August 22, 2018

**Meeting Minutes For:** AIAA Cape Canaveral Executive Council Members

August 22, 2018 Council Meeting Minutes, 5:30pm to 6:30pm

**Council Members in Attendance**

Chairman: Matthew Zuk

Vice Chairman: Rachel Willenbring

Secretary: Holly Petrucci

Treasurer: Taylor Dacko

Programs Officer: Dennis Dali

Education Officer: Dr. Dave Fleming

Communications Officer: Jacob Shiver

STEM K-12 Officer: Taylor Fazzini

Public Policy Officer: Sharif Abdel-Magid

Young Professional Officer: Elizabeth Balga

Technical Officer: Dhuree Seth

Start: 5:32 pm

**Minutes**

August 22nd Meeting Minutes were approved

No longer use SharePoint/Google.

* Engage will be the repository/folder for Meeting Minutes.

Treasurers Report:

* Current available balance of $1555.37. Awaiting on reimbursement funding which should come in October. We are expecting less in Cat II funding from previous years. PayPal account is being updated with current council member information. Otherwise, awaiting committee planning, funds. Motion to receive treasurers’ report, motion accepted.

2018 Section Awards had an impact on the Cat. II income stream.

* Expected income will be less. Lessons learned on annual report submission.

Dan Dumbacher Visit/Fall Dinner Meeting:

* Early November. Pending finalization. Dan Dumbacher Guest as Speaker / Fall Dinner Meeting.

AIAA SPACE and Astronautics Forum: Sep 17 - Sep 19

Location: Hyatt Regency Orlando, Florida

Link for registration:

* Brain storming with Elizabeth Balga from a planning perspective.
  + Action item: Matt is putting together a schedule (something new).
  + Cat III fund can be used by our section to support an event out of scope or original schedule.
* Space Conference/RLC October 19th:
  + No RAC meeting will be held. Kurt wants to do something locally. Scheduling something in Orlando Monday through Thurs. Matt scheduled for both RLC and Space Conference. Encouraging everyone to participate.
  + Email from Emily, parking reimbursement only, no hotel.

Bylaws Revision:

* Awaiting on Region II for the new governance model. Template still in work.

Brevard Zoo Teach Open House recruitment event:

* Event cancelled. No impact on the STEM program.

Astro Pak Florida Facility Open House:

* Astro Pak is opening a facility in Titusville, invited AIAA for the ribbon cutting ceremony.
* Set up a table and free lunch. October 30th
* Matt is in touch and has an action item to be the liaison.
* People needed the day of ribbon cutting event.

AIAA Young Professional Symposium: (now called "NEXT GEN") in Huntsville, AL October 24 – 26

* Elizabeth B. part of planning. Interested in creating a similar event for Cape Section. Not only for YP’s. Great way to engage and showcase AIAA. Goal to lower the barrier (entry costs, to present work / networking conference). Deadline set for October 1st.

Committee Reports & Goals

* Matt. Goal 1.) Tech Information Exchange. Goal 2). STEM program. Membership engagement is also important. Asked committee members to continue to support STEM and for members engage at the local level.

* Jake Comm. Officer. Goal 1.) Facebook site. Posting updates. Recent aerospace news. Posting information on the Engage site in order to dial into and gain followers via Engage community site.
  + Matt suggested to look at the Huntsville Engage site, specifically at Systems Engineering Technical Committee site and follow format.
* Elizabeth – Goal 1.) To bring in Lessons Learned from Huntsville & Atlanta to lower the barrier of entry and show people how to get involved at the section level. Goal 2.) Leading CC how to get set up for community engagement much like a Next Gen.
* Taylor Fazzini – Savannah. Goal 1.) Girl Scouts outreach. Suggested Robotics Badge. 3 weekends for 2 hours to obtain badge. Goal 2.) FIT and ERAU team up and do a bigger event. Interaction student member and section members.
* Sharif - CVD 20 March 2019. General support. Goal 1.) Midterm election public policy is running ramp, look at our local candidates see if they want to come and speak to us.
* Dr. Dave Fleming - made contact with UCF interested in being part of student conference. Wheels for student conference in motion. Increase activity between FIT & UCF student branches.

End of meeting 6:45.

* Engage Website Overview (if time allows)