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| Meeting Name: | January Board Meeting |
| Meeting Date: | January 7, 2020 |
| Meeting Location: | Call-In |
| Attendees: | Ashwin Ranna (President)Jayne Marks (VP)Sylvia Sun (Treasurer)Dan Phillips (Secretary)Kaitie DeOre (Pitt)Jake Baker (Pitt)Jesse Doss (Social Co-Chair)Erin Feichtner (Technical Co-Chair) |
| Handouts: | Agenda |

ACTION ITEMS

* *Someone to see when our block of e-week volunteering days are*
* *Jayne to take over Presidential duties in Ashwin’s absence*
* *Jayne to go to section board meeting in February*
* *Lauren and Jesse F. to confirm if they’ll be attending ERYMC and if they will be requesting any funding.*
* *Sylvia to write checks to Jayne and Jeff for remaining December Dinner reimbursement*
* *Sylvia to request $3000 for ERYMC from Section*
* *Ashwin to bring up the possibility of YMF using the Section’s email client at the section board meeting*
* *Ashwin to speak with coworker to see if she wants to be a committee co-chair for membership, outreach, or fundraising committee*
* *Jesse D. to discuss further with YMF board what day to do curling and how to have people register and make a flyer*
* *Jeff/Jesse D. to reach out to other organizations about Spring Joint Social*
* *Jayne to get in contact with Point Park to confirm mentorship kickoff day*
* *Jayne to create flyer for mentorship kickoff*
* *Jayne to email general body about mentorship kickoff*
* *Pitt to give YMF more details regarding spring career fair*
* *Jesse F. to reach out to UPJ about joint event.*
* *Dan to analyze membership data and present trends*
* *Ashwin to double check Leanne still wants to be the co-chair*

NOTES

* President’s Report
	+ Are the call in board meetings effective?
		- Ashwin proposes moving some details to email
		- Jayne mentions that calls are insulating the board and not including new members in planning discussions.
		- Call in meetings are good for discussing things and keeping GBMs more palatable.
		- Sylvia suggests keeping the format as we have it for the rest of this year and revisit in the summer
	+ Do a happy hour in February after e-week volunteering and use that as the GBM to encourage attendance at the e-week event
		- *Someone to see when our block of e-week volunteering days are.*
	+ December Dinner Lessons Learned
		- Include printables in the budget
		- Consider printing things at individual offices instead of at Staples
	+ Ashwin will be in India for a month (Jan 17 - Feb 16)
		- *Jayne to take over Presidential duties in Ashwin’s absence*
		- *Jayne to go to section board meeting in February*
	+ Upcoming Events
		- Mentorship Kickoff
			* Date TBD
		- January GBM
			* Thursday, January 9, 2020
			* Con Alma in Shadyside
			* Erin will talk about PE licensing
			* Must leave by 7:30pm
		- Section Board Meeting
			* Want to discuss December Dinner funding from section and support from the board
			* Received less this year than the previous year for DD ($500)
			* We got our budget in bulk at the beginning so we could technically use more money for December Dinner if we wanted
		- ERYMC
			* Jan 30 - Feb 2
			* Jayne, Dan, Sylvia to attend for YMF
			* Lauren and Jesse F. are potentially attending?
			* *Lauren and Jesse F. to confirm if they’ll be attending ERYMC and if they will be requesting any funding.*
* Past President’s Report
	+ Lauren is not present
	+ Jayne did not get selected for the New Faces of 2020 :(
* Treasurer’s Report
	+ December Dinner
		- Sylvia gave check to Jeff for part of reimbursement
		- Expecting to receive further funding on 1/9/2020
		- *Sylvia to write checks to Jayne and Jeff for remaining December Dinner reimbursement*
	+ ERYMC
		- Late January (2 weeks) going to ask for conference money from Section
		- *Sylvia to request $3000 for ERYMC from Section*
	+ We will need to find someone who can take over as Treasurer once Sylvia steps down
* Secretary's Report
	+ Send our emails with the section’s email provider subscription to send emails since mailchimp is now a paid subscription
	+ *Ashwin to bring up the possibility of YMF using the Section’s email client at the section board meeting*
* Committee Reports
	+ *Ashwin to speak with coworker to see if she wants to be a committee co-chair for membership, outreach, or fundraising committee*
* Social
	+ Winter Sport
		- Jesse looked into curling for our winter sport.
		- Attendance has been variable in the past
		- Curling place is flexible as far as number of attendees.
		- Need to get a flyer together
		- Need to decide how we do it: register online in advance for our own set price, register online in advance for free and pay in person, have people show up and sign up day of
		- Need to pick a day
		- *Jesse D. to discuss further with board what day to do curling and how to have people register and make a flyer*
	+ Spring Joint Social
		- Marios is already booked
		- *Jeff/Jesse D. to reach out to other organizations about Spring Joint Social*
		- YMF orders food, collects checks from other organizations, and creates flyer
	+ Women’s Event
		- Jeff requests a woman to help him plan this event
		- No volunteers.
* Mentorship
	+ Set Date: Wednesday January 29 from 4-6pm at Point Park
	+ Pitt is unsure how many students will be able to attend
	+ Maybe book room until 7pm for other schools just incase
	+ *Jayne to get in contact with Point Park to confirm.*
	+ *Jayne to create flyer for mentorship kickoff*
	+ *Jayne to email general body about mentorship event.*
* Pitt
	+ *Pitt to give YMF more details regarding spring career fair*
	+ Pitt sending 5 students to WSCL
	+ Jayne to attend ERYMC(WSCL) and PFATW for Pitt
* CMU
	+ CMU sending 6 students to WSCL
	+ Jim Thompson and Sylvia attending
	+ Ensure they attend PFATW to get the points for annual report
* Geneva, Point Park, Fransiscan
	+ No updates.
* UPJ
	+ Do they have a date for a joint event?
	+ *Jesse F. to reach out to UPJ about joint event.*
* Slippery Rock
	+ Need someone to be the PA
	+ Doesn’t need to be an alumni
* Fundraising
	+ Don’t have a company to sponsor penguins tickets
	+ Have lots of raffle gifts
* Membership
	+ Dan is currently listed as Membership Co-Chair
	+ Dan has a membership spreadsheet with data
	+ *Dan to analyze membership data and present trends*
* Outreach
	+ *Ashwin to double check Leanne still wants to be the co-chair*
	+ Carnegie Science Center E-week
		- Waiting for Brian from the Section to give more information about the e-week science center volunteering
* Technical
	+ Erin made a slide show for the Jan GBM
	+ No GBM Feb so no technical presentation needed
	+ March GBM - person of record, court statement, etc
		- Continuing Education committee from section
		- Need to check with UPJ to not conflict
		- Would be more like a dinner meeting

