**PROFESSIONAL WOMEN CONTROLLERS (PWC)**

**BOARD OF DIRECTORS**

**Q3 MEETING MINUTES**

**Ft. Worth, TX**

**Jan 13-14, 2022 @ 1000 EST**

**Present:**

* President – Jenn Lemmon
* Vice-President – Christina Calvert
* Secretary – Jenny Shepherd (via Zoom)
* Membership Director & Elections – Tawni Pettigrove
* Central RD – Laura MacAllister (9/13, in class 9/14)
* Eastern RD – Wendy Stevens
* Great Lakes RD – Karrie Krear-Klostermeier
* NW Mountain RD – Kelly Hanley
* New England RD – Vanessa Shinners
* Southern RD – Vonetta Lawton
* Western Pacific RD – Micah Carter
* Southwest RD – Amy Johnson
* Parliamentarian – Robin Rush
* Web Page Administrator – Jenn Lemmon
* 2022 Conference Co-Chairperson – Lisa Bradfield (1000 EST Thursday 1/13 call-in)
* 2023 Conference Co-Chairperson – Nadeska James
* FAA Worklife Solutions – Rosemary Katchmar (1100 EST Thursday 1/13 call-in)
* Director of Resources – Lisa Gilmore (1400 EST Friday 1/14 zoom)
* Corporate Membership & National Conference Program Mgr – Patti Wilson (1300 EST Friday 1/14 zoom)

**Did Not Attend:**

* WATCH Editor – Adrienne Krunich
* Corporate Membership & National Conference Program Mgr – Diana Eldridge
* Education & Career Development Program Mgr – Dr. Christina Filipowski
* Alaska RD – (Vacant)
* Historian – Judy Noble
* Sales Coordinator – Pat Tiner
* Logistics Coordinator – we no longer have this position, needs to be updated in SOP

**Zoom:**

* <https://us02web.zoom.us/j/84040758308?pwd=NFlQM1A2STFKMnNrRnpkc1pVMUVOUT09>
  + Meeting ID: 840 4075 8308
  + Passcode: 7700
* One tap mobile
  + +13462487799,,84040758308#,,,,\*7700# US (Houston)
  + +12532158782,,84040758308#,,,,\*7700# US (Tacoma)

