



**AIAA St. Louis Section Council – Meeting Attendance**

<b>Chairman*</b>	Jim Guglielmo	<i>P</i>	Honors & Awards	Chelsea Fuller	<i>A</i>
<b>Vice Chair*</b>	Mark Kammeyer	<i>P</i>	Membership	Nic Moffitt Alex Friedman	<i>P</i> <i>P</i>
<b>Secretary*</b>	Ben Reuter	<i>P</i>	Newsletter	Abby Sevier	<i>P</i>
<b>Treasurer*</b>	Alec Herzog	<i>P</i>	Programs	Bob Dowgwillo	<i>P</i>
<b>Advisor*</b>	Bob Dowgwillo	<i>P</i>	Public Policy	Frank Youkhana	<i>P</i>
<b>Advisor*</b>	Srikanth Gururajan	<i>P</i>	Retirees	Ray Cosner	<i>P</i>
<b>Advisor*</b>	Dave Peters	<i>A</i>	Service Projects	Brad Sexton	<i>P</i>
<b>Advisor*</b>	Chris Tavares	<i>A</i>	STEM	Jackie Blumer	<i>P</i>
<b>Region V Rep*</b>	Tom Rehmeier	<i>P</i>	Strategic Planning	Larry Brase	<i>P</i>
Career Workforce Development	Paul Bent	<i>A</i>	Technical	John Schaefer	<i>P</i>
Communications	Andrea Martinez	<i>P</i>	Webmaster	Jim Guglielmo	<i>P</i>
Education & College Outreach	Charles Svoboda	<i>P</i>	Young Professionals	Stephen Clark	<i>P</i>
History	Colin Thiele	<i>P</i>	Visitor		

*P* = Present, *E* = Excused, *A* = Absent

\* **Blue Text** = Elected Officers

**I. Attendance / Opening Remarks / Call to Order**

Jim Guglielmo

**II. Approval of Past Council Meeting Minutes**

Jim Guglielmo

- Mark motioned to approve (Ben second), the motion passes

**III. Action Item Review**

Jim Guglielmo

Name	Action Item	Status	Comments
All Boeing Council Members	Update Boeing Gift Match!	In-Work	Jim sent out instructions via email
Steve Clark	Look into setting up a Young Professional Tech Presentation event.	Deferred	Postponed until fall
Jim Guglielmo	Inquire about Dan Raymer, John Anderson, or astronauts for Dinner meetings in 2020	Not Started	Targeting April/May timeframe.
Jim Guglielmo / TBD	Set up survey for AIAA St. Louis Section member feedback in April/May	Not Started	Will work in April/May SurveyMonkey? Social media interest? (Twitter/Facebook)
Alec Herzog	Purchase PayPal reader and set up Pay Pal account	In-Work	The account is setup but the verification transactions have not yet gone through. Hope to call support sometime this week



			4/8: Working w/ PayPal support to resolve issues connecting with bank account
Alec Herzog	Add phrasing to Policies & Procedures document to better define access to PayPal account/electronic payment options.	In-Work	Deadline: September 2020
Nic Moffitt, Alex Friedman	Try to reach out to 20 or so members that have emails bouncing	Not Started	Will be working shortly.
Picnic Panning Committee: Jim Guglielmo, Jackie Blummer, Alex Friedman, Tom Knight	Reserve pavilion and park for event in early May. Set up coordination meeting for planning.	Deferred	Refund received for pavilion. Will hold off and target summer or fall depending on COVID-19 situation.
Ben Reuter	Send out meeting minutes from previous meeting on university team funding requests	Complete	
Charlie Svoboda	Develop application form for university design team requesting funds	Not Started	
Charlie Svoboda	Develop scholarship application form for STEM camps	Not Started	
Chris Tavares	Contact Angelo and Dan (Executive Director) to give a presentation on the AIAA governance model at a meeting in the fall (targeting September 2020 New Members Meeting)	Not Started	
Colin Thiele	Search media to look for award nominations	In-Work	Post dispatch renewal is complete. Will go through and look for possible nominees. 4/8: Deadline extended
Chelsea Fuller	Look into outside organizations as potential award nominees	Not Started	
Frank Youkhana and Brad Sexton	Provide feedback on CVD	Not Started	

