**Professional Women Controllers Inc.**

**Board of Directors**

**2nd Quarter Meeting Minutes**

**2020-2021**

**September 10-11 (Thurs/Fri) Virtual**

**1. Opening:** call to order 10:07am

**2. Meeting call to order by President.**

1. Housekeeping
2. Update Board of Directors List

**3. Reports on previous quarter (2020-2021/1s Qtr reports)**

1. President/Christina Calvert
2. Vice President/ Jennifer Lemmon
3. Secretary/Christina Filipowski
4. Director of Resources (DOR)/ Lisa Gilmore
5. Membership Director/Jenny Rubert
6. Alaska (AAL) Regional Director/ Vacant
7. Central (ACE) Regional Director/Amy Magstadt
8. Eastern (AEA) Regional Director/Vanessa Shinners
9. Great Lakes (AGL) Regional Director/Shawneise Wright
10. New England (ANE) Regional Director/Jenny Shepherd
11. Northwest Mountain (ANM) Regional Director/Kelly Hanley
12. Southern (ASO) Regional Director/Vonetta Lawton
13. Southwest (ASW) Regional Director/Amy Johnson
14. Western Pacific (AWP) Regional Director/Micah Freeman
15. International Regional Director/Christine Johnson
16. **Inventory: UPDATE**

|  |  |
| --- | --- |
| President – Christina Calvert | 01 Runner  01 Floor Popup  01 white banner |
| Vice President – Jennifer Lemmon | 01 Circuit Vinyl Machine & Accessories  03 Runner  02 Projectors |
| 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 Shinners | 01 Floor Popups  01 Runner  01 White Banner |
| Great Lakes (AGL) RD – Shawneise Wright | 01 Table Popup  01 Runner |
| New England (ANE) RD – Jenny Shepherd | None |
| Northwest Mountain (ANM) RD- Kelly Hanley | None |
| Southern (ASO) RD – Vonetta Lawton | 01 Table Popup  01 Runner  (Niki James 01 Table Popup 01Runner) |
| Southwest (ASW) RD – Amy Johnson | None |
| 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 | 10 Pad Folios |
| Corporate Recruitment- Patti Wilson | 01 8 foot Table Cloth  01 Floor Popup  01 Runner  01 Table Popup |
| Kristy Johnson | 01 banner  Awards  Canada Quilt  Quilt Rack |
| Aimee Shingleton | 02 Table Popups  01 Runner |
| Samirah Abdelfattah | 01 Table Popup |

**Total 26 Inventory Items:**

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

1. **Additional Reports (*only if requested by President*)**
   1. Appointed:
2. Parliamentarian and Constitution & Bylaws/Robin Rush: No report required by the President.
3. Webpage Admin: No report required by the President.
4. Historian/Judy Noble: No report required by the President.
5. WATCH Editor/Adrienne Krunich: Adrienne is looking for help with the WATCH. Jenny Shepard has offered to help with the WATCH.
6. Communications Administrator/ Samirah Abdelfattah: No report required by the President. Samirah gave an update to the Board about the position.
   1. Program Managers:
   2. Education/Career Development: Laura McAllister/Chrissi Culver: Chrissi is going to order STEM in a box materials.
   3. Corporate Recruitment/Patti Wilson: No report required by the President.
   4. National Conference Program Manager:

* 2021 Conference location (Puerto Rico) Chair: Louisa Ocasio. May 4-7, 2021 Tuesday- Friday. Located at the Hilton Caribe Hotel. There is a link for the hotel and is taking reservations but has not been sent out yet.
  1. Saleable Coordinator/ Pat Tiner
  2. PWC Mentor Program/Lynette McSpadden looking for someone to take over.- They are on hiatus for 2 months and are working on creating a promotion video.
  3. Scholarship Chair: Trish Todd**-**

1. **Tentative dates and locations for future BOD meetings:** 
   1. January (Eastern) Tentative January 25-26 San Diego, CA

Discussion on travelling for the board meeting. This is a budget meeting, so it would be nice if we can get some people together.

For travelling-

It can be done in person if people would want to do it.

Jenny has a direct flight and is ready to travel

Vanessa has travelled and says the airlines are doing a good job with cleaning.

We need to make sure we have a VTC set up for those not wanting to travel.

