

AIAA National Capital Section

01/09/2023

7PM

Hybrid, LM Crystal City

Meeting called by:	Dave Brandt	Type of meeting:	Monthly Council Meeting
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Attendees: Michael Barton, Dave Brandt, Steve Brunetto, David Spencer, Andrew Tidwell, Susan Bardenhagen

Minutes

Agenda item: Past Meeting Minutes **Presenter:** David Brandt

Discussion:

There was some discussion of extending past action items and modifying some language in past minutes. With those changes a vote was taken.

VOTE

Dave: Motion to accept meeting minutes from Dec 9, 2022, as amended

Second: Steve

Vote: 5-0 in favor of the motion, the motion carries

Action items	Person responsible	Deadline
✓ Send CVD letter to Group	Dave Brandt	2/1
✓ Send out approved minutes	Michael Barton	2/1

Agenda item: Treasurer's Report **Presenter:** David Spencer/ Steve Brunetto

Discussion: Dave sent David and Steve the necessary forms to be added to the Section bank account. Steve wanted a debit card, David did not. More importantly, the Treasurer announced that NCS won't be getting any rebate for February 2023 due to incomplete reports. Steve sent out the 2022 audit form for signature. Need Signature from Dave Brandt and David Spencer

Action items	Person responsible	Deadline
✓ Sign audit forms and send forward	David Spencer	2/1
✓ File taxes by end of February, using tax software from Steve	David Spencer	2/28

Agenda item: Section Organization **Presenter:** Dave

Discussion:

The discussion of tax software led to a discussion of setting up a joint file system and also a joint calendar for important deadlines, both internal and external. We talked about various options but most of the group saw benefit to trying an NCS

Action items	Person responsible	Deadline
✓ Send out notes and meeting poll	Michael Barton	1/31

Meeting closed at 8:47