1. **Opening.** 
   1. Meeting called to order @ 1000 EST
   2. Housekeeping.
   3. Schedule
      1. Thursday
         1. 1000 EST – Lisa Bradfield regarding 2022 Conference (Zoom)
         2. 1100 EST – Rosemary regarding FAA Worklife Solutions (Zoom)
         3. 1545 EST – Budget
      2. Friday
         1. 1015 EST – SOP & ByLaw update
         2. 1300 EST – Patti Wilson zoom in
         3. 1400 EST – Lisa Gilmore zoom in
   4. Contact List
      1. Available here: <http://us.hdle.it/16660228>
      2. Members, please verify your contact info. Make changes directly into the huddle document or email secretary
   5. 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
   6. Previous BOD meeting minutes
      1. Review: <http://us.hdle.it/17628334>
      2. Edit: N/A
      3. Approve/Vote:
2. **Reports** 
   1. President.
   2. Vice President. - [Report](http://us.hdle.it/18754884)
   3. Secretary. - [Report](http://us.hdle.it/17641243)
   4. Director of Resources. - [Report](http://us.hdle.it/18788675)
   5. Membership Director. - [Report](http://us.hdle.it/18822795)
   6. AAL Regional Director. – N/A, vacant position
   7. ACE Regional Director. - [Report](http://us.hdle.it/18835613)
   8. AEA Regional Director. - [Report](http://us.hdle.it/18836090)
   9. AGL Regional Director. - [Report](http://us.hdle.it/18377821)
   10. ANE Regional Director.
   11. ANM Regional Director. - [Report](http://us.hdle.it/18839987)
   12. ASO Regional Director. - [Report](http://us.hdle.it/18840230)
   13. AWP Regional Director. - [Report](http://us.hdle.it/18798536)
   14. ASW Regional Director. - [Report](http://us.hdle.it/18791891)
   15. Additional Reports – None requested from anyone by President
       1. Appointed
          1. Parliamentarian/Constitution and Bylaws (Robin Rush)
          2. Web Page Administrator.
          3. Historian (Judy Noble) – No report given
          4. WATCH Editor (Adrienne Krunich)
          5. Communications Administrator / Public Affairs Program Manager (Samirah Abdelfattah)
          6. Scholarship Chair (Trish Todd)
       2. Program Mangers
          1. Education/Career Development Program Manager (McAllister/Filipowski)
          2. Corporate Membership & Recruitment & Conference (Diana Eldridge & Patti Wilson)
          3. 2022 44th Conference Co-Chairperson (Lisa Bradfield)
             1. Her call summary is in “committee reports” section
          4. 2023 45th Conference Co-Chairperson (Nadeska “Nikki” James)
             1. Her call summary is in “committee reports” section
          5. PWC Mentor Program (Lynette McSpadden, looking for someone else to take over)
       3. Other (where do I put these people on the list above)
          1. Elections – Done by membership director
          2. Sales Coordinator. (Pat Tiner)
          3. Logistics Coordinator. – We do not have one, needs to be updated in the SOP
3. **Tentative dates and locations for future BOD meetings**
   1. Q4 April 18 & April 23 (half day)
      1. Location: Charlotte, SC
      2. In conjunction with conference (April 19-22)
      3. April 18: Tower tour in morning, BOD meeting later in day
      4. April 19: Day trip, opening reception
      5. April 19-22: Conference
      6. April 23: Start 0900, End 1300
   2. Q1 June 6-7, 2022
      1. Location: New York
      2. Hosted by: New England, Vanessa Shinners
   3. Q2 September 26-27, 2022
      1. Location: DC
      2. Hosted by: Eastern, Wendy Stevens
   4. Q3 Jan 2023
      1. Location: San Diego, CA
      2. Hosted by: Western Pacific, will be new RD?
   5. Q4 April 2023
      1. Location: ?
      2. In conjunction with conference
4. **Old Business.** 
   1. Status Update: Goals for June 1, 2021 – May 31, 2022 **OPEN**
      1. Quarterly Focus
         1. Focuses
            1. Q1 Work/Life Balance (June 2021 – Aug 2021) – goal met

Events: Meditation

Leaders: Karrie Krear & Laura MacAllister

* + - * 1. Q2 Career Focus (Sept 2021 – Nov 2021) – goal met

Speakers: Teri Bristol (Sept), Ginny Boyles (Oct)

Ideas: IDP, how the new OS selection process works

Leaders: Wendy Stevens & Jenn Lemmon

* + - * 1. Q3 Volunteerism (Dec 2021 – Feb 2022) – in process

Leaders: Christina Calvert & Robin Rush

Events: CC & RR will be making plan later this week

Ideas: Blood donation

* + - * 1. Q4 Personal Focus (March 2022 – May 2022)

Ideas: nutrition, fitness, health, Zoom fitness class, healthy cooking class, MyFitnessPal group, cookbook, book/movie

Leaders: Lisa Gilmore & Kelly Hanley

* + - 1. Quarterly focus related requirements
         1. 2 events related to each quarterly focus
         2. The Watch - Quarterly leader(s) are responsible for verifying submission of 1 Watch article about each quarter. Leader or event host could write the article.
         3. Social media - Quarterly leaders coordinate with Samirah and she will create social media content [PWCCommDirector@gmail.com](mailto:PWCCommDirector@gmail.com)
    1. Increase engagement in *The Watch*
       1. Print 2 issues – goal met
       2. RDs – Solicit articles in monthly emails
       3. New Columns
          1. *Who is PWC*

Fall issue (due Aug 15) – Robin Rush wrote 1 article about each of the new BOD members.