Not for travelling-

Food/transportation can be difficult in certain cities. Vanessa would rent a car to not use Uber.

We can put our facilities at risk if we decide to travel. We may not be able to visit the facilities. Take into account school rules.

Winter may be worse for COVID, and we aren’t there yet.

Shawneise is not interested in travelling, but will participate via zoom.

Kelly prefers not to travel until we know more what is going on with the virus.

Micah- not sure what the policies are in a hotel for meetings. Each county is doing different measures.

Vonetta- it is too far out to plan. Georgia is #1 on cases and so people in GA are banned on travelling and require quarantine.

Long flight.

* 1. May 2-3, Puerto Rico in conjunction with Conference.
  2. June (Central) St. Louis. Date- June 10-11

1. **Established goals for June 1, 2020 - May 31, 2021**
   1. **Engage, Excel, Evolve**
      1. **PWC will host 7 virtual events**

-KSA/Resume training

-PWC Social

- Sept. 15 KSA/Resume training

* + 1. **PWC will host 1 STEM event**

CC reached out to Education/Career Development to have them set up a virtual STEM event.

* + 1. **PWC will engage the membership on International Women’s Day-** March 8-CC is working with Federal Women’s Program and trying to set up a speed mentor night.We will do T-shirts again, but only send shirts to people who have not received one. We can also do lanyards.
    2. **PWC will hold a Membership Drive** We discussed a document that Jenny created on ‘Member get a Member’ campaign. Discussed length of campaign, goal of new members, create a landing page, current recruiting budget, member benefits, prizes for recruiters and new members. Amy Magstadt will create a flyer. One idea was to try different membership drives- one give out gift cards, and a few months later do another one with a discount on membership. Tentative dates are Jan-March.
    3. **PWC will focus on personal development each quarter. Each board member has to post on Facebook twice a month** 
       - **1st Quarter-** Lisa and Kelly
         1. **Nutrition/Fitness**
       - **2nd Quarter-** Vanessa and Jenny Rubert
         1. **Volunteerism**

Vonetta talked about an eyeglass drive. You can send eyeglasses to Vonetta by Nov. 1st also sending cards/letters to nursing homes and hospitals. Promote Voluntary Leave Donation Program. Blankets for people on dialysis/in hospitals.

* + - * **3rd Quarter-** Christina Calvert and Robin
        1. **Book Club**

Diversity Code- Michelle Johnson- the author will do a 2 hour session/presentation during our board meeting. $500 cost.

* + - * **4th Quarter-** Amy Magstadt and Samirah
        1. **Self-Awareness/Mindfulness**
    1. **PWC will focus on embracing diversity in each goal.**

1. **Old Business**
   1. 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**

* 1. #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.

With COVID- FAA communications is not in the office and unable to create videos. Lisa and Kelly will work together to create a video by January 1st. Each board member should try to get 2 other members to make videos.

**OPEN**

* 1. Banners – JENN will research new popup displays for conference booths. Est pricing for geomentric 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.

* + - * Jenn has found a company that has provided 2 different options for backdrops. Single panel $1,170 - with 2 removable panels for social media information and sponsors. Geometric panel $1,115- with removable panels. The board liked the single panel backdrop. Panels will include, Media, Diversity, and Sponsors. Jenn will continue forward with the company.
      * We have found a new company we are going to use. The cost is $1,938 for all panels. The company is working on developing it and everything is pretty much done with the backdrop and is being finalized. Jenn is emailing the company to request an updated version. It is going to be a solid panel backdrop with 3 additional panels that be changed out: Diversity, Media (Jenny’s wordart), and Sponsors panel.

**OPEN**

d. EA Conference attendance – Who wants to attend other EAs?

* + 1. ~~SAFEE Event- September 25-26, 2020- Maria Hofbauer~~
    2. Girls in Aviation Day September 26, 2020 Virtual Event
    3. FAAMA- Virtual Event (we were offered a booth- CC and Jenn are trying to figure out what that would look like)
    4. ATCA December 7-11, 2020 Virtual Event
    5. WAI – Reno, NV, March 11-13, 2021
    6. TWO- July 20-22, 2021
    7. NHCFAE – Indianapolis, IN- August 2021
    8. NBCFAE – Fort Lauderdale, FL August 2021
    9. Air Traffic Symposium – Inaugural Military Joint Services (all branches) Conference, Date/Location unknown. Specifically for Air Traffic Control Services.
    10. GLOBE, NAAN, NAPA Conference: Date/Location unknown.
    11. ~~Women of Color in STEM- CC reached out to see if we can see SME’s. They are having a virtual conference on October 8-10. Cost is $1,000.~~

**OPEN**

1. 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 discussed ads. However, we have committed to ATCA until Winter of 2020. CC will reach out to the membership to see if we have members who are artists. CC asked members if anyone had artistic skills. Nobody has responded. **CLSD**
2. 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. CC, Jenn, CJ and Micah will have a discussion and follow up on this.

