

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

Dave and Steve then led a discussion of committee formation. Steve has prepared a document with basic scope and metrics for each committees to help people understand what they're signing up for and to make sure committees are worthwhile. Here's the document:
https://docs.google.com/document/d/1n9CS5qmbVCfPVq4bQXRvIKoywLoY0LTa/edit?usp=share_link&oid=103770680540560920699&rtprof=true&sd=true

The group also discussed the bylaws and that they needed to be uploaded to the new Google Drive. Bylaws should be found, posted, reviewed, then after updates are made maybe we can find a lawyer, maybe through National, to review.

Agenda item:	STEM / K-12	Presenter:	Susan
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The highlight of the meeting was hearing about the very successful December science fair winner event at NASA GSFC. 24 students attended the first day and 18 attended the second day. Susan and Andrew did the leading and everyone thanked them. The first day there was a bus tour and students got to see a clean room and talk to an electrical engineer to get their questions answered. The second day 5 NASA employees spoke to students in groups of 3-4 in a round robin. There were a wide range of students present from sophomores in high school to juniors in college, and in fact more 2020/2021 winners were present than 2022 winners. An unexpected result from all of these college students attending was that some of the presentations were a bit too elementary. Next year we should communicate the list of projects the students did to NASA so that the speakers will be aware of their caliber and target the presentations more effectively. Susan now has contact information for all the students so she can follow up with them.

Susan is hard at work preparing for Science Fairs. She is collecting schedule information from all regions, and all are in March so far. We'll need judges for a total of seven science fairs. Late January has been an effective time to reach out for volunteers, so we should do that again.

Agenda item: Honors and Awards **Presenter:** Dave

Discussion:

We discussed the possibility of returning to an annual awards cadence for the section, complete with an awards event. Dave said that Nitin deserves to get a gavel as prior chair, but David said that besides that we should probably focus efforts on competitive nominations for national awards. The event itself, above the awards, is also important for re-establishing the section, so we discussed alternating between doing an awards night and some sort of showcase. There was also a discussion of including student awards in the larger section award event or not. We discussed a potential event in April before student finals, potentially a movie night and/or something at Udvar-Hazy.

The group agreed to focus on an event with a small presentation of those who have won national awards, members that made Fellow the past few years, and student design competition award winners. We will continue event discussion

Action items	Person responsible	Deadline
✓ Add AIAA Region 1 Student Conference to Calendar	Michael	2/6
✓ Pull together list of award dates for major awards	David	2/6

Agenda item: Student Branches **Presenter:** Steve

Discussion:

We discussed sending an email to the entire section to find speakers to speak to student branches, and to ask anyone running a facility to host a tour. Steve said he would reach out to student branches about SciTech, see if there's anything we can do to support them, and tell them about our re-org plans to support them better. He also said that GWU gave him a debrief on their DBF detailed design review in December.

Action items	Person responsible	Deadline
✓ Email section about student opportunities	Michael	1/17
✓ Reach out to student branches	Steve	2/6

Agenda item: Open Floor **Presenter:** All

Discussion:

1. We discussed wrapping all of the section-wide comms discussed throughout into one newsletter.

Action items	Person responsible	Deadline
✓ Email whole section newsletter	Michael	1/17
✓ Separate email for science fair judges	Michael/Susan	2/6

Agenda item: Planning of February meeting **Presenter:** Michael

Discussion:

The week of Feb 6th

Action items	Person responsible	Deadline
✓ Send out notes and meeting poll	Michael Barton	1/31
Meeting closed at 8:47		