**IV. Council Officer Reports**

a. Chairman Report

Jim Guglielmo

- COVID-19 Impact
  - Events in April & May likely cancelled
  - Awards Banquet tentatively rescheduled for Aug/Sept
  - Jim will send out communication to Membership
  - <https://covid19.healthdata.org/projections>
- Election Status – Tellers Committee Representation (Frank Youkhana, Brad Sexton)
- Family Picnic:
  - Postponed until Summer or Fall



o *Received refund for May pavilion reservation*

- Business Cards: Will place second order at Costco for additional 500 cards, \$23.96



b. Vice-Chairman Report

Mark Kammeyer

- Policies & Procedures Status
  - o Adopted on March 26<sup>th</sup>, file located on server:
  - o [\\se\data\AIAA\\_STL\\_Section\01 - Council Files\01 - By-Laws and Policies & Procedures\Policies & Procedures](\\se\data\AIAA_STL_Section\01 - Council Files\01 - By-Laws and Policies & Procedures\Policies & Procedures)
  - o Mark tracking suggestions for future updates (ex: Treasurer updates, administration of online accounts, officer roles & responsibilities, committee roles & responsibilities, etc.)
  - o Revisit P&P bi-annually
- Nominating Committee successfully assembled slate

c. Region V Report

Tom Rehmeier / Jim Guglielmo

- Nothing to report

d. Secretary Report

Ben Reuter

- Ballots to be sent out this week
- Generating updated Action Item tracker in Excel

e. Treasurer Report

Alec Herzog

- St. Louis Post Dispatch membership categorized under *supplies*
  - o Discussed adding a *fees category* or another appropriate sub-category
- SLU November Dinner meeting still not cashed – SLU Catering
- STEM Budget overrun approved unanimously (\$2.19)
- See Appendix I

V. Advisor Reports

Bob Dowgillo, Srikanth Gururajan, Dave Peters, Chris Tavares

- Affiliation w/ Engineer's Club in question
  - o Membership expired, not recommended to renew until current issues are resolved
- Drone project currently on hold
- Sri nominating SLU CubeSat team & faculty advisor for AIAA awards

VI. Committee Reports

a. Career Workforce Development

Paul Bent

b. Communications

Andrea Martinez

- Newsletter – combining March & April, inputs due Friday 4/17
- Website – Continue to make updates to events and links

Abby Sevier

Jim Guglielmo



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- c. Education / College Outreach Charlie Svoboda
- College tour cancelled
- d. History Colin Thiele
- Nothing to report
- e. Honors & Awards Chelsea Fuller
- Deadline extended to May 15<sup>th</sup>
  - Questions simplified to be: 1) "Basis for Award" and 2) "Resume/Bio"
- f. Membership Nic Moffitt / Alex Friedman
- See Appendix II
- g. Programs Bob Dowgwilllo
- April Dinner Meeting Cancelled
    - Trying to reschedule Kevin Bowcutt in fall
  - Honors & Awards Banquet – Postponing to summer (July / August timeframe)
    - Speaker is local so is more available
  - Working to establish best practice for refunding Distinguished Lecturers
    - Tax implications
- h. Technical John Schaefer
- Jotform feedback
  - Technical Specialist Meeting, Co-Axial Rotorcraft Presentation by Cory Seidel, held on March 17<sup>th</sup>
  - April/May: Part I - Active Flow Control (AFC) & Shape Memory Alloys Lecture, and Part II - AACES Lab Tour *postponed until the fall of 2020.*
- i. Public Policy Frank Youkhana
- AIAA cancelled CVD Day this year due to the coronavirus infection. Did we receive the \$500 check from Region V. Do we have expenses to pay?
    - Reimbursements incoming
- j. Retirees Ray Cosner
- MS&T Event – “What I wish I Knew” => Cancelled/postponed
    - WUSTL an option in case MS&T doesn’t work
- k. Service Projects Brad Sexton
- St. Louis Science Fair moved to E-Fair (virtual)
  - Contacting Orlando’s for postponed Awards Banquet
  - E-mail vote for reallocation of funds
- l. STEM Jackie Blumer
- CLC Scholarships - I think this should wait until NEXT year.
    - Word is we will NOT be going back to school this year
    - AND currently, CLC follows Ferguson School District so if the district is closed so are they. So they might not even have the summer camps.
    - Many districts are trying to minimize the workload for kids and I don't want them to view this as WORK.