**OPEN**

g. 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. Elections were completed. Next year we want to promote elections to our membership. It was our first year using Constant Contact.

Kelly Hanley, Vonetta Lawton, Micah Freeman, Jenny Shepherd were swore into office.

Amy Johnson needs to be sworn into office. We may be able to swear Amy in during a Zoom meeting.

Amy Johnson was sworn into office.

**CLSD**

h. 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

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.

1. -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. Help for the WATCH-2nd person. New editor/publisher/printer

It is agreed that we need to find a new editor. There were submissions on other companies that can create the WATCH, but we need companies that also do editing. We need a group to put together a price comparison for editing. Robin will be the POC for WATCH pricing information. We got a good amount of articles this round, compared to the past. But we still need more articles submitted in the future.

CLSD

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

We have been over budget on the WATCH every year. We used to print 2 WATCH’s and now we print one. The past WATCH cost almost $20,000. Once questioned, we got $1,500 refunded. But we were still over budget. The biggest price issue is with the graphic design services. At the rate we are being charged, it comes out to 168 hours of work hours. Other companies charge $75/hour for graphic design. Lisa will get the online watch printed and sent to the BOD.

**OPEN**

i. -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. We have gotten some feedback from members that they like the emails that are coming from Constant Contact. We used Constant Contact for voting and there are group emails for each Region that are easy to use.

**CLSD**

j. 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. Idea to just send the decal to people so they can iron on their own shirt. Chrissi Culver can possibly coordinate the shirt orders with the STEM boxes. Budget is $5,000. Each board member will send a list of sizes for STEM shirts of the members that help out with STEM events.

Jenn looked into tye-dye/Neon green shirts. That we can put our logo on the sleeve and PWC STEM on the front.

TyeDye shirts- 50 shirts= $363

Neon Green shirts- 50 shirts = $235

Since most of our STEM events are going to be virtual, we want the shirts to pop. Jenn will order one of each shirt and do a test with white and black lettering to see which looks best.

**OPEN**

k. 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 particpants

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.

The year has completed. Maybe send out a memo that indicated we were unable to hold the Annual Meeting due to unusual circumstances and send an update on what we have completed this year. We could do a virtual meeting.

CC is working on an email to get solicitations for 2022 Conference.

**OPEN**

l. Patti & Gioia - Corporate Sponsorship

-Added benefits

-Defined benefits

**-**Anything we can think of to help PWC gain more sponsorship at higher levels? Offer- discounted prices for extra tickets at conference, offer companies the opportunity to do webinars.

CC sent out Sponsor Member benefits document and is looking for input. CC is still working with Patti and Gioia to streamline the sponsorship process.

**CLSD**

m. Huddle Review

-How to log in

-How to upload

-Where to look for docs

-Any input on additional folders/organizations (Mags help)

- We discussed purchasing Microsoft Online for all BOD so everyone can edit documents that are directly in Huddle. Access and Publisher are for computers only. Microsoft 365 Family- 6 people can share $69.99/year through the FAA savings program.

If you have the Huddle Desktop App and Microsoft Office on your computer then you can edit documents. But if you log into the Huddle Website, then you can’t edit documents. Jenn tried to Huddle desktop app, but can’t figure out how to download the PWC version of Huddle, not the FAA app.

**CLSD**

n. Jon Ross- Honorary Member- Robin will look up the rules if we have to do the honorary member during conference or if can be done at any time. CC will continue forward with this.

