**Professional Women Controllers Inc.**

**Board of Directors**

**1st Quarter Meeting Minutes**

**2020-2021**

**June 15-16 (Mon/Tues) Virtual**

**1. Opening:** 10:07am.

In Attendance- Christina Calvert, Jenn Lemmon, Amy Magstadt, Vonetta Lawson, Micah Freeman, Kelly Hanley, Micah Freeman, Shawneise Wright, Vanessa Shinners, Jenny Shepherd, Lisa Gilmore, Jenny Rupert, Christina Filipowski

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

1. Housekeeping- Introductions
2. Update Board of Directors List- business cards ordered, reviewed PWC purpose, vision, and mission. Discussion on current events and watched General CQ Brown video.

**3. Reports on previous quarter (2018-2019/4th 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.
6. Communications Administrator/ Shyan Lasater: No report required by the President.
   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.

Gioia Albi is assisting Patti Wilson. Gioia Albi reviewed a preliminary Sponsor Member benefits that was created. We discussed sponsor amounts; what benefits sponsors get at each level of sponsorship. Discussed membership drive with incentives. What ways can we promote for our sponsors to want to get into the higher levels of sponsorship? Offer- discounted prices for extra tickets at conference, offer companies the opportunity to do webinars.

* 1. 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**- no update**

1. **Tentative dates and locations for future BOD meetings:** 
   1. September (Central) September 10 – 11 Tentative St. Louis Discussed travelling to St. Louis or planning to conduct the meeting over Zoom due to COVID and facility staffing. The final decision was to do Zoom meeting.
   2. January (Eastern) Tentative January 25-26 Warrenton, VA- cancelled the location of Virginia and we will be going to San Diego, CA instead.
   3. May 2-3, Puerto Rico in conjunction with Conference.
   4. June (Central) St. Louis. Date TBD
2. **Established goals for June 1, 2019 - May 31, 2020**
   1. **Engage, Excel, Evolve**
      1. **PWC will visit 16 facilities and track facility visits -** Excel spreadsheet updated. We hit our goal on facility visits.
      2. **PWC will send a personal note with solicitation and gift in September to all members** – Completed December sent out a postcard, luggage tag
      3. **PWC will email all members for International Women’s Day -**Completed. Sent out an email and T-shirts to all members. We also asked members to post a picture on Facebook.
      4. **PWC will provide career development to 25 members** – Excel spreadsheet created by Christina C. to track progress.
      5. **PWC will host two ACE/STEM Camps** – We completed 1 in Alaska. However, with COVID we were unable to accomplish this.
      6. **PWC will support 12 ACE/STEM Camps -** 16 supported since June and Excel spreadsheet updated with recent events. Completed
      7. **PWC will focus on personal development each quarter. Each board member has to post on Facebook twice a month** Completed
         * **1st Quarter**
           1. **Nutrition/Fitness**
         * **2nd Quarter**
           1. **Volunteerism**
         * **3rd Quarter**
           1. **Book Club**

* + - * **4th Quarter**
        1. **Self-Awareness/Mindfulness**

Feedback: Everyone enjoyed the quarterly focus, some felt that they didn’t participate as much as they should have. This helped some get more active and engaged on the Facebook page and with our members. People want to find a way to be together without actually being together. Sharing ideas and social media was a good way to do that. Recommendation- monthly challenge (what’s your favorite picture of your facility) and give out swag.

**-Review success of last years goal- Complete**

1. **Established goals for June 1, 2020 - May 31, 2021**
   1. **Engage, Excel, Evolve**

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

* + 1. **PWC will host 7 virtual events**
    2. **PWC will host 1 STEM event**
    3. **PWC will engage the membership on International Women’s Day**
    4. **PWC will hold a Membership Drive**
    5. **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**
       - **3rd Quarter-** Christina Calvert and Robin
         1. **Book Club**

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

The 2020 goals were voted on and passed concurrently.

International Women’s Day- Shipping costs were $615 for shirts. We discussed offering a new item like a coffee cup with closed container, lanyard, sunglasses, silverware, visor, ballcap or keep the same item of a t-shirt. Lots of members engaged. We can also offer the opportunity for members who did not get a t-shirt can order a t-shirt and do the t-shirt again.

Volunteerism- donate clothing, food drive, soup kitchens, donate to Goodwill/Salvation Army, blood drive, keep it general so people can do things locally.

Embracing Diversity- Training, Education, Book Club, Panel Discussion, Video, provide resources, coordinate something with Nigeria controllers

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.

**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.

**OPEN**

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

* + 1. 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.
    2. NHCFAE – Indianapolis, IN August 4 – 6, 2020. Postponed to August 2021
    3. NBCFAE – Fort Lauderdale, FL Aug 24 – 28, 2020 Postponed
    4. 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.
    5. GLOBE, NAAN, NAPA Conference: Date/Location unknown.
    6. SAFEE Event- September 25-26, 2020- Maria Hofbauer
    7. TWO- July 20-22, 2021
    8. ATCA Sept 14-16, 2020
    9. Girls in Aviation Day September 26, 2020

**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. **OPEN**
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**

1. 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. NATCA signed an MOU with the FAA allowing 12 weeks of paid parental leave starting Oct 1, 2020. The FAA has committed to making this a policy for all FAA employees.

**CLSD**

1. Awards
2. 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.
       - The board was sent swag that was left over from the Canada Conference. Christina Calvert presented awards online and Kristy Johnson sent out all awards. Kate sent out the quilt to Canada. Other conferences did not reimburse costs to sponsors, so it is very important we reimbursed sponsors.

