**PROFESSIONAL WOMEN CONTROLLERS (PWC)**

**BOARD OF DIRECTORS**

**Q3 MEETING MINUTES**

**SACREMENTO, CA**

**Jan 9-10, 2023**

|  |
| --- |
| **Attendance in Person** |
| Jenn Dempster | President |
| Vanessa Shinners | Vice President |
| Adrienne Anthony | DOR |
| Tawni Pettigrove | Membership Director |
| Sandy Holcomb (Meeting Host) | Western Pacific RD |
| Wendy Stevens | Eastern RD |
| Isaac Lind | New England RD |
| Veneca Colanges | Southern RD |
| Theresa Parker | NW Mountain RD |
| Karrie Krear | Great Lakes RD |
| Robin Rush | Parliamentarian |

|  |
| --- |
| **Attendance on Zoom** |
| Jenny Shepherd | Secretary |
| Amy Johnson | Southwest RD |
| Laura MacAllister | Central RD |
| Chrissi Sperduto | Corporate Recruitment |
| Dawne Barrett | 2023 Conference |

|  |
| --- |
| **Guests in Person** |
| Lisa Marshall | Prior DOR |
| Jenny Rubert | Prior Membership Director |

1. **Opening.**
	1. Meeting called to order 1/9/23 at 0820 PST and 1/10/23 at 0817 PST
	2. Housekeeping
		1. Hotel: Sawyer Kimpton in Sacramento, CA
		2. Social: 1/9/23 1700-1930 PST at Punch Bowl Social (next to hotel)
	3. Approval Letter Admin Leave - <http://us.hdle.it/22910662>
	4. Schedule
		1. 1/9/23 1200 PST – Lunch
		2. 1/9/23 1300 PST – Dawne with 2023 updates
		3. 1/9/23 1400 PST – Crissy
	5. Contact List
		1. Available here: <http://us.hdle.it/20690618>
		2. Members, please verify your contact info. Make changes directly into the huddle document or email secretary
		3. New contact list spreadsheet made with new format in this meeting
	6. Inventory List
		1. Available here: <http://us.hdle.it/16809490>
		2. Members, please verify your inventory. Make changes directly into the huddle document or email secretary
	7. Previous BOD meeting minutes
		1. Review: <http://us.hdle.it/20684818>
		2. Edit: N/A
		3. Approve/Vote:
2. **Reports**
	1. President. - <http://us.hdle.it/22982033>
	2. Vice President. – <http://us.hdle.it/22976188>
	3. Secretary. - http://us.hdle.it/21795599
	4. Director of Resources. -
	5. Membership Director. - <http://us.hdle.it/22978431>
	6. AAL Regional Director. – N/A, vacant position
	7. ACE Regional Director. - <http://us.hdle.it/22978157>
	8. AEA Regional Director. - <http://us.hdle.it/22980229>
	9. AGL Regional Director. – <http://us.hdle.it/22452047>
	10. ANE Regional Director. - <http://us.hdle.it/22980681>
	11. ANM Regional Director. - <http://us.hdle.it/22799750>
	12. ASO Regional Director. - <http://us.hdle.it/22968317>
	13. AWP Regional Director. -
	14. ASW Regional Director. -
	15. Additional Reports (if no sub bullets, then no report was requested)
		1. 2023 45th Conference Co-Chairperson (Nadezchka “Nikki” James and Dawne Barrett)
			1. See notes in Conference section regarding call-in
		2. 2024 46th Conference Co-Chairperson (Jenny Rubert)
			1. Theme: Run Your Own Race
			2. Need logo by June watch deadline
		3. National Conference Chair (Dawne Barrett)
		4. Appointed
			1. Parliamentarian/Constitution and Bylaws (Robin Rush) – No report required
			2. Web Page Administrator (Jenn Dempster) – All updated
			3. Historian (Judy Noble) – No report required
			4. WATCH Editor (Alicia Whitman) – No report required
			5. Communications Administrator / Public Affairs Program Manager (Samirah Abdelfattah) – No report required
				1. BOD – Give her several days of notice
			6. Scholarship Chair (Trisha Todd) – No report required
				1. BOD – Remember to advertise scholarship in monthly emails
		5. Program Mangers
			1. Education/Career Development Program Manager (Christina “Doc” Filipowski) – No report required
			2. Corporate Membership & Recruitment (Chrissi Sperduto)
				1. Provided updates on sponsors and payments
				2. 2 new sponsors
				3. We need to find out if Penn State still wants to sponsor
			3. PWC Mentor Program (Lynette McSpadden) – No report required
		6. Sub-Committees
			1. Sales Coordinator (Pat Tiner) – No report required
3. **Tentative dates and locations for future BOD meetings**
	1. Q4 April 24 & 29, 2023
		1. Location: Puerto Rico
		2. Conference is April 25-28, 2023
		3. April 24 – BOD
		4. April 29 – BOD or STEM event
	2. Q1 June 22-23, 2023 (Thurs/Fri)
		1. Location: Anchorage, AK
		2. Saturday June 24: If anyone wants to stay, we’d like to do a GIAD at UAK Anchorage where they have an aviation lab, hangar, and aviation workshop.
	3. Q2 September 13-14, 2023
		1. Location: Omaha, NE
4. **Goals 2022-2023**
	1. **Increase membership**
		1. Military 2152 controllers
			1. Recruit at the Military Air Traffic Symposium in Myrtle Beach, August 16-18, 2022
		2. Academy visits
		3. Refresh recruitment and branding materials
		4. Successes:
			1. Q2: 17 new members, 3 member cancellations due to retirement
	2. **Encourage women to enter ATC**
		1. 3 STEM camps (1 per service area, 1 of which is at conference)
		2. Attend aviation events hosted by the general public, military, and other EAs
		3. Successes:
			1. STEM Tracking Spreadsheet: <http://us.hdle.it/11275246>
			2. PWC Hosted
				1. Spring 2023 TBD – Battlefield JROTC STEM event – PWC Eastern RD
				2. April 29, 2023 – STEM event in conjunction with conference
	3. **Increase membership engagement**
		1. Personal development
			1. Provide assistance regarding women’s health issues
				1. Mental health

