



## AIAA Adelaide Section Council

Meeting Minutes – Tuesday, 6<sup>th</sup> of October 2021,

6:17pm to 6:54pm

Zoom Meeting ID 949 3569 4545

Distribution: Council members: Mahdy Alhameed (MA), Scott Beinke (SB), Rey Chin (RC), Alice Gorman (AG), Natalie Hayman (NH), Samuel Moyes (SM), Nathan Morrissey (NM), Patrick Neumann (PN), Melanie Ward (MW) CC: Emily Springer (Director, Communities Support), Cees Bil (CB Region VII Director), Ian Tuohy (Past Chair), Lindsay Mitchell (Programs Manager, Regions & Sections), Dawn Hui (Sydney Section Chair), Mark Bateup (MB)

### 1. Welcome & apologies Attending (PN)

- Attending: MA, RC, PN, SM, NH
- Apologies: MW, MB, AG

### 2. Introduction of council members (PN)

None.

### 3. Acceptance of minutes from last meeting and action summary (PN)

- SM did minutes for last meeting, due to MA being an apology for an Engineer's Australia event.

**ACTION 3.1 (PN) OPEN**– Contact the South Australian Science Teachers Association to publicise free educator associate and high school AIAA memberships.

- PN has been continuing that.

**ACTION 3.2 (RC) OPEN** – Follow up on possible AIAA table at Science Week and Science Alive events.

- PN said booked and paid with science alive, was to happen a few months ago. Rescheduled to 19<sup>th</sup> to 21<sup>st</sup> of November due to COVID. Looking to get into contact with 'aerospace mobs' around the place.

**ACTION 3.2.1 (MW) OPEN** - Check with clubs/ societies at Flinders to see if any could contribute to science alive.

**ACTION 3.3 (MA) Closed** - Follow up with Henry (ART director) to see if they would be interested in doing something for science alive.

- MA said they are interested though aren't sure if they will be required for all three days of science alive.
- PN said if they could leave their gear with us and have some people from there group roster folk on, then collect their stuff at the end.
- PN said would like to have some 'cheat sheet' about details about it so that if no one from there team is here we are able to speak about it.
- PN said would like to have the actual rover there for now.

**ACTION 3.3.1 (MA)** – Discuss details with Henry for rover details/ display

**ACTION 3.3.2 (RC)** – Circulate science alive information pack and running sheet to committee, so committee can forward onto people talking to.

**ACTION 3.4 (AG) OPEN** – Check with research team if there are any potential visuals that could be utilised.

**ACTION 3.5 (PN) OPEN** – Arrange flyer for Dr. Jason Held's presentation.

- PN sent an email a week ago and received an automated annual leave email.
- Scheduled for 21<sup>st</sup> of October.
- JH won't be coming from NSW due to COVID, thus it will be online.

**ACTION 3.6 (PN) OPEN** – Contact Boeing about giving presentation.

**ACTION 3.7 (MW) OPEN**– Contact colleague for making contact with the SA Aviation Museum.

**ACTION 3.8 (PN) OPEN** – Contact DSTG staff about small satellite presentation.

- PN had a chat with them, and they said to come back to them later.

**ACTION 3.9 (MW) OPEN** – Contact Ecojet to organise presentation date.

**ACTION 3.10 (AG) OPEN** – Approach Will Anthony to become AIAA member

**ACTION 3.11 (RC) Closed** - Speak with student project teams and speak about a date for presentation.

- RC said he has spoken with them and three groups will be presenting.
- PN has setup a zoom for it.
- PN to update slides and give short talk about it.
- PN said 6:30pm planning to start presentations, told students to be there by 6:15pm for setup.

**ACTION 3.11 (PN) OPEN** - Speak to Cass for Category 3 funding for Space forum & science alive

**ACTION 3.12 (PN) Closed** - To double check and forward on student conference paper judging (rulings).

- PN said happening in November there is a call for papers as well as presentations, PN he will be speaking to broader membership after having checked anyone could be a judge, as used to be no academics could judge student presentations until it became too difficult, so any student member can judge student papers.
- PN said we have a dozen for each category for undergraduate papers and masters' papers.

Note: MW may have wanted to be a judge as per previous meeting.

**ACTION 3.13 (AG, SM & PN) OPEN**- Have lunch with Alex Grant to discuss membership opportunity.

**ACTION 3.14 (AG & MW) OPEN**- Investigate a membership recruitment event for SA businesses-targeted at CEO's to take up corporate membership (Hitlist of companies)

**ACTION 3.15 (NH)** – Finalise date for student AGM.

- NH said it will need to come up soon. In the next meeting they will be finalising that date.
- NH said they will need atleast 2 weeks' notice for it.

