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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 | Christie Pastor-Barsi, Jonathan Litt, Ed Wong, Jonathan Kratz, Joe Connolly, Bill Marshall, Dan Londrico, Erin Tesny, Al Juhasz (all by phone) |
| Guests |  |
| Approval Status | Approved |

1. **Meeting called to order around 9:18 am EST**

**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
  + Marshall motioned, Juhasz seconded, approved
* Business
* Christie’s Notes
  + No Public Policy person yet
  + Plan to work on policy and procedure document
  + Pastor-Barsi wants to start getting back together in person for events, at least outside, when should that be? People seem to want to wait for vaccinations, certainly no earlier than March. This is something we can track meeting to meeting. Pastor-Barsi will add to agenda.
* Treasurer’s Report
* Distinguished Lectures
  + Tory Bruno of ULA presented before holidays
  + For March, reached out to Mark Lewis about hypersonics, waiting to confirm date
  + For April talking to Todd Barber and Aaron Yazzie as an older/younger tag team
  + Trying to get a Diversity Chair, reached out to Jeff Dorazewski who accepted. Need to check bylaws for proper procedure for adding position
* Technical
* Public Policy
* Communications
  + Sent out announcement of Tory Bruno talk
  + Renewed PO box
  + Mailing list account had lapsed, so had to restore it.
  + Sent out call for Science Fair judges
  + Forwarded invitation for ASME Chicago about STEM K-12 Contest.
  + Working on January newsletter, input for all articles received; will add 2021 AIAA election information.
  + Connolly will update flier for upcoming Distinguished Lecture
* Membership
  + Region III membership, Dayton/Cincinnati and Wisconsin had big dips, NOS was fairly steady, although there was a drop in student memberships, perhaps related to pandemic.
  + Tesny will look into reason for big drops in particular sections, could be that some sections reorganized.
* Honors and Awards
* STEM K-12/Outreach (YAD status)
  + NEOSEF and NWDSD will be virtual in 2021
  + NEOSEF will have students provide a 2-minute video, image of board, and a quad chart; need judges by 2/19. There will be judge training, then nearly two weeks for actual judging, but no direct interaction with students. Prizes will be sent directly to students.
  + NWDSD will use YouTube for student presentations; judge registration open; judging completed by 4/30, by 5/3 provide awards to district council who will distribute them.
  + NEOSEF Awards will be 2x$50 and 4x$25 runner up
  + NWDSD Awards will be 2x$50 and 2x$25 runner up (reduced number of awards due to lack of relevant projects)
  + New competition Young Aerospace Visionaries Contest
    - Students will present a picture and a short essay about their vision of air and space travel in 2050
    - Prepared an announcement but looking for feedback, will send out draft to council.
    - Potentially three grade categories
    - Connolly will pass GLSC president’s contact information to Kratz
  + Pastor-Barsi asked Kratz to reach out to Ashlie and Eric about contacting CSU to reserve date for YAD. Londrico offered to help.
* YP
  + Acknowledged help with gmail
  + Will send out an engagement questionnaire
  + Plans to host a virtual trivia night in February or March. Other sections have done similar event and can help with arranging platform.
* University
* Local Student Sections
  + CSU
  + YSU
* Next Meeting – TBD
* Adjourn

1. **Additional notes**
   * + none
2. **Next meeting: TBD**
3. **Adjourned about 10:16 am**
4. **Synopsized Accomplishments Submitted by Area**

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

* Pastor-Barsi to work on policy and procedure document
* Pastor-Barsi to add in person event tracking to Council meeting agenda
* Connolly to check bylaws for proper procedure for adding Diversity Chair position to Council
* Wong to add 2021 AIAA election information to January newsletter
* Connolly will update flier for upcoming Distinguished Lecture
* Tesny to will look into reason for big membership drops in particular sections
* Kratz to send out draft Young Aerospace Visionaries Contest announcement to council
* Kratz looking for feedback on draft Young Aerospace Visionaries Contest announcement
* Connolly will pass GLSC president’s contact information to Kratz
* Kratz to reach out to Ashlie and Eric about contacting CSU to reserve date for YAD
* Londrico to send out a YP engagement questionnaire