**CLSD**

o. Discussion for upcoming Webinars-

Facebook traffic (Take pictures of facility for a drawing for swag)

Quarterly Focus- Book Club, Volunteerism, Nutrition/Fitness, Self-awareness/Mindfulness

International Women’s Day Campaign

Webinars/Training

Regional Zoom meetings to meet the board/Socials

Zoom for Mentor Program, Resume, Nutrition, KSAs

Pampered Chef- proceeds for Scholarship

Magellan Virtual Training

Zoom STEM events (Ask the controller)

CTI outreach

Outreach to Oklahoma City Students/Kim’s Place

PWC Nationwide Food Drive

Virtual STEM event- offer it to members who have kids at home

**CLSD**

p. New website- Discussed adding Withdraw Form with DocuSign- $10 a month/Wright Signature $12 a month. We are using Docusign. Jenn and Jenny are going to do a webinar to learn more about it.

**CLSD**

q. Scholarship Dues withholding- DOCUSign- change the form to have CCs name on it.

We are going to use Docusign for scholarship dues. Jenn and Jenny will get this set up.

**CLSD**

r. Amazon Smile Update- We got our first check for $8 to scholarship from Amazon Smile. CC will send out an email and facebook post reminding members to sign up for Amazon Smile. We got another check from Amazon smile for $13.

**CLSD**

s. Scripps- Does Scripps sell Amazon gift cards? We got a $5.50 from purchases. It is a conference fundraiser. Gift cards can be done online and electronically. We can do a Zoom meeting on Scripps and give out a gift card raffle for people who attend. CC will purchase some gift cards for raffles/giveaways. Lisa will find out how much was spent in the past on Hilton Gift Cards for Conference so we can purchase Hilton gift cards for conference for the board of directors costs of hotel. The last deposit we got from Scripps was for $46 in August.Since we are unsure if we are going to conference, we are not going to purchase any Hilton gift cards at this time.

**CLSD**

t. Masks- We discussed 9 different sample masks. There are 4 that fit nicely and are breathable. Also discussed the possibility of a Gator/scarf. Discussion selling them at the PWC Store or giving them away to members. We could do an email out to members to see if they want a mask and they pay for shipping. 100 masks with the company creating the logos $5.50 per mask. 250 masks $4.65. We discussed ordering 250 masks- 125 in grey and 125 in black with a white logo. One size fits all. If the board wants their initials on them, they can let Jenn know. Once we get the masks, Jenn will send a mass email out to members. We got all masks ordered and they were very well received. 122 masks were sent out. 250 masks were ordered.

**CLSD**

u. Backdrop- discussed above in section C.

**CLSD**

v. Database for membership? (website was used to hold all members w/expiration of membership, no longer have due to new website. Looking for alternate options/ideas). Retirees are the ones that use paypal the most.

-Microsoft Access is what we used before Clarity. The problem is you have to know databases and what they can do. A database program can do so much more than Excel. Youtube/ELMS have courses to see if this would be a good investment.

-Excel is a smaller version of Microsoft Access.

FileMaker Pro is a custom built program that is $167 for a license/plus 40% off for non-profit. Jenn and Jenny will take this task and look into it.

**CLSD**

w. Membership Drive- Whoever got the most referrals- we can give up to 3 items from the PWC Store. ($120). Everyone else who referred people can be put into a drawing for a raffle from something from the store/puzzle. Any new members would sign up and receive a few months free. We also want to set up a QR code. Holiday membership drive during January-March. Discussed above 4. IV.

**OPEN**

x. Surplus of 2020 Sponsor Funds

2020 Conference is about to be closed out. There is an extra $12,000 because some sponsors did not ask for a refund. Currently, still waiting on Blue Cross Blue Shield to closeout. The best option is to put all the money into the PWC main account and then write a proposal for what we want to spend the surplus money on.

Ideas to spend the money:

CC will submit proposals for the following amounts.

$5,000 to the 2021 Conference- does not require a vote

$3,000 Extra money to 2021 Conference because they could not hold an auction (usually $3,000)

$2,000 Scholarships (usually ($1,000)

Anything extra will be reviewed at the September meeting-

Keep the money as a surplus

Look for ways to give back to the membership- credit for airfare, hotel, registration

Podcast/Zoom Interviews

2022 Conference Startup

We got a check for $14,616.31 from conference

Ideas for extra funds:

$4,000 International Outreach-

-Fund a training event for international members

-Send PWC swag to PWC members to international members (Nigeria/Canada) since they weren’t able to attend conference which include: lanyards, masks, bags, nail files, screen wipes, and PWC postcards, business cards, WATCH magazines. We discussed ordering and sending computer screen covers, PWC International Women’s day shirts. 250 flat screen covers = $273.25

Proposals were discussed and voted on.