AGENDA

**Meeting 6: Jan 7 , 2019; Call-In**

1. **Call to Order – 12:00 - 12:05**
	1. Introductions
2. **President’s Report – 12:05 - 12:10**
	1. Long-term strategic goals review
		1. Membership:

i) Evaluate effectiveness of Call in Board meetings

* + 1. Technical and industry information: hold more frequent, shorter technical presentations and plan for some longer technical presentations
		2. Outreach and mentorship: Visit student chapters and increase engagement with mentorship program
		3. Schedule for next GBM?
		4. Handover of President Duties to Jayne Temporarily

* 1. Upcoming events
		1. Reschedule Mentorship Kickoff date (January)(early February)
	2. Section update
		1. Next Section meeting January 9, 2020
		2. ERYMC
		3. Legislative fly-in planned for March 11-13, 2020
1. **Past President’s Report – 12:10 - 12:15**
2. **Treasurer’s Report – 12:15 - 12:20**
	1. Current YMF Balance: $839
		1. Outstanding Items:
			1. Payments:
				* ~~December Dinner deposit $1,480.00 (Paid)~~
* ~~December Dinner reimbursement $3,050 (paid)~~
* December Dinner remaining balance & Printing reimbursement $6,354
	+ - 1. Incoming Funds:
				* From Section: December Dinner online registration and sponsorship payments $7,235
				* From Section budget Travel & Conference 63.04: ERYMC $3000

(Will request in late Jan)

* + 1. Balance one year ago: $10,359.86 (High balance because more sponsorship were paid with check for December Dinner last year, and didn't pay December Dinner cost yet)
1. **Secretary’s Report – 12:20 - 12:25**
	1. Dan Phillips to take over secretarial responsibilities
	2. Mailchimp now requires paid subscription to have more than one person access the account and send scheduled emails
	3. Email read rate: 20.3% (54) of the 266 subscribers opened the 12/29-1/4 email
	4. 269 total contacts with 266 of them subscribing
2. **Committee Reports – 12:25 - 12:40**
	1. Committees are actively seeking co-chairs to help plan events:
		1. Membership Committee
		2. Fundraising Committee
		3. Outreach Committee
	2. Social:
		1. Women’s networking event?
			1. Have reached out to self defense instructor. should be hearing back shortly
		2. Spring Joint Social: Agreement with Shadyside Mario’s for Friday, April 3rd
	3. Student Affairs
		1. Student/YM Mentor Program
			1. Mentorship sign ups ongoing
			2. Mentorship Kickoff Event

 - Need to decide date of event

* + - * + 4pm -6pm at Point Park University
				+ Ice cream social again
		1. Pitt:
			1. Spring Career Fair - February 7th, 2020
				- Would like YMF to create a plan/presentation to advertise mentorship program and other events
		2. CMU:
			1. Sending 6 members to WSCL
			2. The new student Board has been elected
		3. Geneva:
		4. UPJ:
			1. Jesse communicated December Dinner and Section SAF awards info to Houston/officers
			2. Still trying to nail down dates during Spring term for “Intro to Institutes” and Section Dinner meeting.
			3. Still haven’t heard if any students signed up for WSCL
		5. Point Park:
		6. Franciscan:
		7. Slippery Rock University:
	1. Fundraising
		1. Benefits night at restaurants:
			1. BJ’s / California Kitchen Pizza (2020 GBM or Happy Hour)
		2. Penguins tickets sale: Tickets requested to Willis Towers Watson, denied. Engineering firms?
		3. December Dinner Sponsorship outside of work:
1. Field Environmental Instrument and MSA became 2019 December Dinner sponsors.
	* 1. Jason Tai photos for December Dinner
		2. Door Prize for December Dinner: Children’s Museum, Andy Warhol Museum, National Aviary, Gateway Clipper dinner cruise, etc. (Decided to use for later events for fundraising)
	1. Membership
		1. Active members (2018 - 2019)
		2. YMF survey results
	2. Community/ Outreach
		1. Carnegie Science Center Mentors in the Making program - applications being accepted
	3. Technical/Employment:
		1. Pennsylvania Report Card - Nothing new to report. State committee is still working on video for the college clubs. Roll-out/event probably next semester.
		2. SWANK coordination aka Sr 19 and Shaler St. self-propelled modular transporter installation of superstructure - working with Section TDI and contact at Lochner for presentation. Lochner prefers to be after open to public. December or later dates.

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| **Adjourn – Next Meeting February 2020, Location: ON Phone** |