AIAA Northwest Florida Section

Council Meeting Minutes

**Date: 2018 July 9 (Monday)**

Time: 1120 - 1230

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 & Young Professional

Ronan (Intern)

Conducted by: Chi Mai, Chairperson

Minutes by: Angela Diggs, Secretary

# Officer Reports

## Chairperson

* **Panama City interest**
	+ John: Set up an event with Panama City folks
	+ Chi: Send John the list of PC members
* **AIAA “Engage” website**
	+ AIAA HQ is waiting on us before the site goes “live”. Current timeline is to wait until after annual reports are submitted.
	+ Chi: Can they add a calendar feature where it’s possible to select a given distribution list (e.g. educators) to send a calendar invite?
	+ Angela & Chi: Start uploading items in August
* **AIAA Regional Leadership Conference**
	+ At AIAA SPACE, 19-20 September 2018, Hyatt Regency, Orlando
	+ Ryan: Determine if you can attend the RLC
* **ASME Point of Contact**
	+ Ryan: Determine new ASME POC since Brian Taylor left

## Vice Chairperson

* No actions

## Secretary

* Award nomination for John Fay’s **Sustained Service** was submitted 1 July.
* Angela & Chi: Review reports to identify **section plans** for coming year.
* Angela: Set up working lunches to address STEM, Communication, Public Policy, and Membership

## Treasurer

* **Checking account balance** as of June: $8,606.44
	+ **Section Funding**: $3,383.56
	+ **FLL Grant Funding**: $5,222.88

## Program Chair

* **Distinguished Lecture**
	+ 2018-2019 Distinguished Lecturer Program
		- Mark Lewis, former USAF Chief Scientist & UMD Professor
			* Hypersonic Flight: Progress and Challenges on the Way to High Mach Systems
			* Joint event with DV support from AFRL/RW and AFLCMC/EB
			* Date: Monday, July 23
			* Projected schedule
				+ Morning: open lecture @ DI (100 ppl)
				+ Lunch: Bring in Corner Café for Dr. Lewis and the officers
				+ Angela: Send calendar invite to officers for lunch, coordinate orders and payments
				+ Afternoon: closed session at AFRL/RW 1300-1600
		- James Hansen
			* Doolittle Institute hosting
			* Friday, July 13 @ 0900
			* Q&A and book signing to follow
			* Engineering Ethics: Challenger shuttle
* **Legislative talk** – contact Matt Gaetz and request an “Open Gaetz” day with a focus on defense
	+ Late summer/early fall as a dinner event?
	+ Chi: Contact Gaetz local office to see if they will coordinate

## Technical Chair

* 28 June: Presentations by **AFRL Summer Scholars** graduate students
	+ 20 minutes each, 3 students
	+ Presentations were very technical and great
	+ Matthew: submit after action report

## Career Enhancement/Young Professional Chair

* **Lunch & Learn Speakers**:
	+ Scott Morton – August hypersonic vehicle simulation talk
	+ Angela: Ping Scott Morton again
* Idea: **Joint professional society mixer** – focus of career mentoring
	+ Consider hosting at the 3rd Planet Brewing
	+ AIAA to pay for first drink (use tickets, coordinate with 3rd Planet)
	+ Angela, Chi, John, Ryan: Send emails to professional societies asking if they’re interested, CC Ryan
	+ Chi: Ask Kurt about Cat III funds to support

## Membership Chair

* **Membership Report**
	+ Minimal changes to membership report
		- **Angela**: Reach out to Erin Wahlers
	+ **Mike**: continue to ask email bounce-backs to update email address
	+ Mike, Chi: Review membership to look for folks eligible for senior member status
* Consider attending the **Technology Coast Manufacturing and Engineering Network** (TeCMEN) Industry Day to talk to local aerospace companies
	+ 23 August at Emerald Coast Conference Center
	+ Objective: Establish relationships to understand if mutual support is beneficial

## Honors & Awards Chair

* Mike:Plan a local version of the junior and senior **Engineer of the Year Award**
	+ Require AIAA membership
	+ Add “participation in local AIAA events” as a scoring criteria

# Pre-College Outreach Chair

* FIRST grant – wrapping up last grant funds
* I LOVE Science outreach on hiatus until August
* John: After-action report for Tours of Armament Museum on 6/21 and 6/28 (pictures?)
* John: After-action report for Rocket Science Day at Heritage Museum on 6/22 (pictures?)

# Summer Events Summary

* July: Hansen Talk at Doolittle Institute
* July: Distinguished Lecture – Dr. Mark Lewis at Doolittle Institute
* August: Lunch & Learn with Dr. Scott Morton

# Action Items

* **John**: Set up an event with Panama City folks
* **Chi**: Send John the PC contact list
* **Chi**: Ask if AIAA Engage website can send calendar invitations
* **Chi & Angela:** Upload items to AIAA Engage section site in August
* **Ryan**: Check if you can attend the Regional Leadership Conference at AIAA SPACE
* **Ryan**: Request new ASME POC
* **Angela, Chi**: Review reports to set up events for 2018-2019
* **Angela**: Set up working lunches for report reviews
* **Angela**: Send officer calendar invite for Lewis talk lunch, coordinate lunches from Corner Café
* **Chi**: Contact Gaetz local office to see if they will coordinate early fall event
* **Matthew, Chi**: Submit after-action report for AFRL Scholar graduate student talks
* **Angela**: Ping Scott Morton again for hypersonic talk in August
* **Mike**: Continue to ask email bounce-backs to update email address
* **Mike, Chi**: Review membership to look for folks eligible for senior member status
* **Chi**: Consider attending the Technology Coast Manufacturing and Engineering Network (TeCMEN) Industry Day to talk to local aerospace companies
* **Angela, Chi, John, Ryan**: Send emails to professional societies asking if they’re interested in a mixer for career mentoring, CC Ryan
* **Chi**: Ask Kurt about Cat III funds to support joint professional society mixer for career mentoring
* **Angela**: Check in with Erin Wahlers for membership lapse
* **???:** Attend TeCMEN Industry Day to connect with local aerospace companies
* **Mike:** Plan a local version of the junior and senior Engineer of the Year Award
* **John**: After-action report for tours of Armament Museum on 6/21 and 6/28 (pictures?)
* **John**: After-action report for Rocket Science Day at Heritage Museum on 6/22 (pictures?)