

**Professional Women Controllers Inc.
Board of Directors
1st Quarter Meeting Minutes
2019-2020
June 13-14 (Thurs/Fri) Salt Lake City, UT**

1. Opening: Call to order 7:37 CC

2. Meeting call to order by President

- a. Housekeeping- Lunch with Glenn from Livingston Financial discussing *5 Financial Mistakes to Avoid*. Photo headshots will be taken for website.
- b. Updates since conference
- c. Updated Board of Directors List

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

- a. President/Christina Calvert
- b. Vice President/ Jennifer Lemmon
- c. Secretary/Christina Filipowski
- d. Director of Resources (DOR)/ Tina Santiago
- e. Membership Director/Jenny Rubert:
- f. Alaska (AAL) Regional Director/ **Vacant**
- g. Central (ACE) Regional Director/Amy Magstadt
- h. Eastern (AEA) Regional Director/Vanessa Shinnars:
- i. Great Lakes (AGL) Regional Director/Shawneise Wright:
- j. New England (ANE) Regional Director/Kristy Johnson-Fenton:
- k. Northwest Mountain (ANM) Regional Director/Aimee Wright-Shingleton:
- l. Southern (ASO) Regional Director/Vonetta Lawton:
- m. Southwest (ASW) Regional Director/Samirah Abdelfattah
- n. Western Pacific (AWP) Regional Director/Micah Freeman:

1. Inventory:

President – Christina Calvert	01 Runner, 1 Floor Popup, 1 white banner
Vice President – Jennifer Lemmon	01 Circuit Vinyl Machine & Accessories 01 Runner 01Table Popup 01 Floor Popup 01 Floor Popup (passed on from Louisa)
Secretary – Christina Filipowski	“nothing”
Alaska (AAL) RD – Vacant	

Central (ACE) RD –	01 Floor Popup 01 Table Popup 01 Runner 01 Banner
Eastern (AEA) RD – Vanessa Shiners	02 Floor Popups 01 Runner 01 White Banner 02 Power Cords (will contact ROBIN)
Great Lakes (AGL) RD – Shawneise Wright	01 Table Popup 01 Runner
New England (ANE) RD – Kristy Johnson	“nothing”
Northwest Mountain (ANM) RD- Aimee Shingleton	02 Table Popups 01 Runner
Southern (ASO) RD – Vonetta Lawton	01 Table Popup 01 Runner
Southwest (ASW) RD – Samirah Abdelfattah	01 Table Popup
Western Pacific (AWP) RD– Micah Freeman	01 Floor Popup 01 Runner
International RD- Christina	?
Director of Resources – Tina Santiago	01 Laptop
Membership Director – Jenny Rubert	01 Table Popup
Parliamentarian – Robin Rush	02 Projectors

Total 26 Inventory Items:

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

2. Additional Reports (only if requested by President)

a. Appointed:

- i. Parliamentarian and Constitution & Bylaws: No report required by the President.

- ii. **Webpage Admin:** No report required by the President.
- iii. **Historian:** No report required by the President.
- iv. **WATCH Editor** No report required by the President.
- v. **Communications Administrator** No report required by the President.

b. **Program Managers:**

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

3. Tentative dates and locations for future BOD meetings:

- a. September 2019, 9-10 in ATL (Atlanta Center, RO/Tower)
 - Social at Andretties- food and games
- b. January 10-11, 2020 Budget Meeting- Location TBD in SW
- c. March 26-27 2020 Virtual Meeting Conference/yearly reports/prepare for GBM

4. Established goals for June 1, 2019 - May 31, 2020

- a. **Engage, Excel, Evolve**
 - i. **PWC will visit 16 facilities**
 - ii. **PWC will send a personal note with solicitation and gift in September to all members**
 - iii. **PWC will email all members for International Women’s Day**
 - iv. **PWC will provide career development to 25 members**
 - v. **PWC will host two ACE/STEM Camps**
 - vi. **PWC will support 12 ACE/STEM Camps**
 - vii. **PWC will focus on personal development each quarter. Each board member has to post on Facebook twice a month.**
 - ❖ **1st Quarter**
 - a. **Nutrition/Fitness**
 - ❖ **2nd Quarter**
 - a. **Volunteerism**
 - ❖ **3rd Quarter**
 - a. **book club**
 - ❖ **4th Quarter**
 - a. **Self-Awareness/Mindfulness**

5. Old Business

- a. PWC Legal Fees concerning Trademark application:

- ❖ Paperwork has been filed. Contract signed May 25, 2017
- ❖ We can anticipate filing fees eventually.
- ❖ CHRISTINA CALVERT will work with PATTI

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- b. Worksheet for Annual Reports: JENN & AIMEE will print it out and follow up.
- ❖ A draft will be provided to Christina.

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- c. #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?

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- d. International Travel: Further research is being conducted concerning international travel for conference.

- ❖ We are going to Ottawa. We can talk to Colleen and Sandy what it looks like to get our other international members. Also what we need to have approved FAA time.