Feb 13, 2023 – Dr. Jean webinar

* + - * 1. Pregnancy, fertility, postpartum, nursing

PCT Nursing Room

1/13/23 - President has a meeting with Angela Neal to get PPL info for website

* + - 1. Useful FAQ sheets, first post in WATCH then on website, for example:
				1. Maternity leave
				2. Name change
		1. Professional/career development
			1. Provide training materials for certain women’s issues for management
			2. Build relationships with FAA leadership and have PWC at the table for meaningful safety projects
				1. Frank McIntosh, VP AJI, is very involved with PWC and will work with PWC during the conference on a panel
1. **Old Business.**
	1. Reviewed actions from previous meeting:
		1. Trademark Application **OPEN**
			1. PWC Legal Fees
			2. Paperwork has been filed. Contract signed May 25, 2017
			3. Anticipate filing fees eventually
			4. Calvert is working with the same layer, but he is dealing with someone new in the Trademark department. The new person is much more helpful, seems to be easier to work with and hope the process will move forward faster now. We hope to see the trademark completed sometime this year.
			5. Calvert followed up on this, the lawyer may be getting pushback from the trademark and is currently doing it pro bono. The lawyer has been very unresponsive and is still working on it.
			6. Possibly go through EAP as an option.
			7. Q2-3 Meetings: No progress
			8. Q4: Laura McAllister update
				1. She contacted old attorney, he had switched companies and is still willing to help. We may still be able to use him, and just need to ensure he replies. It seems like he only requested to trademark the logo and not the words.
				2. She found a new attorney with a $2000 retainer; he said trademarking image and name is separate. The image is easy and we have to demonstrate the amount of time that PWC distinctly has been using the logo. He thinks we can get “Professional Women Controllers” trademarked as long as we are willing to let others use that name, or that it may be easier to do it is referred to as “Professional Women Controllers, Inc”
				3. Laura, Robin, Karrie will form a workgroup reference the trademark
			9. 2023 Q3 – Laura provided an update
				1. Laura pulled patent office website to find the dates of trademark filings so far. She wants to correlate dates to possible payments so we don’t re-pay for something we’ve already paid for.
				2. “Professional Women Controllers” is considered too broad of a term, so we have to be OK with other people saying they are Professional Women Controllers. So then priority shifted to trademarking the logo.
				3. There are 7 different classes of filings and each class would require a separate fee.
				4. Asking NBCFAE about their experiences
		2. Conference Attendance:  **OPEN**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Date/City | Attendees | Note |
| WAI | 2/23/23-2/25/23Long Beach, CA | Sandy, Robin, CJ?, Patti? |  |
| FAAMA Golf | 4/14/23-4/15/23Chandler, AZ | Isaac, Jenn |  |
| Osh Kosh | 7/24/23-7/30/23 | Karrie, Wendy? | RDs – solicit volunteers |
| NHCFAE | 8/1/23-8/3/23Seattle, WA | Sandy?, Jenn?, Theresa?, Amy? |  |
| NBCFAE | 8/20/23-8/24/23 Phoenix, AZ | Veneca?, Adrienne? |  |
| SAFEE | September 2023South Florida | Veneca, Marcy, Maria |  |
| CFS | 9/18/23-9/20/23Las Vegas, NV | Jenn, Vanessa, Amy, Tawni |  |
| FAAMA | 10/15/23 – 10/19/23Las Vegas, NV | Isaac, Jenn, Sandy, Amy |  |
| ATCA Expo | 11/1/23-11/3/23Washington, DC | President, Isaac, Amy | Booth space was $300 + carpet rental fee the last time |
| ATCA Joint Military Symposium | 2024Location TBD |  | Would like to see if we can do again if we can get a better deal. It was $2000 in 2022. |
| TWO | 2024Kansas City, MO |  |  |
| GIAD | Various events |  |  |
| PRIDE | Unknown |  |  |
| Women of Color in STEM | Unknown |  |  |

