President brought entire store to conference, and it mostly all sold except for the polo shirts
	5. Update PWC branding, make PWC more visible, create new recruitment materials **OPEN**
	6. President would like a standing national team of conference SME **OPEN**
2. **Proposals.**
	1. FAA Family Day Proposal **YES**
		1. [Proposal document 1](http://us.hdle.it/20687411)
		2. [Proposal document 2](http://us.hdle.it/20687410)
		3. Proposed by Eastern RD. Seconded by Central RD.
		4. Cost: $1500
		5. Discussion: It will come out of STEM budget. PWC swag will be given out.
		6. Vote: 10 yes, 0 no, 0 abstain. Proposal passes.
	2. New Laptop for DOR. **CLSD**
		1. Lisa Marshall will price it out and we believe that Christina has already written a proposal.
3. **Closing.**
	1. Motion 1: President
	2. Motion 2: NE RD
	3. Vote: All in favor
	4. Meeting closed at: 6/7/22 1642 EST