| **No.** | **Assigned** | **Assigned to:** | **Action** | **Status** |
| --- | --- | --- | --- | --- |
| 2021.01-01 | 01/28/21  [Jan mtg] | Pastor-Barsi | Work on policy and procedure document | **Ongoing** |
| 2021.01-02 | 01/28/21  [Jan mtg] | Pastor-Barsi | Add in person event tracking to Council meeting agenda | **Ongoing** |
| 2021.01-03 | 01/28/21  [Jan mtg] | Connolly | Check bylaws for proper procedure for adding Diversity Chair position to Council | **Ongoing** |
| 2021.01-04 | 01/28/21  [Jan mtg] | Wong | Add 2021 AIAA election information to January newsletter | **Ongoing** |
| 2021.01-05 | 01/28/21  [Jan mtg] | Connolly | Update flier for upcoming Distinguished Lecture | **Ongoing** |
| 2021.01-06 | 01/28/21  [Jan mtg] | Tesny | Look into reason for big membership drops in particular sections | **Ongoing** |
| 2021.01-07 | 01/28/21  [Jan mtg] | Kratz | Send out draft Young Aerospace Visionaries Contest announcement to council | **Ongoing** |
| 2021.01-08 | 01/28/21  [Jan mtg] | All | Provide feedback to Kratz on draft Young Aerospace Visionaries Contest announcement | **Ongoing** |
| 2021.01-09 | 01/28/21  [Jan mtg] | Connolly | Pass GLSC president’s contact information to Kratz | **Ongoing** |
| 2021.01-10 | 01/28/21  [Jan mtg] | Kratz | Reach out to Ashlie and Eric about contacting CSU to reserve date for YAD | **Ongoing** |
| 2021.01-11 | 01/28/21  [Jan mtg] | Londrico | Send out a YP engagement questionnaire | **Ongoing** |
| 2020.12-01 | 12/2/20  [Dec mtg] | Connolly | Reach out to Dorazewski about Diversity and Inclusion position | **Complete** |
| 2020.12-02 | 12/2/20  [Dec mtg] | Pastor-Barsi | Send an email to council about creating a new header for the NOS Engage page | **Ongoing** |
| 2020.12-03 | 12/2/20  [Dec mtg] | Pestak | Look at OAI Industry Database for aerospace companies within the Section boundaries | **Ongoing** |
| 2020.12-04 | 12/2/20  [Dec mtg] | All | Send Pastor-Barsi suggestions on how to spend Section money | **Ongoing** |
| 2020.12-05 | 12/2/20  [Dec mtg] | Pastor-Barsi and Marshall | Talk about investment approaches for a sustainable scholarship | **Ongoing** |
| 2020.12-06 | 12/2/20  [Dec mtg] | Connolly | Provide a writeup on the Bowman event to Wong for next newsletter | **Complete** |
| 2020.12-07 | 12/2/20  [Dec mtg] | Connolly | Send names of AIAA Conference Experience award winners to Marshall for picnic invite | **Ongoing** |
| 2020.12-08 | 12/2/20  [Dec mtg] | Hensley | Request university chapters to include student awards in monthly updates | **Ongoing** |
| 2020.12-09 | 12/2/20  [Dec mtg] | Kratz | Send Pastor-Barsi an invite to tag up about adding a Teacher Tile to the Engage site | **Ongoing** |
| 2020.10-01 | 10/29/20  [Oct mtg] | All | Let Connolly and Pastor-Barsi know if interested in Diversity and Inclusion position | **Ongoing** |
| 2020.10-02 | 10/29/20  [Oct mtg] | Pastor-Barsi | Draft policies and procedures to address new by-laws | **Ongoing** |
| 2020.10-04 | 10/29/20  [Oct mtg] | Pastor-Barsi | Touch base with Eliason about paying insurance policy | **Ongoing** |
| 2020.10-05 | 10/29/20  [Oct mtg] | Pestak | Follow up with Robert Wegeng about date for Distinguished Lecture | **Ongoing** |
| 2020.10-06 | 10/29/20  [Oct mtg] | Connolly | Reach out to Steve Lee of AIAA about giving a Distinguished Lecture on cybersecurity | **Ongoing** |
| 2020.10-08 | 10/29/20  [Oct mtg] | Marshall | Coordinate will AIAA on Scholarship to ensure the approach it is within our purview | **Ongoing** |
| 2020.09-01 | 9/29/20  [Sep mtg] | Connolly and Pastor-Barsi | Send out a message seeking candidates to fill vacant council positions | **Complete** |
| 2020.09-02 | 9/29/20  [Sep mtg] | Connolly | Schedule a meeting with Pastor-Barsi to go over new by-laws | **Complete** |
| 2020.09-03 | 9/29/20  [Sep mtg] | Connolly and Pastor-Barsi | Go over by-laws, tailor them, and send out for approval | **Complete** |