* + 1. International Update **OPEN**
			1. Continuing to work this. Jenn has a draft on basic information from CJ for an International Chapter. We were hoping to have that conversation with Canada at the Conference. We would like to talk to Canada for their input and see what they would like to see to start their own chapter. Micah is willing to be on the international committee. CC, Jenn, CJ and Micah will have a discussion and follow up on this. We can’t move forward until we get the trademark.
			2. Q3 update - Canada too busy right now, but will try to reach out to them at conference.
			3. We may not need the trademark
		2. Donate Stock **OPEN**
			1. No fee unless someone donates, don’t need broker.
			2. We agree we want to move forward with it.
			3. Robin will do it since she’s on scholarship committee.
		3. Branding **CLSD**
			1. Update PWC branding, make PWC more visible, create new recruitment materials
			2. Q2: Eastern RD has gone into Canva and redone all of our handouts to match with the same colors and fonts and backgrounds. There are various flyers that have been made so that we can print off what we need when we need it. We can use Pro to make advertisements.
			3. Request info 2 weeks and 2 days before you need item, so Wendy can make document and Samirah can distribute it.
			4. Add time zones and calendar invite to even emails
		4. Puerto Rico Hurricane **CLSD**
			1. Nikki will send us info on how PWC can help with PR controllers with hurricane relief. There are certain supplies that they need, and PWC may be able to get a shipment together.
		5. SOP Review and Bylaw Update **OPEN**
			1. Proposal Process
				1. Send proposal to DOR to look at fund allocation
				2. Vote via email, not slack
			2. Business History: Sub-bullet 3 no longer seems to be done.
			3. Membership Director: said this portion needs many updates
			4. Secretary: Jenny’s recommended changes are
				1. 3.a.3) Business history – does this still apply? Remove?
				2. 3.a.5) I believe the membership director keeps this tracking list right now?
				3. 3.a.7) Remove? No longer applies.
				4. Appendix 18 – Looks good
		6. Women’s History Month **OPEN**
			1. Federal Women’s Program asked for volunteers
			2. International toast on 3/8/23
			3. F16 team
	1. Review PWC Task List:
		1. President – Jenn Dempster
			+ Work with Tawni to update Membership Database and look into FileMaker Pro
			+ Something to consider: Having a store. We would need to have inventory. It may be too much logistically speaking. Add remaining items from conference to website.
			+ Look into Stamps.com/PirateShip/Shippo better ways of shipping. May need to buy a scale.
			+ ~~Talk to current PWC lawyer to get more information on trademark~~
			+ ~~Look into EAP lawyer for trademark~~
			+ ~~Huddle access for Veneca~~
			+ ~~Monthly schedule for putting sponsor pic/link in RD emails~~
			+ Put FAA Mentorship program mentors and mentees on the website.
			+ Ask Education Program Manager about use of STEM boxes & supplies
			+ ~~Reach out to NavCanada (Sandy and Colleen) about international update~~
			+ ~~Meet with International Group to discuss Canada becoming a chapter~~
			+ Contact Barb Mcready regarding pregnancy, fertility, postpartum, nursing
		2. Membership Director – Tawni Pettigrove
			+ Work with Jen to update Membership Database and look into FileMaker Pro and other database programs such as Excel or Access
		3. Secretary
			+ Mail printer to Isaac.
		4. Parliamentarian – Robin Rush
			+ Setup DonateStock
		5. RD Southern – Veneca Coulanges
			+ Create FAQ sheets for maternity leave and name change, they can go in Watch and then the website
		6. Eastern – Wendy Stevens
			+ ~~Reach out to potential central RD~~
		7. Central – Laura MacAllister
			+ “White paper” type document about the 3 trademark choices
	2. Review PWC Strategic Plan (2021 – 2022). N/A
	3. Committee Reports.
		1. 2023 Conference:  **OPEN**
			1. Members: Nadezchka “Nikki” James, Dawne Barrett, Chrissi Sperduto, PWC VP
			2. San Juan, Puerto Rico
			3. Dates: 4/25/23 – 4/28/23
			4. Q2 Update:
				1. Possibly have 2 conference accounts and rotate them (when 2023 done, that becomes the 2025 conference account). Reduces the need to open and close accounts.