- Positive - this will give us a TON of time to work this out the way we want it for next year.
- 2020 Essay Context
  - I only received 2 submissions. I am attaching them to this email.
  - Do we want to have everyone on the committee or just a few to read them and pick their favorite? I removed the kid's names and info so there is no bias.
  - I didn't know either of the students who submitted papers so I don't have any bias.
  - Responses due to AIAA National April 15th
  - Charlie, Ben, Jackie
- CLC Dinner Meeting
  - Canceled.
  - Looking to reschedule in the fall.
- Spring into STEAM April 29th, 5-7 pm
  - Canceled
  - Looking to reschedule in the fall.
- Aviation Day - Teacher PD April 30th
  - Canceled
- ASCEND
  - Contacted by 360 Live media today to be an ASCEND Ambassador
  - Help promote ASCEND to teachers
  - Looks like they will give my students and me some perks... I am SO EXCITED about this.
- STEM Budget Summary
  - Overrun approved, see Treasurer Report

**AIAA 2019-2020 STEM Budget**

Date	ITEM	Cost	Balance
6-1-2019	Beginning Balande		\$1,700.00
9-10-2019	ASCEND Conference Registration	\$700.00	\$1,000.00
10-10-2019	STEM Supplies - Soar into STEM	\$123.18	\$876.82
3-9-2020	ASCEND Hotel - Flamingo	\$879.01	-\$2.19

- m. Strategic Planning Larry Brase
  - Nothing to report
- n. Young Professionals Stephen Clark
  - Technical Presentation postponed
    - Potential roadblock may be desire to present Boeing Proprietary information
    - Working to host a joint AIAA-Boeing event with attendance limited to Boeing employees; working with local universities to capture audience outside of Boeing

**VII. Misc**

- a. AIAA St. Louis Coin for 10-year anniversaries & families of members who passed away All
- b. Brainstorm council team-building event this summer All
- c. Misc Topics (Old/New Business, Transitions, etc.) All



**VIII. Next Meetings and Upcoming Events**

Jim Guglielmo

- St. Louis Science Fair – April 29<sup>th</sup> (Virtual)

**IX. Go-Backs**

- Brainstorm council team-building event this summer

**X. Adjournment**

Jim Guglielmo

➤ **Action Items:** (New Items added during April Council Meeting)

Name	Action Item	Status	Comments
All Boeing Council Members	Should we have an AIAA St. Louis Coin for 10-year anniversaries & families of members who passed away?	In-Work	In discussion – Need lead
Chelsea Fuller	Establish Awards Committe to evaluate nominees		
Alec Herzog / Jim Guglielmo	Check on whether our account can have no more than 1.5x the amount of cash on hand at the end of the year.	Complete	Email from Emily Springer indicated it is just a guideline, and not mandatory
Nic Moffitt	Send reminders to [Associate] Fellow applicants 3 weeks prior to submission deadline(s)		
Ben Reuter	Generate a Council Member Action Item tracker in Excel		
Ben Reuter /John Schaefer	Tag-up on JotForms		
Frank Youkhana / Brad Sexton / Alec Herzog	Close loop on CVD reimbursement funds		



Appendix I – March Treasury Report (Alec Herzog)

➤ Current Account Actuals

<i>Actuals as March 3<sup>rd</sup>, 2020</i>	
Checking	\$ 9,360.26
Savings	\$ 12,447.38
Cash Box	\$150.00
<b>Total</b>	<b>\$21,957.64</b>