| 2020.09-04 | 9/29/20  [Sep mtg] | Connolly | Go to the bank in October to get the correct names on the bank account | **Ongoing** |
| 2020.09-07 | 9/29/20  [Sep mtg] | Juhasz | Consider GRC presenters at recent conferences for future Technical Lectures | **Ongoing** |
| 2020.09-09 | 9/29/20  [Sep mtg] | Pastor-Barsi | Arrange tag up with Juhasz, Pestak, and Connolly about setting up technical meetings | **Ongoing** |
| 2020.09-10 | 9/29/20  [Sep mtg] | Wong | Send out a list of requested input to contributors to newsletter | **Ongoing** |
| 2020.09-12 | 9/29/20  [Sep mtg] | All | Let Wong know if you want to contribute an article to the newsletter | **Ongoing** |
| 2020.09-13 | 9/29/20  [Sep mtg] | Tesny | Reach out to lapsed NOS Educator members to see why they let their membership lapse | **Ongoing** |
| 2020.09-14 | 9/29/20  [Sep mtg] | Wong and Tesny | Regularly gather names of lapsed members and encourage them to rejoin | **Ongoing** |
| 2020.08-01 | 8/28/20  [Aug mtg] | All | Provide suggestions to Pastor-Barsi for open Public Policy and Diversity council positions | **Ongoing** |
| 2020.08-02 | 8/28/20  [Aug mtg] | Pastor-Barsi | Respond to Emily about updates to section bylaws | **Ongoing** |
| 2020.08-06 | 8/28/20  [Aug mtg] | Eliason | Check gmail account regarding money transferred into YSU student chapter account | **Ongoing** |
| 2020.08-07 | 8/28/20  [Aug mtg] | Wong | Investigate recording distinguished lectures and making them available | **Ongoing** |
| 2020.08-08 | 8/28/20  [Aug mtg] | All | Log into Engage regularly to participate | **Ongoing** |
| 2020.08-11 | 8/28/20  [Aug mtg] | All | Help Marshall recruit for and form scholarship subcommittee | **Ongoing** |
| 2020.08-12 | 8/28/20  [Aug mtg] | Marshall | Populate Awards tab of Engage | **Ongoing** |
| 2020.08-13 | 8/28/20  [Aug mtg] | Pastor-Barsi | Help Kratz navigate through Engage | **Ongoing** |
| 2020.08-14 | 8/28/20  [Aug mtg] | Hensley | Follow up with Marshall on Scholarship idea and Londrico on YP outreach | **Ongoing** |
| 2020.08-15 | 8/28/20  [Aug mtg] | Eliason | Check statements to see if the missing YSU check was cashed | **Ongoing** |
| 2020.07-02 | 7/31/20  [Jul mtg] | All | Use the budget document to list events to hold in support of goal | **Ongoing** |
| 2020.07-03 | 7/31/20  [Jul mtg] | All | Think of a couple of things that can be done virtually in your area | **Ongoing** |
| 2020.07-04 | 7/31/20  [Jul mtg] | Marshall, Pastor-Barsi, and Wong | Develop a call for a scholarship | **Ongoing** |
| 2020.07-05 | 7/31/20  [Jul mtg] | All | Familiarize yourselves with AIAA Engage | **Ongoing** |
| 2020.07-06 | 7/31/20  [Jul mtg] | Pastor-Barsi | Talk to Juhasz about virtual technical lectures | **Ongoing** |
| 2020.07-09 | 7/31/20  [Jul mtg] | All | Make suggestions on Section theme or goal for the year | **Ongoing** |
| 2020.05-02 | 5/29/20  [May mtg] | All | Please provide suggestions for Public Policy and YP chairs | **Ongoing** |
| 2020.05-03 | 5/29/20  [May mtg] | All | Please make suggestions for future distinguished lectures | **Ongoing** |
| 2020.05-05 | 5/29/20  [May mtg] | Wong | Send link for role playing tutorial video for Technical Session Chairs to Cornell | **Ongoing** |
| 2020.04-06 | 4/30/20  [Apr mtg] | Pastor-Barsi | Let people know if AIAA requests to record speakers lectures | **Ongoing** |
| 2020.04-07 | 4/30/20  [Apr mtg] | Wong | Make STEM activities a permanent item on webpage | **Ongoing** |
| 2020.03-05 | 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** |
| 2020.3-10 | 3/17/20  [Mar mtg] | All | Provide Kratz with STEM ideas for next year | **Ongoing** |
| 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 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** |
| 2020.01-08 | 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** |
| 2019.09-07 | 9/25/19  [Sep mtg] | Eliason | Will order new checks | **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** |