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| Meeting called by | Christie Pastor-Barsi, AIAA N.O.S. Council Chair |
| Meeting Location | Zoom meeting |
| Facilitator | Christie Pastor-Barsi |
| Secretary | Jonathan Litt |
| attenDEES | Jonathan Litt, Bill Marshall, Ed Wong, Christie Pastor-Barsi, Aaron Hensley, Al Juhasz, Kevin Eliason, Erin Tesny, Joe Connolly, Jonathan Kratz, Dan Londrico (all by phone) |
| Guests |  |
| Approval Status | Draft for Council Review |

1. **Meeting called to order around 4:04 EDT**

**Agenda**

* Welcome
* Send Litt bulleted status list for minutes
* Business
* Christie’s Notes
* Treasurer’s Report
* Distinguished Lectures
* Technical
* Public Policy
* Communications
* Membership
* Honors and Awards
* STEM K-12/Outreach (YAD status)
* YP
* University
* Local Student Sections
  + CSU
  + YSU
* Next Meeting – TBD
* Adjourn
* Welcome
* Send Litt bulleted status list for minutes
  + Wong moved, Juhasz seconded, approved
* Business
* Christie’s Notes
  + Section annual report due 6/1, will send emails if need help to fill out any sections.
  + Will check if people want to continue in current council positions.
  + Connolly will act for Pastor-Barsi in near future while she takes care of personal family issues.
* Treasurer’s Report
  + Not much recent activity. Promotional items bought and Science Fair prize money was withdrawn from bank, but not used
  + Received no communication on audit budget. Pastor-Barsi asked Eliason to let her know if no word by mid-May, Pastor-Barsi will see if she received any related emails.
* Distinguished Lectures
  + Since last meeting had two virtual distinguished lectures, mid-thirties attendance each.
  + AIAA picked up Alice Bowman lecture for May Aerospace America issue.
  + Connolly suggests including Cleveland Monsters hockey outing in annual report.
  + Juhasz asked for Bowman’s charts, Connolly will send contact information.
  + If AAIA asks speakers to record lectures, Pastor-Barsi will let people know.
* Technical
* Public Policy
* Communications
  + Most communications related to Distinguished Lectures.
  + Been working on STEM activities package that Kratz put together, will make it a permanent item on webpage.
  + Published March issue of Newsletter, want next issue out in mid-May. Will include Winn lecture and STEM package and virtual Aviation.
  + Aviation Forum will be virtual, rather than cancelling it. Dan Jansen wanted a regional representative from NOS. Wong was named NOS rep and will attend weekly meetings.
* Membership
* Honors and Awards
  + Denise Ponchak receive the John C. Ruth Digital Avionics Award for 2020.
  + Marshall submitted an upgrade package to Associate Fellow for an NOS member.
  + Considering alternatives to Awards picnic because of potential that Ohio will not be fully open. Let Marshall know if anyone has any suggestions.
* STEM K-12/Outreach (YAD status)
  + Prepared a YAD-like package with Ashlie Flegel for quarantine activity. Offering $20 prizes for first 10 successful project videos. Will put out another announcement about deadline for final prize announcement, winner of best video response ($100 prize) does not need to come from first 10 submitted.
  + Kratz acknowledges Flegel for hard work pulling this together.
* YP
  + No events planned for foreseeable future.
  + Martin going to Graduate school in Boulder, CO, so will have to relinquish position.
* University
  + YSU members holding AIAA chapter accounts will be graduating and cannot transfer responsibility over to replacements because of remote situation. Asked NOS to help out with transition.
  + Council voted on whether Council should take on this responsibility, unanimous yes.
  + Pastor-Barsi suggested increasing University budget because schools are short of money due to COVID-related shutdowns, so this can help out the student branches in the interim.
* Local Student Sections
  + CSU
    - CSU officially closed
    - Putting together an on-line platform to improve outreach.
    - Currently electing new officers, a couple of current officers are graduating on May.
  + YSU
* Next Meeting – TBD
* Adjourn

1. **Additional notes**
   * + none
2. **Next meeting: TBD**
3. **Adjourned about 5:10 pm**
4. **Synopsized Accomplishments Submitted by Area**

