**Attendees**

Rusty Powell – Chair Elect

Kevin “Morty” Mortensen – Secretary

Roger McNamara – Treasurer

Tracy Copp – Policy

Adrian Nagle – Newsletter

**Agenda**

Chair Opening

Roll Call

Treasurer Report

ATS 2018 Report

Policy Report

Programs Report

Honors and Awards Report

Newsletter Report

Membership Report

Webmaster Report

Education Report

Young Professionals Report

Professional Development Report

New Business

Next Council Meeting

Adjournment

Chair Opening

Rusty filled in for Kay and the kicked off the meeting at 6:18 and welcomed everyone.

**Roll Call**

Morty conducted a roll call of members in attendance.

**Treasurer Report**

Roger briefed the Council on the current budget status. A motion was made, and seconded, to add $500 to the Policy committee for Trajectory. Roger discussed an invoiced received from the Colorado Engineering Council (CEC) requesting a donation. After discussion, Roger took the task to do additional research on the CEC to determine if a donation was appropriate. **The 2018/2019 Budget will be briefly discussed during the April AIAA-RM Council Meeting (19 April). Each Committee Chair is asked to submit their 2018/2019 budget request to Morty, by 13 April.**

**ATS 2018**

Wes provided the following ATS committee report. The planning spreadsheet has been revised (see below) and includes many updates to this year’s event. A save-the-date will be going out in the next two weeks along with the call for abstracts and sponsorship. If you are the POC, or have a solid line on a sponsor please reach out to me and let’s try to get ahead of the curve on this, this year.

|  |  |
| --- | --- |
| Reserve Facility | 3/15/2018 |
| Negotiate Price w/University Support | 3/20/2018 |
| Review AIAA RMS Website |   |
| Make necessary updates to AIAA RMS Website | 3/21/2018 |
| Update ATS Website | 9/21/2018 |
| Solicit sponsors | 3/19/2018 |
| Send out call for abstracts | 4/1/2018 |
| Save the Date | 4/1/2018 |
| Find ATS 2019 Chair | 4/1/2018 |
| Choose Location for 2019 ATS | 4/1/2018 |
| Reminder for abstracts | 5/1/2018 |
| Registration website and paypal setup | 5/15/2018 |
| Official Event Invite/ Registration opens | 6/1/2018 |
| Catering decision | 8/1/2018 |
| Send out abstract notifications | 8/1/2018 |
| Create Program and arrange speakers, panels, and keynote |   |
| Finalize Keynote | 8/1/2018 |
| Order Appreciation plaques for Sponsors | 8/15/2018 |
| Finalize Panels | 8/21/2018 |
| Notify and Finalize Speaking/Poster Slots | 8/21/2018 |
| Finalize Sponsorships | 9/1/2018 |
| Finalize Conference Schedule | 9/1/2018 |
| Design ATS Doc | 9/1/2018 |
| Price Increase for Event Invite | 9/1/2018 |
| Review and finalize ATS Doc | 9/17/2018 |
| Reserve Facilities for 2019 | 9/18/2018 |
| Send ATS Docs to print | 9/18/2018 |
| Registration Closes | 9/21/2018 |
| Finalize Catering | 9/15/2018 |
| Appreciation Night | 9/20/2018 |
| ATS Date | 9/21/2018 |
| Thank you messages (photos, surveys, links) | 9/22/2018 |
| Send out surveys | 9/22/2018 |
| Post ATS Article Submission | 10/5/2018 |

Wes is in the process of updating the AIAA-RM.Tech website for this year. Updates will include a landing page for the call for abstracts, sponsorship, and info on this year’s deadlines and registration.

My meeting with Pres. Davidson’s VP of Planning (Cathy Lucas) was pushed again, I’m in the process of rescheduling but everyone is out of office for spring break.

The next month will be the big ramp-up on many things and should make for a large update at the April meeting.

**Policy Report**

Tracy provided the Council the following Policy Committee update:

Events:

* Recent
	+ Colorado Aerospace Week – March 19th through 23rd
		- Multiple events (some of which AIAA participated in)
	+ Colorado Aerospace Day (Mon. March 19th, 2018)
		- Thank you to Jason Kucera, Kristin Shahady and Marshall Lee for working the table
		- Details on the event can be found here: <http://www.coloradosbr.org/aerospace-day-at-the-colorado-state-capitol>
		- Proclamation/tribute – Third Monday in March designated, permanently, as Aerospace Day
	+ CVD 2018 (Tues. March 20th & Wed. March 21st, 2018)
		- 12 total in attendance either from Colorado or associated with Colorado, record attendance for CVD
			* 9 students from Mines
			* 2 professionals from RMS
			* 1 professional/student from the Secure World Foundation
		- Despite weather met with 6 of the Colorado offices
			* Sen. Bennet’s office
			* Sen. Gardner’s office
			* Rep. Polis’s office (met Rep. Polis, briefly)
			* Rep. Tipton’s office
			* Rep. Coffman’s office
			* Rep. Perlmutter’s office
		- Connected with Region V Deputy Director of Public Policy
			* Looking for ways to connect efforts where possible/advantageous in the future
		- Future CVD’s – looking for ways to keep up the level of attendance/perhaps looking to increase future PPC budget to help support
	+ CU Boulder’s 3rd Annual Aerospace Summit (Thurs. Mar. 22nd, 2018)
		- Thank you to John Marcantanio and Micky Masciarelli for working the table
		- About 100 people in attendance, good talks, lots of interest
	+ We pulled off the packed week of PPC activities – many thanks to all who helped get this organized
		- Articles on all three activities will be in the next RMS newsletter

