AIAA Northwest Florida Section

Council Meeting Minutes

**Date: 2018 December 10 (Monday)**

Time: 1100 - 1215

Location: Bamboo Sushi Bar & Hibachi Express  
117 John Sims Parkway W, Niceville, FL 32578

Attendees: Chi Mai, Chairperson

Angela Diggs, Secretary

Kevin Diggs, Treasurer  
 John Fay, Vice Chair & Regional STEM Chair

Ryan Sherrill, Career Enhancement Chair

Judith Sherrill, STEM Outreach Chair

Jill Barfield, Member

Conducted by: Chi Mai, Chairperson

Minutes by: Angela Diggs, Secretary

# Officer Reports

## Chairperson

* **Officers**
  + **Chi**: Talk to Matthew Clay about officer positions
  + Ryan may switch with Mike for Membership & Awards chair
  + Daniel Bradley could be a potential YP Chair
  + Jill Barfield may also be interested
* **Meetings**
  + Consider Fridays as an alternative when Mondays are holidays
  + **All**: Please cc [nwfl.aiaa@gmail.com](mailto:nwfl.aiaa@gmail.com) on all correspondence.
* **AIAA “Engage” website**
  + Site is live. Ready to add content. Works on base.
  + Need to add photos
  + **Chi**: Send Judith the link to the Engage site.
  + Link to Google Drive for STEM since all materials are already uploaded.
* **AIAA Section Award Rubric Released**
  + Cat I rebate requires Programs and Management categories to be filled out
  + All other awards binned into 9 categories
    - Membership and Honors & Awards are combined for a single award
    - Section Student Partnerships and STEM K-12 points are combined for a single award
  + Up to 100 points per category
  + Section of the Year based on “best overall performance and performance improvements”

## Vice Chairperson

* Since Hurricane Michael, 1 of the 3 members that attended the August dinner left and went to Huntsville. Expect to repeat dinner in the future.

## Secretary

* **Angela**: Install Microsoft Publisher from Microsoft Home Use Program w/ USAF
* **Angela:** Draft newsletter from reports on the Google Drive
* **Angela:** Set up meetings for section awards: Programs and Management, Section Student Branch Partnerships, STEM K-12, Communication

## Treasurer

* **Checking account balance** as of November: $5348
  + **Section Funding**: $5348
  + **Cat I & II Rebates**: $2021
  + **FLL Grant Funding**: $0

## Program Chair

* None

## Technical Chair

* Lunch & Learn with Scott Morton? Bueller?
* **Chi**: Reach out to Scott Morton to feature him in the newsletter and promotional material
* **Chi:** Coordinate with SETP and SFTE for regional symposium

## Career Enhancement/Young Professional Chair

* Debrief: Joint professional society mixer – focus of career mentoring
  + **Kevin:** Load pictures to the Google Drive
* Plan: Monthly career development lunch-and-learn sessions
  + **Ryan:** Talk to Carolyn Fries about lunch on Th!nk Thursdays at Doolittle Institute
  + **Ryan:** Coordinate with other technical societies for topics (goal of 1 every 3-4 months per group)
* Plan: Trip to FSU to see the National High-Magnetic Field Laboratory and the Florida Center for Advanced Aero-Propulsion (FCAAP) in February
  + Potential dates: 13 or 20 February
  + Brittany Brown (Ponce de Leon High School) would like to attend and bring students
  + **Chi:** Contact FCAAP to see which date(s) work
  + **Chi/John**: Set up lunch with FSU-FAMU student branch
  + **Judith**: Jr Force Council will coordinate tours and transportation

## Membership Chair

* Membership Report
  + Minimal changes to membership report
  + **Mike**: Continue to ask email bounce-backs to update email address
  + **Mike, Chi**: Review membership to look for members eligible for senior member status
  + **Mike**: Call members who dropped or are about to drop

## Honors & Awards Chair

* Awareness: Dr. Scott Morton awarded the 2019 AIAA Software Engineering Award
* Awareness: HQ timeline says we solicit Engineer of the Year award 1 July

# Pre-College Outreach Chair

* **Angela**: Write up STEM events for newsletter
* **Chi**: Send out Sandy Mangus request for kid’s thoughts on space
* **Judith**: Ask if Matthew Clay would like to help with the East Panhandle Science & Engineering Fair again this year
* **Judith:** Respond to Science Fair folks that we would like to host the AIAA awards again
  + Junior: 1st place $100, 2nd place $50
  + Senior: 1st place $100, 2nd place $50
* **Judith**: Set up recurring monthly meeting (Wednesday lunch?) with Rick, Lauren, and Angela to plan STEM events
* **Judith**: Tell Heather Stewart we bought a Sphero robot for Science Night
* Awareness: Innovate Rise event occurred 2 December; another is planned for April. AIAA can sponsor a hands-on STEM activity
* **Chi**: Continue to work with Derrick Brauneis (IS4S) for potential UWF student branch
* **Chi:** Ask Daniel Bradley if he’s interested in helping the UWF student branch get started
* **Rick & Judith:** Send out STEM Teacher of the Year award nominations
  + Awards at elementary, middle, and high school levels, $100 each
* **Judith:** Send out AIAA Space Systems TC essay contest details
  + Section awards: 1st place $50, 2nd place $30, 3rd place $20

# Fall Events Summary

* ??: Lunch & Learn with Dr. Scott Morton
* February: Field trip to FSU
* February: Engineers Week
* March: SFTE-SETP regional symposium

# Action Items

* **Chi**: Talk to Matthew Clay about officer positions
* **All**: Please cc [nwfl.aiaa@gmail.com](mailto:nwfl.aiaa@gmail.com) on all correspondence.
* **Chi**: Send Judith the link for Engage
* **Ryan**: submit report for RLC
* **Angela**: Install Microsoft Publisher from Microsoft Home Use Program w/ USAF
* **Angela:** Draft newsletter from reports on the Google Drive
* **Angela:** Set up meetings for section awards: Programs and Management, Section Student Branch Partnerships, STEM K-12, Communication
* **Chi**: Reach out to Scott Morton to feature him in the newsletter and promotional material
* **Chi:** Coordinate with SETP and SFTE for regional symposium
* **Kevin:** Load pictures of joint professional society mixer to the Google Drive
* **Ryan:** Talk to Carolyn Fries about lunch-and-learn series on Th!nk Thursdays at Doolittle Institute
* **Ryan:** Coordinate with other technical societies for lunch-and-learn topics (goal of 1 every 3-4 months per group)
* **Chi:** Contact FCAAP to see which date(s) work for FSU tours
* **Chi/John**: Set up lunch with FSU-FAMU student branch for FSU tours
* **Judith**: Jr Force Council will coordinate tours and transportation for FSU trip
* **Mike**: Continue to ask email bounce-backs to update email address
* **Mike, Chi**: Review membership to look for members eligible for senior member status
* **Mike**: Call members who dropped or are about to drop
* **Angela**: Write up STEM events for newsletter
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