**Council Action Log:** (updates to past items, new items added)

* Pastor-Barsi will send emails requesting help if needed to fill out any sections of the annual report
* Pastor-Barsi will check if people want to continue in current council positions
* Eliason to let Pastor-Barsi know if no word on Audit Budget by mid-May
* Pastor-Barsi will check if she received any emails regarding Audit Budget
* Connolly will send contact information for people to request Alice Bowman’s charts
* Pastor-Barsi will let people know if AAIA requests to record speakers lectures
* Wong to make STEM activities a permanent item on webpage
* Provide Marshall any suggestions for alternatives to Honors and Awards picnic
* Kratz to put out announcement about deadline for best video response to YAD-like activity

| **No.** | **Assigned** | **Assigned to:** | **Action** | **Status** |
| --- | --- | --- | --- | --- |
| 2020.04-01 | 4/30/20  [Apr mtg] | Pastor-Barsi | Send emails requesting help if needed to fill out any sections of the annual report | **Ongoing** |
| 2020.04-02 | 4/30/20  [Apr mtg] | Pastor-Barsi | Check if people want to continue in current council positions | **Ongoing** |
| 2020.04-03 | 4/30/20  [Apr mtg] | Eliason | Let Pastor-Barsi know if no word on Audit Budget by mid-May | **Ongoing** |
| 2020.04-04 | 4/30/20  [Apr mtg] | Pastor-Barsi | Pastor-Barsi will check if she received any emails regarding Audit Budget | **Ongoing** |
| 2020.04-05 | 4/30/20  [Apr mtg] | Connolly | Send contact information for people to request Alice Bowman’s charts | **Ongoing** |
| 2020.04-06 | 4/30/20  [Apr mtg] | Pastor-Barsi | Let people know if AAIA requests to record speakers lectures | **Ongoing** |
| 2020.04-07 | 4/30/20  [Apr mtg] | Wong | Make STEM activities a permanent item on webpage | **Ongoing** |
| 2020.04-08 | 4/30/20  [Apr mtg] | All | Provide Marshall any suggestions for alternatives to Honors and Awards picnic | **Ongoing** |
| 2020.04-09 | 4/30/20  [Apr mtg] | Kratz | Put out announcement about deadline for best video response to YAD-like activity | **Ongoing** |
| 2020.03-01 | 3/17/20  [Mar mtg] | Connolly | Check with Dr. Winn if 5-6 pm. is a convenient time for his Distinguished Lecture | **Complete** |
| 2020.03-02 | 3/17/20  [Mar mtg] | Pastor-Barsi | See if there is a master setting on Zoom to mute everyone for sound quality | **Complete** |
| 2020.03-03 | 3/17/20  [Mar mtg] | Wong | Send out update on Bowman lecture | **Complete** |
| 2020.03-04 | 3/17/20  [Mar mtg] | Pastor-Barsi and Wong | Pastor-Barsi will send name of the AIAA Auto Show attendee to Wong so he can solicit write-up | **Ongoing** |
| 2020.03-05 | 3/17/20  [Mar mtg] | Pastor-Barsi | Set up a group in TEAMS or similar to promote virtual engagement | **Ongoing** |
| 2020.03-06 | 3/17/20  [Mar mtg] | All | Recommend speakers for individual technical talks, send to Pastor-Barsi and Connolly | **Ongoing** |
| 2020.03-07 | 3/17/20  [Mar mtg] | All | Email Marshall with preference for indoor or outdoor Honors and Awards event, and ideas | **Ongoing** |
| 2020.03-08 | 3/17/20  [Mar mtg] | Kratz | Return the NEOSEF prize money (cash) to Eliason | **Ongoing** |
| 2020.03-09 | 3/17/20  [Mar mtg] | All | Provide Kratz suggestions for additional STEM outreach events to use up the NEOSEF award money | **Complete** |
| 2020.3-10 | 3/17/20  [Mar mtg] | All | Provide Kratz with STEM ideas for next year | **Ongoing** |
| 2020.03-11 | 3/17/20  [Mar mtg] | Kratz and Flegel | Discuss if some YAD events can be modified for at-home STEM activities | **Complete** |
| 2020.03-12 | 3/17/20  [Mar mtg] | Tesny | Get Kratz a list of educator members | **Ongoing** |
| 2020.03-13 | 3/17/20  [Mar mtg] | Londrico | Let council us know if there are any potential technical lecturers among faculty | **Ongoing** |
| 2020.02-01 | 2/24/20  [Feb mtg] | All | Let Pastor-Barsi know if you need AIAA promotional items | **Ongoing** |
| 2020.02-04 | 2/24/20  [Feb mtg] | Pastor-Barsi | Follow up with Emily about posting AIAA-related videos | **Ongoing** |