News:

Additional updates in April on public policy related events, committee direction.

Opportunities:

1. Define public policy committee direction, focus, gather new ideas and create plans for advancing key issues within the RMS.
2. Leverage Colorado interest groups (e.g. CSBR, CSC, CSE, Space Foundation, Metro Chamber, etc.) to assist in the advocacy of RMS member’s interests/concerns and increase collaboration with the other organizations.
3. Increase connection and collaboration with AIAA National PPC.

**Programs Report**

Chris provided the following Programs update:

* 4 April: ULA Vulcan
* 16-19 April: Space Symposium
* 27 April: Awards Banquet

In Planning:

* May: Planet IQ

**Honors and Awards**

Taylor provided the following committee report:

**Date:** April 27th, 2018 (not an off-Friday)

**Venue:** The Falls, Littleton, Colorado

**Speaker:** Lt Col Tucker “Cinco” Hamilton, an Experimental Fighter Test Pilot.

Our remaining issue with the new AIAA website for the section and events. John Grace has been undergoing a Herculean effort to try to get the Engage website up-to-date for this event. We have a backup plan of using the EventBrite site should this not work. Our dropdead date will be Friday. If we can get the AIAA site to work by close of business on Friday, we will just go to the EventBrite site and create a profile there and get the registration email out to the community.

Because of the difficulties with registration website, we may have to spend a little bit more money on the transaction fees that was originally intended. PayPal charges the following: “If you receive money for goods or services, the fee for each sale is 2.9% plus $0.30 USD” EventBrite charges the follow: “Cost is 2.5% plus $1.99 fee per ticket.” What that means, is that we will probably pay about double in transaction fees then we would have.

PayPal Fee - Professional $58.40 $0.00

PayPal Fee - Student $15.38 $0.00

EventBrite Fee - Professional $119.60 $0.00

EventBrite Fee - Student $39.23 $1.17

Taylor did a walk-through of the event center yesterday and am pleased with the layout. It is the same as last year, with the addition of a cash bar that will be up and running when people show up. Taylor has been in contact with the speaker and everything is going well with that also.

The only other concern is getting enough nominations. So far we have exactly one nomination for engineer of the year. Last year we at least had one or two in each category by the week of the deadline. I'm hopeful that people do not wait, entirely, until Friday.

**Newsletter**

Adrian briefed the following Newsletter update:

The next newsletter is scheduled for the first week of April.

Planned Topics for the April newsletter:

\* Advertisement for YP Event

\* Colorado Aerospace Day (Tracy Copp?)

\* Congressional Visitors Day (Nate Vermeer)

\* Program Summary (Adrian Nagle - completed)

\* ‎AIAA Diversity Grants (Tracey Copp?)

\* Fellows Announcement - any RMS Fellows?

**Membership**

Marshall provided the following committee report:

RMS membership is holding at 1,360 in total.

Several folks showed interest in AIAA at **Aerospace Day at the Capitol** on March 19, including professional associations Colorado Photonics Industry Association (**CPIA**) and the Rocky Mountain Chapter of the Society for the Advancement of Material and Process Engineering (**SAMPE**®). Both organizations would like to discuss the possibility of joint activities/events with RMS AIAA.

**Webmaster Report**

John was unable to attend but he provided the following Webmaster report:

**General**

- The SharePoint replacement system is an instantiation of Higher Logic called “Engage” (engage.aiaa.org). The Rocky Mountain homepage is established, but is visible only to Administrators, not the public.

- AIAA HQ (Emily Springer) is working with Higher Logic (at my request) so we can use the new registration/payment system for the Honors & Awards Dinner and Hidden Figures.

- Much work is necessary to make this a workable site. It is more “elegant” than SharePoint.

- AIAA has a contractor to transfer data from SharePoint to Engage. SharePoint will be available for many months and most likely into 2019.

- Please keep the Equipment Page current for the location of publicity materials.