Winter issue (due Nov 15) – CC takes lead

Spring issue (due Feb 15) – CC takes lead

Summer issue (due May 15) – CC takes lead

* + - 1. How far will the watch go – cancelled, due to COVID
    1. Education to develop interest in ATC ([STEM/Outreach tracking sheet](http://us.hdle.it/11275246))
       1. Host 1 STEM event
       2. Support 10 STEM events – complete (verified at Q3 BOD meeting)
       3. 4 CTI & aviation school outreach events
          1. Ideas: Kelly presentation to Metro (Wendy will put old presentation on Huddle)
          2. Share PWC scholarship application info at these events
       4. If you do an event, send an email to Christina Filipowski, the VP, and the President with the date, city, and number of attendees. Please take pictures if it is in person.
  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 & Q3 Meeting: No progress
     2. Conference Attendance:  **OPEN**
        1. SAFEE Event
        2. Girls in Aviation Day - 9/24/22
        3. FAAMA – 10/23/22 – 10/27/22 Orlando, FL.
        4. ATCA Conference – Feb 7-9; PWC will not attend. Nov 6-9 in DC; PWC wants to attend.
        5. WAI – March 17-19, 2022 at Gaylord Opryland Resort in Nashville, TN. Jenn & CC will have a booth there. Vonetta may be able to go.
        6. NHCFAE – 7/26/22 – 7/28/22 Indianapolis, IN.
        7. NBCFAE – Ft. Lauderdale, 8/22/22-8/25/22.
        8. TWO – Clearwater, FL – 8/8/22-8/11/22.
        9. Air Traffic Symposium – 8/16/22-8/18/22. Inaugural Military Joint Services (all branches) Conference. Specifically for Air Traffic Control Services. PWC did sponsor.
        10. PRIDE (former GLOBE), NAAN, NAPA: None are having conference this year.
        11. Women of Color in STEM (not sure if they have a conference)