➤ Budgets Snapshot from Quicken: April 7<sup>th</sup>, 2020

Category	6/1/2019 Actual	- Budget	4/7/2020 Difference
<b>▼ INCOME</b>	<b>20,617.82</b>	<b>17,015.81</b>	<b>3,602.01</b>
Contributions & Donations	9,200.00	7,000.00	2,200.00
▼ Dinner Programs Income	<b>3,773.00</b>	<b>3,009.74</b>	<b>763.26</b>
Raffle Tickets	185.00	288.29	-103.29
Tickets	3,588.00	2,717.00	871.00
Interest	11.73	6.07	5.66
▼ National Rebate	<b>6,433.09</b>	<b>5,800.00</b>	<b>633.09</b>
Category I	2,733.09	2,700.00	33.09
Category II	2,900.00	2,900.00	0.00
Category III	800.00	200.00	600.00
Section Travel Income	1,200.00	1,200.00	0.00
Personal Income (Everything Else)	0.00	0.00	0.00
<b>▼ EXPENSES</b>	<b>10,155.94</b>	<b>22,155.66</b>	<b>11,999.72</b>
Bank Charges	0.00	50.00	50.00
▼ Dinner Programs	<b>4,237.86</b>	<b>9,001.56</b>	<b>4,763.70</b>
Raffle and Door Prize Expense	182.23	823.33	641.10
▼ Education	<b>911.47</b>	<b>2,700.00</b>	<b>1,788.53</b>
▼ Education Programs	<b>34.65</b>	<b>1,000.00</b>	<b>965.35</b>
Student Activities & Branch...	0.00	0.00	0.00
STEM	876.82	1,700.00	823.18
Honors & Awards	0.00	1,500.00	1,500.00
Membership Promotions	0.00	400.00	400.00
Postage	16.50	50.00	33.50
Public Policy Programs (Exp)	2,064.90	2,854.10	789.20
Scholarships Awards	0.00	2,000.00	2,000.00
Section Council Meetings	322.50	500.00	177.50
Section Travel	1,493.87	1,000.00	-493.87
Supplies	359.45	800.00	440.55
Technical Programs	590.51	1,000.00	409.49
Young Members	158.88	300.00	141.12
Personal Expenses (Everything Else)	0.00	0.00	0.00
<b>Net Difference:</b>	<b>10,461.88</b>	<b>-5,139.85</b>	<b>15,601.73</b>

\*\* Unused Budget Categories for 2019-2020: Professional Dev. Programs, Field Trips, Communications, Insurance, Employment



➤ **Upcoming Transactions**

*a. Withdrawals*

Transaction Name	Budget	Amount
Feb. Dinner Meeting	Dinner Meetings	\$ 34.90
Business Cards	Supplies	\$ 23.96

*b. Deposits*

Transaction Name	Budget	Amount
Feb Dinner Meeting Income	Dinner Meetings	\$180.00
CVD Reimbursement Payback	Public Policy	~\$1200.00



**Appendix II – Membership Report (Nic Moffitt, Alex Friedman)**

➤ **Status:**

- Professional membership is down 2
- Student membership is up by 1
- We lost 1 Educator Associate
- **Senior Member Upgrades:**
  - Jim submitted 20 names to National.
  - Most of those are Boeing engineers, but 3 were from SLU, WashU, and SIUE.
  - 18 were upgraded. The other 2 are slated for upgrade as soon as they renew.
- **Associate Fellow Nominations: (due May 15)**
  - Nic emailed 34 members suggesting the consider nomination
  - Jim followed up with an email about the extended deadline.
  - *13 members are working on nominations.*
  - 2 more (both faculty) putting a nomination together next year.
  - 5 replied with their thanks but not pursuing nomination.
- **Fellow Nominations: (due July 15)**
  - Jim sent out emails to 13 members.
  - *4 members are working on / considering nominations.*
  - 4 replied with their thanks but not pursuing nomination.

	Feb	Mar	Change
Professional	321	318	- 3
e-Members	6	7	+ 1
Members	73	51	- 22
Senior Members	153	171	+ 18
Associate Fellows	76	76	+ 0
Fellows	13	13	+ 0
Student Members	148	149	+ 1
Educator Associates	121	122	+ 1
<b>Total</b>	<b>590</b>	<b>589</b>	<b>- 1</b>