**Support**

- Registrations: ULA-Vulcan, Apr 4 – 28 (as of Mar 27)

- Website hits - Feb: 970

- Honors and Awards Dinner Registration– Taylor and I plan to forego the SharePoint registration in lieu of the Engage process or a third-party solution (EventBrite). If the Engage event registration/payment system is operational, we’ll be the first to use it. If not, the registration backup will be EventBrite (which is ready now). We plan to open registration on March 30.

**Email Lists**

- Updated the AIAA-RM email list (aiaa-rm@aiaa-rm.org) on Mar 5, 2018. AIAA-RM has 1303 email addresses (down slightly from 1363 in November). Was 1173 in January 2017! Council has 51 email addresses (2 belong to Space Foundation)

**Education Report**

Brandon W. presented the following education committee report:

Recent achievements:

* March 4-6 we supported the Wyoming State Science Fair which Mark Kettles coordinated. We also provided Arduino micro controller kits as prizes.

Upcoming Events:

* In Progress - Our local AIAA SSTC's Annual Essay Contest has closed and winners for the local competition have been selected. Cash prizes being provided to local winners, and they will be submitted to SSTC in April for National placement.
* April 6th is a STEM Expo in Edwards where AIAA RMS has a table reserved. The event engages ~350 high school students with aerospace career discussions, along with educators and the public. Sue will be coordinating this event.
* April 5-7 is the Colorado State Science Fair, which we will be supporting and Mark Kettles will be coordinating. We provided Arduino micro controller kits as prizes as well.
* May 18th will be the Girls Exploring STEM (GESTEM) event and AIAA RMS will be hosting the "Good Vibrations" workshop and Sue is coordinating the workshop.

**Young Professionals**

* Hidden Figures Networking event is set for May 10th from 6-10 p.m. at Alamo Drafthouse in Littleton
	+ Venue deposit of $587.90 has been made by AIAA
* Still gathering sponsors to cover additional costs and finalize ticket price
	+ Total Estimated cost is ~$3500 ($2,950 venue rental, $372 plane ticket, $150 honorarium)
	+ AIAA can support $1900 (All of YP’s $900 plus $1000 of John’s budget)
	+ Trying for 5 total additional sponsor groups at $250 per group to keep the event diversely and evenly supported. This would give a total of $1250 in sponsorship funding to go towards the $1600 outstanding cost
		- We decided to offer sponsorship benefits of name-dropping on final flyer, event program, and recognized at event, as well as 10 reserved seat ticket purchase opportunities per group prior to opening general registration. This reserves a total of 50 seats for sponsoring orgs and 156 seats for general public
	+ Committed/potential sponsors
		- Only received sponsorship funds from 2 organizations as of 3/27/18
			* HOLA and LMLA have submitted sponsorship funds ($250 each)
			* MAIG is writing a check for $500 – does this mean we can give them 20 reserved seats since we are short on sponsoring groups?
			* Lockheed – Joe Rice’s group is willing to support at least $250 if not more – should we accept this since other sponsors did not commit?
			* All other orgs I reached out to acted very interested at first, but have not replied to my continued requests for funding deadline of April 2nd.
				+ No reply from SWE, ASME, CSE, Teledyne
	+ IF we get all $1250 from sponsors, the remaining $450 can be covered by selling tickets at $15 per ticket – this might have to be adjusted depending on sponsorship funds.
		- $12 per ticket goes toward attendant’s food & drink minimum
		- $3 per ticket X 206 tickets = $618 with any extra going first towards any unmet food/drink minimum to venue, then the rest towards Dr. Darden’s honorarium
	+ Outstanding issues:
		- Working with John Grace - How should we handle registration using aiaa-rm.org website and Paypal?
			* We should create link ASAP just to give to sponsoring groups and ensure their seats are reserved.
		- Should registration link be on flyer in April AIAA newsletter or do we want to only send the registration link out to YP distros first to ensure majority of attendants are YPs?

**Professional Development**

Fred was unable to attend but he sent in his update saying, “Jean has "retired" so we are both now in "part-time consulting" status. This means a good bit of travel and working while on the road.  Have laptop and internet, can work! So I need to resign from the Section Professional Development position, effective immediately. We're off to London and Lisbon, with possible working side trips to Beijing and LA.  Back in June.”

**New Business:**

* Election for 2018/2019: Morty briefed that the election voting period is open until 2 April and that the 2018/2019 Council Officers will be announced at the Awards Banquet.

**Next Council Meeting**

The next Council meeting will be Thursday, 19 April, at 2pm at the Broadmoor in Colorado Springs. This meeting will take place during the Space Symposium. Lockheed Martin has graciously offered to host the meeting in their suite at the Broadmoor.

**Adjournment**

Rusty adjourned the meeting at 7:46 pm.

Respectfully submitted,

Kevin Mortensen

Secretary, AIAA RMS