**CLSD**

y. International Women Controller’s Day

Jenn will get some price quotes on promo items to send to membership. WE are going to do Tshirts for people who didn’t get one. Federal Womens Group to do a mentoring event and aviation panel.

**CLSD**

z. 1st Social will be organized by CC.

-We discussed a T-Shirt with BLM to PWC shirt to be worn for our Meet the Board Social. Social went really well.

**CLSD**

**Review Task List**

Christina:

* ~~CC will follow up with FAA communications about Look like a Controller~~
* Post FB message or email asking members to make videos #iamacontroller
* ~~PWC Scholarship Inc getting on the Combined Federal Campaign list for scholarship fund – how?~~
* ~~Send Gioia the past 5 years of sponsorship information~~
* ~~Look for artists in our membership to create our ads.~~
* ~~Coordinate with Chrissi Culver if she would be willing to send out STEM shirts with the STEM boxes.~~
* Send out an email for General Business Meeting/ 2022 Conferences to the membership
* ~~Send out an email to due Dues Witholding for PWC Scholarships~~
* ~~Submit proposals for the following amounts.~~

~~$5,000 to the 2021 Conference- does not require a vote~~

~~$3,000 Extra money to 2021 Conference because they could not hold an auction (usually $3,000)~~

~~$2,000 Scholarships (usually ($1,000)~~

* ~~Send out a reminder email about Amazon Smile and Scripps~~
* ~~Post a facebook reminder about Amazon Smile and Scripps~~
* ~~Reach out to Education and Career Development on hosting virtual STEM event~~
* ~~Ask Samirah if she will host 4~~~~th~~ ~~Quarter Self-Awareness and Mindfulness~~
* ~~Purchase gift cards from Scripps for raffles for participation in Zoom~~
* ~~Send out the Sponsorship sheet from Gioya out to the membership to solicit ideas~~
* ~~Organize the first Zoom Meeting- Social~~
* Meet with International Group to discuss Canada becoming a chapter
* Coordinate with Michelle Johnson- Diversity Code presentation for our January Board Meeting
* Include in email to membership- who is on the Voluntary Leave Donation Program/if you want to donate to a PWC member on the Voluntary Leave Donation Program
* Follow up with ATCA about the Fall ATCA Ad
* Figure out what to send to the International Members
* Work with Robin to make Jon Ross an honorary member
* Get gift cards for PWC Social for December
* Let Trish know the Board as agreed to give $2,000 to scholarship fund
* Let Trish know we have Dues Witholding for Scholarship
* Work on a PWC virtual backdrop for Zoom meetings.
* Get quotes for a virtual conference
* CC will talk to Susan Finnegan to see if they are able to create videos
* Email blast #Iamanairtrafficcontroller video instructions

JENN:

* ~~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
  + ~~Send Gioia the past 5 years of sponsorship information~~
  + ~~Forward Scholarship for Grandchildren/Sponsorship to Scholarship Committee~~
  + ~~Coordinate backdrop with new company.~~ Also ask the company if they have any promo items we can send for International Women’s Day. Get a price on different lanyards.
  + Follow-up with Patti/2021 conference committee on lessons learned and projected planning with sponsors.
  + Work with Jenny on setting up DocuSign webinar and set up Docusign on the website
  + ~~Look into QR code~~
  + Add QR code on Business cards, postcards for PR, and added to the backdrop
  + ~~Contact Huddle to see if we can get a license for our account so we can edit.~~
  + Constant Contact- Get sizes added to the website
  + ~~Get inventory list updated and sent to Lisa~~
  + ~~Order masks and put them to the website~~
  + Ask Giola if she knows of a database we could use for tracking membership payments
  + Work with Jenny on looking up programs for a database for membership
  + ~~Send out a mass email for people to order masks~~
  + ~~Order supplies from Vista Print~~
  + Send out Swag to Vonetta- nail files, pens, cloth wipes, keychains
  + ~~Order~~ STEM~~/BLM shirts~~
  + ~~Make STEM/BLM shirts~~
  + ~~Mail out STEM/BLM shirts~~
  + Send Lisa the online WATCH and membership addresses for WATCH quote
  + Figure out what to send to the International Members
  + Send box to International Members
  + Work with Jenny to update Membership Database and look into FileMaker Pro
  + Work on a PWC virtual backdrop for Zoom meetings.
  + Order, Make and Mail STEM Shirts
  + Get quotes for a virtual conference
  + Send out international packages to international members