* + 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.
  1. Review PWC Task List:
     1. President (Jenn Lemmon)
        + Contact Judy Noble and Andrea Chay to let them know PWC will not be doing lifetime membership at this time.
        + Work with Tawni to update Membership Database and look into FileMaker Pro
        + When PWC Store not on hold:
          - Add long sleeve PWC shirts to our store
          - Add soft shell/zip up PWC jackets to our store
          - Get prices on embroidery for PWC jackets
          - Set up blow out PWC Store sale
        + Look into Stamps.com/PirateShip/Shippo better ways of shipping. May need to buy a scale.
        + Get list of FAA Mentorship Program mentors (we have the mentees) and put on PWC website
        + Talk to current PWC lawyer to get more information on trademark
        + Look into EAP lawyer for trademark
        + Talk to Shannon and Kelly about helping Samirah with social media
        + Pink breast cancer shirts and socks
        + ~~Ask Teri Bristol if we are required to do anything COVID precautions to have conference approved~~
     2. Vice President (Christina Calvert)
        + Meet with International Group to discuss Canada becoming a chapter
        + ~~Calendar for facebook group. Amy J to help, CC will give her rights.~~
        + ~~Organize monthly happy hour~~
        + Send out international packages to inter-national members. Ask if the members want packets.
        + Figure out who and what to send to the International Members (Canada-Colleen and Sandy/Kate)
     3. Membership Director (Tawni Pettigrove)
        + Work with Jen to update Membership Database and look into FileMaker Pro and other database programs
     4. Secretary
        + Develop a tracking spreadsheet with past BOD and Conference locations and dates
     5. Micah Carter
        + CC/Micah set up a conference about international chapter
     6. Robin Rush
        + ~~Update on DonateStock.~~
        + Setup DonateStock
     7. Kelly Hanley
        + Conference video
  2. Review PWC Strategic Plan (2021 – 2022). N/A
  3. Committee Reports.
     1. 2022 Conference:  **OPEN**
        1. Members: Lisa Bradfield, Patti Wilson, Diana Eldridge
        2. Location: Charlotte, NC
        3. Hotel: Sheraton in Uptown
        4. Theme: Queen City
        5. Dates: Tuesday 4/19/22 – 4/22/22
        6. Q1 Update on Q1 BOD Meeting Minutes
        7. Q2 Committee Update: Diana joined and discussed with BOD:
           1. Agenda and speakers need to be nailed down, VP has info on thsi
           2. They have the bags.
           3. Registration: expect in person conference. We used Expopass previously for registration. What will fees be? What will credit card fee be? If people cancel registration, they will not get a full refund because they’ll deduct credit card fees.
           4. Do we want proof of vax card or negative COVID test?
           5. IT: not sure we can afford live and virtual. Maybe just the main presentations.
           6. Day trip: requires waivers (Lisa wants them in conference registration), need to put down deposit for bus
           7. Banner contest info going out approximately in October
           8. The space is large with a middle section for meals. The other two sides will have sponsors, who we can interact with during meals. In the foyer is space for other employee associations. The other side of the foyer has three rooms where the daily sessions will be.
        8. Q2 BOD conference discussion
           1. Kelly will make a video
           2. VP discussed who the speakers are that are planned at this time, said we are still determining the breakout room plans
           3. At this time we plan to not require vaccine proof and will just recommend masks and adhere with hotel social distancing policy, unless the FAA mandates it in order to approve it.
           4. Panel suggestions: TMU, JATOC, Secret Service, litigation panel, oceanic ops and/or FOTO35
           5. Other ideas: exercise/walk/yoga session
        9. Q3 BOD conference discussion: Lisa Bradfield gave the BOD an update
           1. Bring some royal gear! The E-Board and RDs will all have pageant sashes with different colors. E-Board (purple), East (green), Central (red), West (Blue), past presidents (gold), and they will all have names and titles.
           2. Agenda is coming close to final stages.
           3. Encourage your region to wear your region’s colors.
           4. Closing Banquet: formal dresses.
           5. Whitewater center: admission pays for everything but food. Can do box lunches for everyone if we want to.
           6. $10,000 sponsor: Management Concepts, NATCA
     2. 2023 Conference:  **OPEN**
        1. Members: Nadeska “Nikki” James, Patti Wilson, Diana Eldridge.
        2. San Juan, Puerto Rico
        3. Dates: 4/23/23 – 4/30/23 (what dates in that week?)
        4. Q1 Update on Q2 BOD Meeting Minutes
        5. Q2 Update: Diana says no significant update at this time.
        6. Q3 Update: Nikki James joined the call
           1. COVID: Many restrictions. Proof of vax includes booster shots and is required everywhere (hotels, restaurants, etc) for everyone age 5+ and she doesn’t think that’s going away. 50% capacity limit for any even that has food/beverage inside (conference included), if it were held now. It makes planning very difficult. Nikki says the trend is that they add more and more restrictions and don’t lift any.
           2. We still have a contract with the hotel.
           3. PWC President says we should have conversation with the hotel, conference direct, Diana, BOD, all relevant parties.

1. **New Business**
   1. Pink socks and shirts for breast cancer month **OPEN**
      1. Discussed what we’d like to put on the store. Consensus is socks and shirts.
   2. Women’s History Month **OPEN**
      1. March 1: Kick off event with FAA, with a challenge backup astronaut.
      2. March 7 1300 EST: Vonetta, Lunch & Learn about women’s heart health and stress
      3. March 8: Toast
      4. March 9: F-35 all female demonstration team will be sponsored by PWC
         1. FAA will help with promotion within the government and outside organizations
         2. If you have aviation contacts, send them to the President for promo purposes
      5. President asks everyone to plan what they want to do
   3. FAA Worklife Solutions presentation from Rosemary Katchmar **CLSD**
      1. Rosemary is the national EAP/Worklife Program Manager
      2. She gave a powerpoint presentation regarding EAP & Worklife Solutions
      3. New EAP services: Lifestyle Coaching & Money Coaches
      4. The powerpoint and additional attachments she emailed are in Huddle
   4. 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
   5. Communication due *before* conference **OPEN**
      1. Awards - Send name and write up to President and VP by 2/15/22
      2. If your job title or position has changed, send President the info before conference
      3. Elections – No nominations received yet
      4. RD annual report – see template on Huddle, needs to be sent before April BOD meeting
      5. Quarterly report – Make sure you have it done a few weeks before conference
      6. Scholarship applications – due 2/15/22
   6. SOP Update & By-Law Update **OPEN**
      1. Reviewed by the board, document managed by Vice President
      2. Voted on changing meal reimbursement to $60, and 75% of that on a travel day. 8 votes yes.
   7. Budget vote = 11 yes, budget passes  **CLSD**

