**Attendees**

Kay Sears – Chair

Rusty Powell – Chair Elect

Kevin “Morty” Mortensen – Secretary

Erik Eliasen – Wyoming Vice Chair

Brian Gulliver – Past Chair

Tracy Copp – Policy

Wesley Kenison – ATS 2018

Brandon Tortorelli – Young Professionals

Marshall Lee – Membership

John Reed – Region V

Merri Sanchez – 2018/2019 Chair Elect

Michelle LeMar – LMCO T.A.

Micky Masciarelli – Programs

Frank Schmitz

**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

Kay kicked off the meeting at 2:03 and welcomed everyone. Kay thanked everyone for their support of the 2018/2019 Election Process. Kay announced the new 2018/2019 Council Officers:

* Chair: Dr. Rusty Powell
* Chair-Elect: Dr. Merri Sanchez
* Secretary: Kevin “Morty” Mortensen
* Treasurer: Dr. Taylor Lilly
* Montana Vice Chair: Erik “Eli” Eliasen
* Northern Colorado Vice Chair: John Marcantonio
* Southern Colorado Vice Chair: Dr. Todd Nathaniel
* Wyoming Vice Chair: Mark Kettles

Kay handed the “chair” over to Rusty and wished him success in leading the AIAA-RMS. Rusty thanked Kay for her tremendous leadership and noted he would definitely be seeking her advice moving forward.

Rusty advised the Committee Chairs that he would like them to continue serving in their current positions. Rusty noted the election created a couple vacancies in Committee Chair positions but that he would be addressing those positions in the next couple of weeks.

**Roll Call**

Morty conducted a roll call of members in attendance.

**Treasurer Report**

Roger reminded the Council that we comprehensively discussed the Council on the budget. Each committee chair was asked for their 2018/2019 budget request. Roger stated he would take all requests and work with Taylor and developing the 2018/2019 budget. Taylor was asked to present to the Council during the May Council meeting so we could vote for its approval.

**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.

|  |  |
| --- | --- |
| 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 | 8/1/2018  |
| 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 |

**Policy Report**

Tracy provided the Council the following Policy Committee update:

- Events:

* Recent: No events held since last council meeting.

- Budget:

* Budget: $2500 for 2018/2019 Council Year
	+ This is an increase of $700 from the current budget of $1800
	+ Increase requested to better support CVD attendance in the future
	+ Likely to cap CVD attendance at 12 people from CO (hard to accommodate more than that at the individual meetings with the Congressional delegation)
	+ With $100 set aside for the Aerospace Day event, the remaining $2400 would be dedicated to CVD attendance – this works out to up $200 per person in support if 12 people attend
	+ The $200 per person value is in line with the amount of travel subsidies typically awarded by AIAA National
	+ Rationale: Sending people to CVD increases connections between AIAA and the CO delegation helping to further strengthen the CO aerospace economy and connections
	+ CO has a unique aerospace economy with the close relationships between industry, academia, organizations like AIAA, CSBR, CSC, and with the legislature both locally and in DC
	+ This is a strength that should be continued to be developed and we can leverage this participation into other conversations about AIAA’s piece of the CO aerospace economy
	+ It can serve as a springboard to build bridges between organizations
	+ This is a unique event for students to participate in and it can really help bolster membership in AIAA both while the students are in school and potentially help retain them as professional members after graduation
	+ This event could also be leveraged to increase membership of professionals, educators, legislators
	+ Participating in this event increases connections to other parts of Region V, which raises the visibility of RMS section events and could increase participation in RMS events like ATS

**Programs Report**

Chris provided the following Programs update:

* Recent Event:
	+ 4 April: ULA Vulcan (40 people attended)
* Upcoming Events:
	+ 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.

**Newsletter**

Adrian provided the following Newsletter update:

The April news letter was sent out Friday, 04/13 for good luck. Thank you to everyone who contributed.

The next (last) newsletter will be sent in June. Planned topics for June newsletter:

\* Outgoing Chair comments (Sears)

\* Young Professional movie event summary (Tortorelli)

\* Honors and Awards Banquet summary with election results (Lilly)

\* Essay contest winners with winning essays (Jansen?)

\* ULA speaker program event summary (Zeller/Nagle/Marshall?)

**Membership**

Marshall provided the following committee report:

1) RMS membership is trending downward now at 1,350 in total. Student memberships dropped significantly while Professionals and Educators added. Our peak was 1,399 in Oct 2017.

2) Gene and Marshall met on membership strategy two months ago and developed an outline for a 1-2 page strategy for RMS membership development. The first steps were to analyze our membership trends based on AIAA's national statistics and what we could develop at the RMS level. John Grace helped greatly in analyzing the RMS database and developed some key takeaways (listed below).

The team also secured some information on employee base of about 10 aerospace companies from Metro Denver Economic Development Corp via Vicky Lea (with the help of Pam Burke) and John was able to develop some statistics of AIAA membership % at several of the Front Range aerospace companies. (Please see the data below.)

We believe we can target specific companies with membership initiatives per Marshall's report in late Feb. "Our next objective is to determine what approach is best for attracting new Professional members within the Organizations listed below."

**The recommendation is to establish a project team to develop and plan execution of an approach for attracting new Professional members within these key Aerospace Community organizations.**

Membership Observations (John Grace)

1. Membership appears to be increasing in Student (primary) and Member (secondary) grades.  Yes, the number of members that do not want to receive emails is decreasing slowly (~1 per month)
2. We have representation from LM, CU campuses (or did), Ball, and USAFA.  The next two are ULA (only John Reed) and SNC, which is NOT represented on the Council, but has 9 Associate Fellows.
3. Some smaller companies had a disproportionate number of members, namely Red Canyon, Stellar, Circle A, and SwRI (and potentially others).



