

**Professional Women Controllers Inc.
Board of Directors
3rd Quarter Meeting Minutes
2019-2020
January 10-11 (Fri/Sat) Albuquerque, NM**

1. Opening: 8:34 meeting called to order.

2. Meeting call to order by President

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

3. Reports on previous quarter (2018-2019/4th Qtr reports)

- a. President/Christina Calvert
- b. Vice President/ Jennifer Lemmon
- c. Secretary/Christina Filipowski
- d. Director of Resources (DOR)/ Tina Santiago
- 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

1. Inventory:

President – Christina Calvert	01 Runner, 1 Floor Popup, 1 white banner
Vice President – Jennifer Lemmon	01 Circuit Vinyl Machine & Accessories 03 Runner 01 Floor Popup
Secretary – Christina Filipowski	01 Printer 01 Printer case
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 ? 02 Power Cords (will contact ROBIN)
Great Lakes (AGL) RD – Shawneise Wright	01 Table Popup 01 Runner
New England (ANE) RD – Kristy Johnson	01 banner
Northwest Mountain (ANM) RD- Aimee Shingleton	02 Table Popups 01 Runner
Southern (ASO) RD – Vonetta Lawton	01 Table Popup 01 Runner
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 – Tina Santiago	01 Laptop
Membership Director – Jenny Rubert	01 Table Popup
Parliamentarian – Robin Rush	

Total 26 Inventory Items:

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

2. Additional Reports (only if requested by President)

- a. Appointed:
 - i. Parliamentarian and Constitution & Bylaws: No report required by the President.
 - ii. Webpage Admin: No report required by the President.
 - iii. Historian: No report required by the President.
 - iv. WATCH Editor No **report required by the President.**
 - v. Communications Administrator No report required by the President.

- b. Program Managers:
 - i. Education/Career Development: Laura McAllister and Chrissi Culver will be sharing this position.

 - ii. Corporate Recruitment: No report required by the President.
 - iii. National Conference Program Manager:
 - 2020 Conference (Ottawa, Canada) Chair: Colleen Adams/ Co Chair Sandy Officer
 - 2021 Conference location (Puerto Rico) Chair: Louisa Ocasio/ Co Chair Vonetta Lawton
 - iv. Saleable Coordinator/ Pat Tiner:
 - v. PWC Mentor Program: Lynette McSpadden looking for someone to take over.

3. Tentative dates and locations for future BOD meetings:

- a. March 26-27 2020 Virtual Meeting Conference/yearly reports/prepare for GBM
- b. June (Western Pacific) June 15 – 16 Tentative San Diego
- c. September (Central) September 10 – 11 Tentative St. Louis

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** - Completed
 - 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**

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.
 - ❖ Cannot get ahold of the lawyer. Starting from scratch. CHRISTINA CALVERT will reach out to someone new. **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. **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. **OPEN**
- d. EA Conference attendance – Who wants to attend other EAs?
 - i. NHCFAE Puerto Rico August 6-8, 2019- Nicki James, Louisa

- ii. NBCFAE August 26-29, 2019 Baltimore- Jenn Lemmon/Vanessa
- iii. CFS LAS Sept 16-18 Patti/Micah/Christine Johnson
- iv. ATCA Oct 20-23, 2019- Christina Calvert, Jenn/ Patti
- v. FAAMA Nov 3-7, 2019 LAS- Patti, Aimee and Robin attended.
- vi. WAI March 6-8, 2020 Orlando JENN will reach out to see how much a booth will cost or maybe think of supporting the GIAD day
- vii. TWO/NAAN/NAPA/GLOBE 2020. CC will be at a meeting next week and will get information on dates. They still don't have a date.

OPEN

- e. Facebook Donate button- Yes we feel okay putting scholarship account information on FB so people can donate. We discussed being careful on how many fees are being used and if there are recurring charges. CC will follow up on extra charges. Button no longer available.