CLSD

- e. Do we want a half-day leadership workshop to your Board of Directors at future meeting?

- ❖ Christina will coordinate Anna from LGB for Strength Finders to possibly provide training during the September Board Meeting- Anna from LGB for Strength Finders

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f. BUDGET 2018-2019

- i. STEM/ACE events committed to attend, i.e. SAFEE, Launchpad

- ❖ Rwanda ACE camp: Vonetta met Rowanda Air contact. She asked her to do something together with them. Vonetta knows another contact that has done them before. Vonetta will send another email.
- ❖ ASO – working on coordination with NATCA, Delta airlines for an event in April in Puerto Rico. Marluan Diaz/ZSU is coordinating a STEM event. Event was cancelled and may be rescheduled. Unsure if there is support to continue forward with the event. Vonetta will send a text to follow-up.
- ❖ Proposal for Nicki to travel in Puerto Rico

- ii. ATCA ads – diversity

Last payment March 2018. We pay by the ad. We are committed for one more year.

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- g. Banners – JENN will research new popup displays for conference booths.

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

- iii. NHCFAE Puerto Rico August 6-8, 2019- Nicki James, Vanessa Shinnars, Christina Shelley

- iv. NBCFAE August 26-29, 2019 Baltimore- Jenn Lemmon/Christina Calvert maybe
Natasha
- v. CFS LAS Sept 16-18 Patti/Micah/Christine Johnson
- vi. ATCA Oct 20-23, 2019- Christina Calvert, Jenn/ Patti
- vii. NBAA- Oct 22-24, 2019 LAS Aimee/ maybe Samirah
- viii. FAAMA Nov 3-7, 2019 LAS- Patti, Christina Calvert,
- ix. WAI March 6-8, 2020 Orlando
- x. TWO/NAAN/NAPA/GLOBE 2020

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6. Review Task List

a. Christina:

- Ask Courtney Wilkerson ACR1 to get a list of all POCs for all the service areas. Ask Patti.
- NATCA is rolling out a respect campaign but we can put something out on our website.
 - ❖ They are still briefing people so we are waiting for a release. No more information.
- Ask NATCA what does access to website/newsletters mean if we increase our NATCA membership to the premium level. To increase our NATCA membership, it is not a huge increase to our relationship with NATCA. It gives us a discount on our booth at CFS which we get anyways. We can support NATCA in other ways such as NATCA Charitable.
- Government Shutdown: work with the National Employee Forum so we can get paid dues during the shutdown. There is no way to get the dues back that were lost in the government shutdown.
 - Draft a letter to send to all members about Canada Conference, rewards membership for free WIFI at conference, at mentorship for members.
 - Draft a message to put on a post card to be sent out at September BOD meeting
 - Look into Constant Contact
 - Email new Conference Chair POC info to Colleen
 - Follow up with emails from Patti about legal fees about Trademark
 - Coordinate with Anna from conference to have BOD training in ATL
- Invite everyone to SLACK

b. JENN:

- Reach out Texas State Technical Collage (TSTC) STEM/ACE event. They are getting rid of their CTI program. No more new students for the program.
 - 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.
- Scholarship line item and 501c3 donation receipts etc.
 - PWC Scholarship Inc getting on the CFC list – how?
- LISA said that there is a program named CANVA to make logos and will look into making a scholarship logo.
 - Look through Jamie's email to find out information on Amazon Smile.

- Provide CHRISTINA a Worksheet for Annual Reports.
- Research Etsy, Ebay or Amazon for PWC store
- Get another round of the store up and running- maybe mid July
- Get an inventory/cost analysis to Tina
- RIGIL products for STEM events

c. DOR

- Tina budget issues/Furlough not getting dues for 35 days

d. ANW

- Lifetime Membership: Amiee said that someone asked about a Lifetime Membership. It will be brought up at the General Business Meeting due to the possibility of it being controversial but before that a committee will be created to create a proposal. **AIMEE** will ask Andrea Chay (member who asked) if she is willing to lead a committee to show what that Lifetime membership would look like.

e. JENNY

- will look into what to do to create an "Establish Voluntary Dedication".
- W/MARCY Print address labels for September BOD meeting