| 2020.02-05 | 2/24/20  [Feb mtg] | Wong | Reach out to people after events take place for articles for March newsletter | **Complete** |
| 2020.01-02 | 1/24/20  [Jan mtg] | Kratz | Request larger budget in future to accommodate AIAA middle schooler essay contest | **Ongoing** |
| 2020.01-08 | 1/24/20  [Jan mtg] | All | Give Pastor-Barsi suggestions for a new Public Policy chair | **Ongoing** |
| 2019.10-03 | 10/17/19  [Oct mtg] | Wong | Check with Gilland about privacy of event in EventBrite | **Ongoing** |
| 2019.10-04 | 10/17/19  [Oct mtg] | Pastor-Barsi | Will try to think of Aero topics for Technical Talks | **Ongoing** |
| 2019.10-07 | 10/17/19  [Oct mtg] | Tesny | Look how far NOS extends since Columbus section disbanded | **Ongoing** |
| 2019.10-08 | 10/17/19  [Oct mtg] | Pastor-Barsi | Forward Martin’s e-mail about promotional material to Tesny | **Ongoing** |
| 2019.09-07 | 9/25/19  [Sep mtg] | Eliason | Will order new checks | **Ongoing** |
| 2019.09-09 | 9/25/19  [Sep mtg] | Pastor-Barsi | Will provide Eventbrite login information | **Ongoing** |
| 2019.09-11 | 9/25/19  [Sep mtg] | Connolly | Will send a Google calendar link to Wong for posting | **Ongoing** |
| 2019.09-15 | 9/25/19  [Sep mtg] | All | Consider nominating colleagues for awards | **Ongoing** |
| 2019.08-01 | 8/15/19  [Aug mtg] | Pastor-Barsi | Start a Google Doc for people to post suggestions | **Ongoing** |
| 2019.08-06 | 8/15/19  [Aug mtg] | Pastor-Barsi | Reach out to Gilland to set up meetings with congressional delegates through OAI | **Ongoing** |
| 2019.08-08 | 8/15/19  [Aug mtg] | Pastor-Barsi | Discuss with Wong having a Chair’s Corner Column in newsletter | **Ongoing** |
| 2019.07-12 | 7/18/19  [Jul mtg] | Hensley | Follow up with outreach to local university chapters | **Ongoing** |
| 2019.07-14 | 7/18/19  [Jul mtg] | Hensley | Check is there is a University of Toledo AAIA Student Chapter | **Ongoing** |
| 2019.06-04 | 6/25/19  [Jun mtg] | Connolly | Follow up with someone from HQ for a tutorial on how to use Engage for calendar invites | **Ongoing** |
| 2019.06-08 | 6/25/19  [Jun mtg] | All | Check if AIAA site takes a cut for hosting on-line payments | **Ongoing** |
| 2019.06-09 | 6/25/19  [Jun mtg] | All | Let Wong know if you volunteer to help post on various social media | **Ongoing** |
| 2019.04-02 | 4/22/19  [Apr mtg] | Canacci and Kratz | Invite Representatives to public events such as YAD | **Ongoing** |
| 2019.02-04 | 2/26/19  [Feb mtg] | Tesny | Advertise E-Membership on Today@Glenn | **Ongoing** |
| 2018.11-10 | 11/20/18  [Nov mtg] | Pastor-Barsi | Investigate how to do an on-line survey and follow up raffle drawing | **Ongoing** |
| 2018.09-01 | 09/27/18  [Sep mtg] | Eliason | Follow up IEEE YP lead about potential joint event | **Ongoing** |
| 2018.09-02 | 09/27/18  [Sep mtg] | Eliason | Forward relevant AIAA events to advertise in CTSC newsletter | **Ongoing** |
| 2018.05-10 | 05/30/18  [May mtg] | Wong | Evaluate switching to Engage or keep the website we have | **Ongoing** |
| 2018.04-01 | 04/13/18  [Apr mtg] | Eliason | Include information on items not in statement for monthly meetings | **Ongoing** |
| 2018.04-14 | 04/13/18  [Apr mtg] | Tokars | Forward e-mail about how Section can pay for memberships to Tesny | **Ongoing** |
| 2018.04-15 | 04/13/18  [Apr mtg] | Tesny | Run a membership survey | **Ongoing** |
| 2018.04-18 | 04/13/18  [Apr mtg] | All | Please check location of meeting each month, since it moves around | **Ongoing** |
| 2018.03-01 | 03/20/18  [Mar mtg] | Eliason | Send a monthly email with budget updates | **Ongoing** |
| 2018.03-08 | 03/20/18  [Mar mtg] | Cornell | Provide an “about” section for website | **Ongoing** |
| 2018.03-09 | 03/20/18  [Mar mtg] | All | E-mail upcoming events Wong and Psaras for posting in “events” section of website | **Ongoing** |
| 2018.02-11 | 02/20/18  [Feb mtg] | Cornell and Pastor-Barsi | Discuss how to develop a chart on web presence for Council meetings | **Ongoing** |
| 2016.03-01 | 3/22/16  [Mar mtg] | All | Review the status of assigned action items and report the status to Litt | **Ongoing** |