1. **Proposals. – none**
2. **Closing.** 
   1. Motion 1: Tawni Pettigrove
   2. Motion 2: Christina Calvert
   3. Vote: All in favor
   4. Meeting closed at: 1545 EST 1/14/22

|  |  |
| --- | --- |
| **Inventory Items** | |
| **Total** | **Item** |
| 1 | Cricut Vinyl Machine |
| 1 | Laptop |
| 2 | Projectors |
| 6 | Floor Popups |
| 7 | Table Popups |
| 7 | Table Runners |
| 1 | Table Cloth |
| 1 | 10x10 Backdrop |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title** | **Has Items** | **Needs to be given to** | **Amount** | **Inventory** |
| President | Jennifer Lemmon |  | 1 | Cricut Vinyl Machine & Accessories |
| President | Jennifer Lemmon |  | 3 | Runner |
| President | Jennifer Lemmon |  | 2 | Projectors |
| President | Jennifer Lemmon |  | 1 | 10x10 Backdrop |
| Vice President | Christina Calvert |  | 1 | Runner |
| Vice President | Christina Calvert |  | 1 | Floor Popup |
| Vice President | Christina Calvert |  | 1 | White Banner |
| Secretary | Jenny Shepherd |  | 1 | Banner |
| Secretary | Jenny Shepherd |  | 1 | Quilt Rack |
| Ed & Career | Christina Filipowski | Jenn Lemmon | 1 | Printer |
| Ed & Career | Christina Filipowski | Jenn Lemmon | 1 | Printer Case |
| Ed & Career | Christina Filipowski | Jenn Lemmon | 1 | Floor Popup |
| RD Alaska | Vacant |  | - | N/A |
| RD Central (ACE) | Laura MacAllister |  | 1 | Floor Popup |
| RD Central (ACE) | Laura MacAllister |  | 1 | Table Popup |
| RD Central (ACE) | Laura MacAllister |  | 1 | Runner |
| RD New England (ANE) | Vanessa Shinners |  | 1 | Floor Popup |
| RD New England (ANE) | Vanessa Shinners |  | 1 | Runner |
| RD New England (ANE) | Vanessa Shinners |  | 1 | White Banner |
| RD Eastern (AEA) | Wendy Stephens |  | - | None |
| RD Great Lakes (AGL) | Shawneise Wright | Karrie Krear | 1 | Table Popup |
| RD Great Lakes (AGL) | Shawneise Wright | Karrie Krear | 1 | Runner |
| RD NW Mountain (ANM) | Kelly Hanley |  | - | None |
| RD Southern (ASO) | Vonetta Lawton |  | 1 | Table Popup |
| RD Southern (ASO) | Vonetta Lawton |  | 1 | Runner |
| RD Southern (ASO) | Niki James | Vonetta Lawton | 1 | Table Popup |
| RD Southern (ASO) | Niki James | Vonetta Lawton | 1 | Runner |
| RD Southwest (ASW) | Amy Johnson |  | 1 | Table Popup |
| RD Western Pacific (AWP) | |  | 1 | Runner |
| RD Western Pacific (AWP) | |  | 1 | Table Popup |
| Director of Resources | Lisa Gilmore |  | 1 | Laptop |
| Membership Director | Jenny Rupert | Tawni Pettigrove | 1 | Table Popup |
| Corporate Recruitment | Patti Wilson |  | 1 | 8ft Table Cloth |
| Corporate Recruitment | Patti Wilson |  | 1 | Floor Popup |
| Corporate Recruitment | Patti Wilson |  | 1 | Runner |
| Corporate Recruitment | Patti Wilson |  | 1 | Table Popup |
| ? | Aimee Shingleton | Kelly | 2 | Table Popup |
| ? | Aimee Shingleton | Kelly | 1 | Runner |