**ACTION 3.16 (MW) OPEN** - Speak to Lindsay or Lucy for a section or corporate .org email for two emails, a professional and student branch email address.

**ACTION 3.17 (MW) Closed**- Send PN student contact emails via email for volunteers. So that PN could send covid marshall training.

- PN said it wasn't needed as we only needed one covid marshal for the space forum.

#### **4. Correspondence (incoming from AIAA and external) (PN)**

##### **a) Section By-laws**

- PN said couple of years ago updated to make easy between sections. At the time Sydney and Adelaide were thinking bringing under Australian law which would have meant different section by-laws that were suggested wouldn't be required. Since then, had a look and saw that it is not worth it due to the size we are.
- Emily has sent new suggested by-laws, PN will have a read and distribute to entire section, there are some changes.
- PN said they would like us to at the next council meeting to have a vote whether we adopt those by-laws. It has to be accepted by majority of attendees; it does not have to be by entire council.
- MA asked if they have been released, PN said yes, could have a look at section management section, where there will be the proposed by-laws for 2018.

**ACTION 4.1 (PN)** - Read and distribute by-laws.

b) Region VII Student Conference (PN)

- PN said he has been coming along. Corporate judges will be coming along to judge papers.
- PN said he will send out an email for that this week, with details on how to sign up for it.

**ACTION 4.2 (PN) – To call for judges.**

c) Science Alive

- Discussed in previous action update.

**5. Treasurer report (RC)**

- RC said will sort out invoice with PN for AIAA and AYAA joint talk.
- PN said when sorting out funds payment for student talk, he is happy with putting funds for refreshments.

**6. Membership report (PN)**

- PN said some members have been shifted around as some members have become the Young professional's type, more educator associates from 5 to 9, 3 highschool students, all up is 58, last time this high was this time 2019, dipped down to mid 40's last year due to COVID.
- MA asked what the highest member count was, PN said 62 which was September 2019. PN said it was mostly student members dropping as they weren't converting to professional branch.

**ACTION 6.1 (PN) - Update slides**

7. Adelaide Uni Student Branch update (NH)

- NH said they had a BBQ today, did 120 sausages and got a couple of new members, they are going to have a meeting soon to schedule a date for the AGM, date not finalised due to student availabilities.
- NH said they will be having the final BBQ of the year this term.

**8. Website / Marketing (MW)**

- PN said he got a form guide for social media marketing from Lucy at AIAA headquarters and forwarded it to MW, MW looked at it and said it's pretty much what we are doing, not much for change.

**9. Speaker Program/ event program (PN)**

**a. Space Forum (PN)**

- PN said the panel the night before and the forum went well. The panel attendance peaked in person about 20 people and on zoom 20 people. The speakers were well received by everyone. Nico Sasanneli really liked the content and was saying we should do something like that again before the next Space forum. PN wants to organise it further in advance and publicise it further in advance, to get highschool students attending aswell.
- MA asked if we got new members as a result of those events, PN said we got more highschool and educator associates.

**b. Student Project Presentation (PN)**

- PN said it will be the 7<sup>th</sup> of October (this Thursday) in S112. All three groups have responded and once they give their presentations, they will be eligible for the remaining \$100. PN and RC to organise time for them to be paid

**ACTION 9.1 (PN & RC) - Organise time for team groups to be paid.**

**c. Dr Jason Held Talk (PN)**

- PN got in contact with his assistant, he is on leave. Wanting to get that sorted by the end of this week giving us a couple of weeks to publicise.

**d. Space4Women (MW)**

- No updates.
- e. Boeing Loyal Wingman (PN)
- Interested though no updates.

**f. Science alive – (PN)**

- PN said 21 of November on the Adelaide showground.

**10. Any Other Business (PN)**

- No business.

11. Next meeting: 6pm, Tue 2<sup>nd</sup> of November at S117 Davis room (hybrid meeting)

12. Close (PN)

- Meeting closed at 6:54pm

| Event            | Location            | Date                         |
|------------------|---------------------|------------------------------|
| Student Projects | S112                | 7 <sup>th</sup> October      |
| Dr. Jason Held   | Zoom                | 21 <sup>st</sup> October     |
| Science Alive    | Adelaide Showground | 19-21 <sup>st</sup> November |
| Space4Women      | TBD                 | TBD.                         |

**Amendments or corrections to the minutes**

- Please advise the secretary of any corrections to the minutes of this meeting within seven days of the release of the minutes.

**Mahdy Alhameed, 5<sup>th</sup> of October 2021**