**CLSD**

i. 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.

**OPEN**

j. 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.

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.

**OPEN**

k. 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. 2018-2019 taxes have been closed. 2018 and 2019 Conference has been closed.

**CLSD**

l. -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. Everything has been downloaded from Sharepoint to Huddle. We are using the Huddle platform going forward.

**CLSD**

m. -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.

**OPEN**

n. 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.

**OPEN**

o. 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.

**OPEN**

p. Conference Week

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.

We posted as much on Facebook as we could during Conference Week. We could take nominations for 2022 and 2023 at the 2021 conference. We will wait until the September meeting to review the state of affairs to make a more informed decision on conference location.

**CLSD**

q. 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. Open the scholarship to high school. This information will be forwarded to the Scholarship Committee to discuss this further. Jen/CC, Robin, Lisa, Chrissi are on the Scholarship Board.

**CLSD**

r 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, however, could be more money if people pay for 5 years instead of one year and then never renew.

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

Jenny had a discussion with multiple retired members about their thoughts on the Lifetime membership. PWC doesn’t get a lot of dues, so it would be difficult to provide a Lifetime Membership. Many Alumunus don’t renew their membership. They thought about getting a discount for signing up for 5 years, so they are paid for awhile into the future. This has come up previously at the General Business Meeting in the past. There aren’t many members in this status. It was decided to keep the membership groups the same.

**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?
* 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.



* Provide Chrissi Culver formal guidance on STEM boxes- how many, how do we get the information out to members, postage.
* 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 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 4th 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

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
  + 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.
  + Follow-up with Patti/2021 conference committee on lessons learned and projected planning with sponsors.
  + Work with Jenn Lemmon on setting up DocuSign/Wright Signature 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 Jenn 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
  + Order STEM/BLM shirts
  + Make STEM/BLM shirts
  + Mail out STEM/BLM shirts

JENNY RUBERT

* + will look into what to do to create an “Establish Voluntary Deduction” for scholarship. 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. Jenny has the OPM1187 Form. But at the bottom of the form, there is a need for a PWC email that will get the information. We discussed that this should go to someone on the PWC Scholarship Board. Once the form is received, they need to be sent the form to whoever the POC for that corresponding region. They looked at creating the form online through RightDoc website, but it costs $12 a month. Christina Calvert will be the POC for the form.



* + 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.



* + 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/Wright Signature on the website
  + Work with Jenn on looking up programs for a database for membership

Vonetta

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



Amy

* + Plan St. Louis meeting



Robin

* + will look into what to do to create an “Establish Voluntary Deduction” for scholarship. 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.



* + 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.

PATTI

* + Follow up with Michael Livingston and Long Term Health Care



* + Meeting with 2021 conference committee on lessons learned and projected planning with sponsors.

MICAH/VONETTA

* + figure out Facebook Live/Watch Party



MICAH

* + Get with Jenn on BLM shirts for Meet the Board Zoom meetings

BOD

* + List of sizes for members who help with STEM shirts
  + Get WATCH prices

**New Business:**

1. Goals for the 2020-2121 BOD year. Vote on and board concurred.

CLSD

1. President expectations for the new BOD year- we are having to redefine how we do our business. We want to be interactive and ensure everybody is engaged in our meeting.

**CLSD**

1. Expectations moving forward for BOD meetings during COVID-19- determined the September meeting would be held through Zoom due to the uncertain circumstances.

**CLSD**

1. Patti & Gioia 1.5 hours for corporate sponsorship

-Added benefits

-Defined benefits

**-**Anything we can think of to help PWC gain more sponsorship at higher levels?

CC will send out an email to the board to provide input.

**OPEN**

1. Constant Contact Review

-How to log in

-Design your email

-Advise CC or Jenn to send

**CLSD**

1. 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.

**OPEN**

1. Proposals

-Any proposal of $500 will require a discussion via Zoom

-Where to put them in Huddle

-Proposal votes will be done via Constant Contact

**CLSD**

1. 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 anytime.

**OPEN**

1. Discussion for upcoming Webinars- discussed above

**OPEN**

1. New website- Discussed adding Withdraw Form with DocuSign- $10 a month/Wright Signature $12 a month.

**OPEN**

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

**OPEN**

1. 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.

**OPEN**

1. 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.

**OPEN**

1. STEM outreach- Virtual events- we made this one of our goals for the year.

**CLSD**

1. Update of swag

-Does everyone still have bags

-not much will be used this year due to COVID, take stock of what you have

Jenn went over what swag she has and what she can send out to the board.

**CLSD**

**Off Agenda:**

1. 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.

**OPEN**

1. Backdrop- discussed

**OPEN**

1. Inventory for new online store- There is no way to pick a size on the website. Jenn will follow up with Constant Contact to get the sizes updated. Jenn is getting her inventory list updated and sent to Lisa.

**CLSD**

1. Communication Position- Samirah- discuss communications plan. Samirah sent the President and Vice President a social media plan and the president would like to appoint her as the communications director. It was voted on the board concurs. 10 voted yes.

**CLSD**

1. 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.

**OPEN**

1. 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 November-December.

**OPEN**

g. 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

**OPEN**

h. International Women Controller’s Day

Jenn will get some price quotes on promo items to send to membership.

**OPEN**

i. 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.

**OPEN**

**Proposals: None**

**Closing:** Called to close at 2:51pm. 1st- CC 2nd- Jenn