CLOSED

- f. PWC Store- Jenn Lemmon- July 14-August 10. Total Sales \$1594 after fees \$300. Maybe do the store again in a couple of months. Maybe place an order with extra items to have on hand to sell at conferences.

CLOSED

- g. Electronically transfer funds for vouchers: Venmo, Bill Pay, Google Pay- Tina Santiago. We wanted to try GooglePay for vouchers, however you need to be able to sign the voucher. Google Pay has an App and you can use Genius Scan or CamScan are apps you can use to upload receipts. Electronic Voucher was sent to everyone. Currently we have had some issues and get a warning that says ensure you are sending it to the right person. We will continue writing checks until we get this issue resolved. There was a larger amount sent to Jenn that has not been received yet. GooglePay was decided on and it's an option for anyone if they choose to use it. If they don't want to use it, then regular check will be sent.

CLOSED

- h. Sharepoint/ new shared account. Tina Santiago. 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.

OPEN

- i. Kent State University- Mentor Invite Letter. CC will follow up with Connie to get some more information. Connie's questions were answered and she doesn't need anything else from us.

CLOSED

- j. Update on the Canada Conference- 50s tiki party. Closing banquet is 50s sockhop theme offsite at an Aviation Museum. NavCanada is sponsoring at least 6 ppl for conference and \$50,000. UNIFOR is sponsoring \$30,000 for closing banquet.

CLOSED

- k. PWC Advertising- ATCA ads – diversity
Last payment March 2018. We pay by the ad. We are committed for one more year. ATCA develops ads. But will start charging \$50 for development.

CLOSED

- l. Women in Aviation \$1,000 per ad. Jenn will talk with Kelly Murphy from WAI.

CLOSED

- m. 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.
We want to change "how did you hear about PWC" on the membership sign up form.

OPEN

Review Task List

- a. Christina:
- Ask Courtney Wilkerson ACR1 to get a list of all POCs for all the service areas. Ask Patti. Added links and ORG Chart to PWC Website. Completed.
 - NATCA is rolling out a respect campaign but we can put something out on our website.
 - ❖ They are still briefing people so we are waiting for a release. No more information. Officially being rolled out at CFS. It was

rolled out at CFS. Not much other information available. Item closed.

- Draft a letter to send to all members about Canada Conference, rewards membership for free WIFI at conference, waiting on more guidance from the FAA about employees on international travel Goal is October to be sent out at mentorship for members. Letter drafted and sent. Item complete.
- Look into Constant Contact. starting at \$20 a month. Now under new business. Item completed.
- Email new Conference Chair POC info to Colleen. Item completed.
- CC will follow up with FAA communications about Look like a Controller
- Facebook Donate button- Yes we feel okay putting scholarship account information on FB so people can donate use caution on how many fees are being used and if there are recurring charges. CC will follow up. Item closed.
- Post FB message or email asking members to make videos #iamacontroller
- Talk to Connie about Kent State and the Membership Email she sent. Item closed.

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
- PWC Scholarship Inc getting on the Combined Federal Campaign list for scholarship fund – how? Move to CC’s task list.
- Look through Jamie’s email to find out information on Amazon Smile for scholarship fund. Christina set up Amazon Smile. Item completed.
- Provide CHRISTINA a Worksheet for Annual Reports.
- Research Etsy, Ebay or Amazon for PWC store, going to look at 2 other additional websites first. Item closed.
- Get another round of the store up and running- maybe mid July CLSD
- Get an inventory/cost analysis to Tina needs to add items from Pat Tiner
- RIGIL products for STEM events There is an MOU signed with NATCA that will not allow the program to run on Ipads except for at the facility. If we tell Abby Smith about our events the RIGIL company can send representatives with their toys. Unable to complete due to LOA. Closed.
- Forward STEM/ACE events information to Louisa and see if we can do this at the 2020 Conference. Remove from Jenn and add to Vonetta.