f. CC and JENN

- Find a gift to send in September to all members

g. PATTI

- Find videos/training we can put on our website from Penn State

h. VANESSA/CHRISTINA FILIPOWSKI

- Complete Gallup Strength Finders

i. AMY

- Follow up with Natasha on NBCFAE

j. CHRISTINA FILIPOWSKI

- Develop mentorship excel spreadsheet on Sharepoint

7. New Business:

- a. Vanessa Shinnors and Christina Filipowski sworn into office
- b. Facebook Donate button- Yes we feel okay putting scholarship account information on FB so people can donate
- c. PWC Store- Jenn Lemmon- On the website, there can only be 5 items because we are not e-commerce. A company hosted the store for us, but there was a setup fee. There is a certain minimum that is required, and the store was only open for 1 month. We are losing in the shipment costs. Do we want to do the store again? Or do we want to buy in bulk and sell it ourselves without shipping or charge people if they want something shipped. Jenn will research Etsy, Ebay or Amazon. For conference, Jenn doesn't want to ship to Canada. Jenn will also get another round of the store up and running- maybe mid July.
- d. GIAD full page marketing ad: \$1,080 July 12. All materials by July 9. Read by more than 20,000 readers. Jenn Lemmon contacted Kelly Murphy POC for GIAD article she said the art department can assist in development. Maybe use photos of STEM events and say this is the future of air traffic. Legacy photo- depicting generations of air traffic starting with a kid, a young adult, and adult. Maybe using a picture of a girl looking into a mirror and seeing the reflection with a real air traffic controller. **Christina/Samirah Shawneise and her daughters/ Amy and her daughters, Karen Smith/Stephanie/Aimee pictures in PHX. By June 28th.** Jenn and CC will go through the photos and come up with something.

- e. Electronically transfer funds for vouchers: Venmo, Bill Pay, Google Pay- Tina Santiago. We wanted to try GooglePay for vouchers, however you need to be able to sign the voucher. Google Pay has an App and you can use Genius Scan or CamScan are apps you can use to upload receipts. Electronic Voucher was sent to everyone.
- f. Phone call from Thomas Harris is an air traffic controller from Capella University. He is writing a dissertation and wants to see if some of our members would be interested in completing an interview with him about federal employees and diversity/inclusion in their workplace. All federal agencies have a diversity inclusion plan. He wants to know how it impacts work performance and take that information and create guidelines to give to agencies to help in improving the diversity and inclusion plans. We can help by sending emails to members. Interviews will take between 40-50 minutes. Those that participate get a \$25 gift card and he is looking for 10-15 individuals.
- g. We got an update on the Canada Conference. There is not going to be excused absence for the conference due to the requirements of international travel including passport/ELMS class. FAA cannot commit to send leadership to the conference.

8. Off Agenda:

- a. Sharepoint/ new shared account. Tina Santiago. We may have an opportunity to move to something different. All documents need to be accessible to our membership. Once we don't want to use it, we can archive it and send it to the historian. Jenn is going to download everything we have on Sharepoint to google to see how much data we would use.
- b. Drawstring bags- do we want to continue doing them? Yes it is a good price. 4,350 bags, \$4,000 26 boxes
- c. There has previously been a lack of communication. CC would like to have a monthly telecon meeting to have open communication besides the board meetings. And also use SLACK an app that makes it easy to communicate with everyone.
- d. WATCH- make sure it is in word doc and make sure your name is on it. Grammarly.com is a free service that finds mistakes. Jpeg for photos. Send all articles to Jenn. August 15th is the next deadline for WATCH.
- e. Please read over SOP and get familiar with your duties. If you have any suggestions/changes to the SOP email Jenn.
- f. The board agreed to allow Connie Siciliano to provide mentorship to Kent College CTI program.

9. Proposals:

- a. Purchase a portable/travel printer
Discussion: Up to \$500 At times there is the need to print documents to share among the board. However, while on travel there is not always a printer available.

Submitted by: Jenn Lemmon

Vote called by: Jenn Lemmon		Seconded by: Amy Magstadt	
Vote	YES 8	NO 0	Abstain 1

- b. PWC History; Storage and Archiving
Discussion: PWC historical be transferred to The Women's Collection at Texas Women's University in Denton, Texas for archival storage at an initial cost not to exceed \$1800.

Submitted by: Judy Noble

Vote called by:	Seconded by:
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Tina Santiago		Jenny Rupert	
Vote	YES 10	NO 0	Abstain 0

c. NATCA Charitable

Discussion: Donating \$500 to NATCA Charitable

Submitted by: Jenn Lemmon

Vote called by: Jenn Lemmon		Seconded by: Vanessa Shinnors	
Vote	YES 10	NO 0	Abstain 0

d. GIAD ad

Discussion: GIAD ad \$1.080

Submitted by: Jenn Lemmon

Vote called by: Amy Magstadt		Seconded by: Micah Freeman	
Vote	YES 10	NO 0	Abstain 0

e. Nicki James to travel in Puerto Rico

Discussion: Nicki has volunteered to visit air traffic facilities on islands near Puerto Rico to promote PWC.

Submitted by: Christina Calvert

Vote called by: Jenn Lemmon		Seconded by: Micha Freeman	
Vote	YES 10	NO 0	Abstain 0

f. Corporate Recruitment Position Budget

Discussion: Our corporate recruiter has a \$1000 budget. It is crucial that this position has funding to attend our training conference and other conferences in order to develop relationships with both our current and future corporate sponsors.

Submitted by: Christina Calvert

Vote called by: Micah Freeman		Seconded by: Jenn Lemmon	
Vote	YES 10	NO 0	Abstain 0

10. Closing: 2:55pm CC