DOR recommends checking with accountant for the professional reason of why things were done the way they were, before changing the current practice.

* + - * 1. There has been a lot of work in background, but been on pause for last 2 weeks due to hurricane, some committee members have no power/water.
				2. Registration fee probably $275. Do we want a separate fee for members and non-members? After discussion, yes, because we want that benefit for our membership to pay the lower fee. $275 early bird then $330-350, most likely.
				3. $85 Day trip with lunch, take trolley to Hacienda Campo.

https://haciendacamporico.com/

* + - * 1. $200/night hotel + $25/night resort fee
				2. Has an agenda for speakers, wants to look at it on the side with Pres & VP
				3. Discussed inviting close proximity small Caribbean facilities, even contract towers.
			1. Q3 Update
				1. Day trip change: motor coach tour of island
				2. Tropical theme, they have good ideas for speakers
				3. Attendance

Yes: Jenn, Vanessa, Amy, Theresa, Tawni, Isaac, Karrie, Sandy

No: Jenny

Maybe: Laura, Adrienne, Wendy

* + - * 1. Schedule

Saturday before: Some arriving

4/25: Day Trip

Saturday after: STEM event, expect 300-400 kids

Sunday: Book your flights to go home on this day

* + - * 1. Ask conference committee if they still have the ability to set up childcare options during conference. If they do, Jenn will send a question in president email to see what the energy is behind it
				2. Dawne called to discuss bookings and food/drink options
				3. 30% tax in addition
				4. Hotel reservation can be extended on either side, send info to Dawne your name, reservation number, date you arrive and leave. Pwcinc.ncc@gmail.com
				5. Costco nearby
1. **New Business**
	1. Budget **CLSD**
		1. Reviewed 2022-2023 budget
		2. Vote on 2023-2024 budget
			1. Motion to vote budget: Isaac
			2. Seconded by: Karrie
			3. Vote: All in favor 12-0
			4. Motion passes unanimously
	2. Email **OPEN**
		1. Do we want paid service again due to spoofing/hacking issues?
	3. RD Duties **CLSD**
		1. Reviewed SOP
		2. Discussed current needs and requirements and did some planning
2. **Proposals.**
	1. None today, but expect off-budget proposals to follow for
		1. PR Funding
		2. Travel funding for PR
		3. Order 2 additional backdrops so that we have one in each service area
3. **Closing.**
	1. Motion 1: Karrie
	2. Motion 2: Adrienne
	3. Vote: All in favor
	4. Meeting closed at: 1900 PST