3) Currently, three (3) winners from the Wyoming and Colorado State Science Fairs have submitted Student membership applications. These prizewinners’ applications are being processed and paid for by RMS.

**Wyoming State Science Fair**

2nd Place = Water + Spin = Power
Category = Engineering
Rueben McGuire

2nd Place = Polarization to Prevent Snow Blindness
Category = Engineering
Nicholas Primanis-Erickson

**Colorado State Science Fair**

Chase Cromwell

4) Mines Aerospace Interest Group (MAIG) is supportive of holding TRAJECTORIES 2018 this fall at Colorado School of Mines again. Tracy Copp has brought this up with Council previously and it appears as though RMS is willing to support it financially ($500 budgeted currently). Marshall will be representing RMS interests and on the organizing committee with MAIG. Additionally, one of our student members at Mines, Jackson Crutcher, who joined after last year’s event, has volunteered to assist as well.

**Webmaster Report**

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

**General**

Please keep the Equipment Page current for the location of publicity materials. REMINDER: broadcast emails to the Council list reach 51 addresses when only a few members need to be contacted. Please be judicious!

The SharePoint replacement system is an instantiation of Higher Logic (HL) called “Engage” (engage.aiaa.org). The Rocky Mountain homepage (microsite) is established, but is visible only to Administrators, not the public. There is also a microsite for RMS Officers and RMS Community. AIAA requested that HL revise the code so that microsites only be open to the public when the Section requests it.

AIAA HQ (Emily Springer) worked with Higher Logic (at my request) so we could use the new registration/payment system for the Honors & Awards Dinner and Hidden Figures. It was not available for either event.

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

**Support**

Website hits - Mar: 655

Registrations: ULA-Vulcan, Apr 4 – 51

Honors and Awards Dinner Registration – Opened on March 30 using Eventbrite

YP *Hidden Figures* Event Registration – Opened April 12 for Sponsor seats and April 13 for General Admission also using Eventbrite.

**Email Lists**

Updated the AIAA-RM email list (aiaa-rm@aiaa-rm.org) on Mar 29, 2018. AIAA-RM has 1326 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. was unable to attend the Council meeting but 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.
* 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 were submitted to SSTC in April for National placement.
* April 6th was the STEM Expo in Edwards where AIAA RMS had supported a booth. The event engages ~350 high school students with aerospace career discussions, along with educators and the public.
* April 5-7 was the Colorado State Science Fair, which we supported and Mark Kettles coordinated. We provided Arduino micro controller kits as prizes as well.

Upcoming Events:

* 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**

* All sponsors for Hidden Figures event are finalized and all sponsorship funds have been received or are in transit
	+ MAIG - $500 – check in mail
	+ LMLA - $250 – Received
	+ HOLA - $250– Received
	+ AACE - $250– Received
* Registration for sponsoring groups reserved seats (10 per group, 20 for MAIG) has been opened
	+ 50 total reserved sponsor tickets – reserved section and food/drink voucher included
* Registration for General Admission will be opened this weekend. Sending link through email to AIAA Young Professionals first, then to sponsor groups and other Young Professional organizations (and to AIAA Council members)
	+ A few weeks out from the event, if we still have seats, *then* we will distribute link to all general AIAA members. This is to ensure majority of attendants are YPs
	+ General admission is $15 per ticket – includes $12 food and drink voucher
	+ ~145 tickets will be sold for general admission
* Will have waiting list for cancellations up to 2 days prior to event
* Will have AIAA sign in table at event where attendants can sign in and receive name tag and food/drink voucher
* Need to bring a laptop for Dr. Darden to use for presentation. She will have 6-7 slides on a thumb drive. No audio needed. Venue will provide 2 microphones.
* No walk-ins will be allowed unless we have no-shows at the start of the event and there are some walk-ins waiting
* Encouraging participants to bring no children under 16 due to nature of the event and alcohol being served (venue IDs each individual anyway and they allow under 18 for special events, but we still wanted to keep this a Young “Professionals” event
* Financials:
	+ **Total Estimated cost is $3472** ($2,950 venue rental, $372 plane ticket, $150 honorarium)
	+ AIAA can support $1900 (All of YP’s $900 plus $1000 of John Marcantonio’s budget)
	+ Sponsor support: $1250
	+ **$322 Outstanding Rental/Transport Cost**
	+ **Outstanding costs will be made up for with ticket sales**
		- 145 general admission tickets sold at $15 per ticket
		- Eventbrite takes $2.82 per ticket then sends us a check for the remaining profits after the event
		- **Estimated ticket sale income is $1766.10**
		- $1766.10 - $322 outstanding cost = $1444.10 that AIAA can put forth to meet $2,472 venue food & drink minimum (based on prior events and discussion with Alamo Drafthouse, we assume that minimum should be easily met between AIAA funds and people buying more than their minimum voucher value, although AIAA might have to cover the gap up front at the event until we receive ticket sale funds back from Eventbrite ~1 week later

**Professional Development**

Rusty mentioned he was looking for a new Professional Development Committee Chair. Rusty asked Council members to send him an email if they wanted to volunteer for this position.

**New Business:**

* Annual Report: Rusty asked Committee Chairs to look at the Annual Report template and to provide inputs. TBD

**Next Council Meeting**

The next Council meeting will be Thursday, 17 May, at 6pm at Pino's Restaurant, Castle Pines, CO.

**Adjournment**

Rusty adjourned the meeting at 3:00 pm.

Respectfully submitted,

Kevin Mortensen

Secretary, AIAA RMS