JENNY RUBERT

* + ~~Contact Gioia Albi about member levels and benefits~~
  + ~~Look into QR code so people can sign up for membership~~
  + ~~Work with Jenn Lemmon on setting up DocuSign webinar and set up Docusign on the website~~
  + Work with Jenn on looking up programs for a database for membership
  + Organize Membership Drive (Jan-March)
  + Publish Membership Drive in January WATCH
  + Work with Jen to update Membership Database and look into FileMaker Pro
  + Send CC list and addresses of international members for international packages
  + Work with Jenn on finding useful items to send to International Members

Robin

* + ~~POC for WATCH editor cost comparison~~
  + ~~Forward Scholarship for Grandchildren to Scholarship Committee~~
  + Look up if we can do Honorary Member for Jon Ross at anytime or if it has to be done during conference.

Lisa

* + ~~Send the WATCH costs to all members.~~
  + ~~Find the amount that was spent in the past on Hilton Gift Cards for Conference.~~
  + Work with Kelly to make an #Iamanairtrafficcontroller video by January 1st.
  + Get online WATCH printed and sent to BOD.

PATTI

* + Meeting with 2021 conference committee on lessons learned and projected planning with sponsors.
  + Send Gioia the past 5 years of sponsorship information

MICAH

* + ~~Get with Jenn on BLM shirts for Meet the Board Zoom meetings~~
  + CC/Micah set up a conference about international chapter
  + Help Mags organize a PWC Social for December

BOD

* + ~~List of sizes for members who help with STEM shirts~~
  + ~~Get WATCH prices~~
  + Get 2 other members to make Iamanairtrafficcontroller video

Amy Magstadt

* Develop a flyer for Member get a Member
* Organize a PWC Social for December
* Send Samirah the original email login for Instagram
* Find of CFC has more fees than the $700 fees
* Coordinate with Samirah for 4th Quarter Mindfulness

Kelly Hanley

* Work with Lisa to make an #Iamanairtrafficcontroller video by January 1st.

Doc

* Print out International Women’s Day postcards to send to International Members
* Send Lisa information on WATCH editor cost comparison

**New Business:**

9/10 2-4pm Diversity Training. The Board completed Diversity Training put on by Lance from the Office of Civil Rights.

4-5pm PWC Hosts Presentation- Hannah and Wendy.

Review Constant Contact- Jenn will reach out to constant contact to see if we can get more ADMIN rights so that RD’s can send out their own emails.

2021 Conference- Discussion on the current restrictions at Puerto Rico. If PWC is unable to travel to Puerto Rico, the conference will be changed to a virtual conference.

Penn State is going to develop a Diversity Training Events training specifically for PWC during the week of Oct. 19. As a sponsor, they will do this for free. Penn State has asked for PWC to put together an ATC panel for their students. Wendy will be working on a script/panel. Let Jenn/CC know if you are interested in participating. We would like at least 2 members of the board to participate.

Mags and Micah will organize a PWC Social for December.

**Off Agenda:**

CFC-

It is too late to get signed up for this year. The cost to join is $553 for an application fee. Listing fee is $114. So the total price is about $700 for a year. We have an account made. All funds would go to Scholarship. The positive is that all federal agencies will see our organization.

**OPEN**

Discussion on a membership withdraw.

Discussed elections.

**Proposals: None**

$3,000 Extra money to 2021 Conference because they could not hold an auction (usually $3,000)

1st- CC

2nd- Mags

YES- 12

NO-0

ABSTAIN- 0

$2,000 Scholarships (usually ($1,000)

1st- CC

2nd- Jenny Rupert

YES- 12

NO- 0

ABSTAIN- 0

$4,000 International Outreach

Jenny Rupert will work with Jenn on sending valuable items to International Members.

1st CC

2nd- Vonetta

YES- 12

NO- 0

ABSTAIN- 0

**Closing: 2:38pm**

1st- CC

2nd- Jenn