- Reach out to Kathy Hayworth about doing food for conferences in the future. Kathy is training Shawnese to take over. Item complete.
 - WAI March 6-8, 2020 Orlando JENN will reach out to see how much a booth will cost. Item Complete.
 - Get with Tina to discuss marketing/saleables for ATCA conference. Item closed.
 - 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. AIMEE will ask Andrea Chay (member who asked) if she is willing to lead a committee to show what that Lifetime membership would look like.
 - Reach out to Tammi Jo Schultz company. Because we are going to use the book for our book club. Item complete.
 - Send Shawneise email that you got from Micah with the PWC powerpoint. Item complete.
- 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.
 - W/MARCY Print address labels for September BOD meeting. Item complete. Item completed.
- d. CC and JENN
- Jenn will talk with Kelly Murphy from WAI. CC will wait for their proposal for next year and develop a spreadsheet discussing the two ads. Item completed.
- e. CHRISTINA FILIPOWSKI
- Develop mentorship excel spreadsheet on Sharepoint get with CC and add names to mentor list. Then send list to Connie. Item completed.
 - Upload STEM information to Sharepoint. Item completed.
 - Write article about PWC ATL social. Item completed.
- f. MICAH
- Micah will follow up with ICAO for the pricing on an ad. CC has some prices for the Journal. Item completed.
- g. Vonetta
- Forward STEM/ACE events information to Louisa and see if we can do this at the 2020 Conference.

New Business:

- A. 2020-2021 Budget – All line items were reviewed, discussed, and updated.
- B. Patti Wilson, Corporate Recruitment, proposal to fund up to \$2000 for Ms. Wilson to attend conference. Seconded by VP, Jenn Lemmon. Discussion about pros and cons. Vote: 10 yes, 0 no, 1 abstain. **Motion passes.**
- C. 6 month check in:
 - a. Christina asked for feedback about how it's going. Any issues, concerns, questions, suggestions. Everyone said it was going really well. Like the monthly checkin telcons.
 - b. RD check in to make sure everyone is on track for being funded for Conference – monthly emails and 3 activities (STEM, social, etc.).
- D. Position responsibilities for ed/career development position – President discussed what duties, events, responsibilities we want or what should be included in this position.
- E. International update: Continuing to work this.
- F. STEM in a BOX CC made proposal based on Chrisi Culver's recommendation to create 3 portable STEM boxes. Up to \$1200 for 3 sets of boxes (9 total). Seconded by Southwest RD. Discussion about pros and cons. Vote: 11 yes, 0 no, 0 abstain. **Motion passes.**
- G. 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.
- H. 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 FAA employees are allowed to receive the benefits that the law affords.
- I. Expectations:
 - a. President talked about PWC being a business and it is our responsibility to do the best we can for our Membership. If there are proposals for more than \$500 than a telcon needs to be held to discuss it because we owe that to our Membership.
 - b. When attending other conferences, the President went over an Expectations document posted on Sharepoint that was provided by Corporate Recruitment PM, Patti Wilson.
- 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 passes.**
- 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 passes.**
 - 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 passes.**

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.

M. Other EA Conferences

- a. 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?
- b. NHCFAE – August 4 – 6
- c. NBCFAE – Aug 24 – 28
- d. 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 passes.**
- e. GLOBE, NAAN, NAPA, TWO Conference: Date/Location unknown.

Off Agenda:

A. Advertising – President distributed a cost comparison spreadsheet for our ads in various aviation publications. Discussed costs, audience(s) reached, and that some meet goal of raising money by increasing corporate sponsorship and some meet goal of outreach, recruitment of women in air traffic profession. Consensus is to keep the ATCA and GIAD ads. President will draft proposal for funding for additional advertising outlets. Proposal to spend up to \$5000 for ads in additional publications presented by President, Christina. Seconded by VP, Jenn. Vote: 10 yes, 0 no, 0 abstain. **Motion passes.**

Proposals:

Need to be attached.

Closing:

Meeting adjourned at 2:00. Remaining time spent in committee work and other individual assignments to meet organizational goals and objectives.

