



**AIAA St. Louis Section Council – Meeting Attendance**

<b>Chairman*</b>	Jim Guglielmo	<i>P</i>
<b>Vice Chair*</b>	Mark Kammeyer	<i>A</i>
<b>Secretary*</b>	Ben Reuter	<i>E</i>
<b>Treasurer*</b>	Alec Herzog	<i>P</i>
<b>Advisor*</b>	Bob Dowgwillo	<i>P</i>
<b>Advisor*</b>	Srikanth Gururajan	<i>E</i>
<b>Advisor*</b>	Dave Peters	<i>E</i>
<b>Advisor*</b>	Chris Tavares	<i>P</i>
<b>Region V Rep*</b>	Tom Rehmeier	<i>P</i>
Career Workforce Development	Paul Bent	<i>A</i>
Education & College Outreach	Charles Svoboda	<i>E</i>
History	Colin Thiele	<i>A</i>
Honors & Awards	Chelsea Fuller	<i>A</i>

Membership	Nic Moffitt	<i>P</i>
Newsletter	Abby Sevier	<i>P</i>
Programs – Dinner Meetings	Bob Dowgwillo	<i>P</i>
Programs – Tech Specialist	John Schaefer	<i>A</i>
Public Policy	Frank Youkhana	<i>P</i>
Publicity	Andrea Martinez	<i>P</i>
Retirees	Ray Cosner	<i>P</i>
Service Projects	Brad Sexton	<i>E</i>
STEM	Jackie Blumer	<i>P</i>
Strategic Planning	Larry Brase	<i>P</i>
Webmaster	Jim Guglielmo	<i>P</i>
Young Professionals	Stephen Clark	<i>P</i>

*P = Present, E = Excused, A = Absent*

*\* Bold Blue Text = Elected Officers*

**I. Attendance / Opening Remarks / Call to Order**

**Jim Guglielmo**

**II. Approval of Past Council Meeting Minutes**

**Jim Guglielmo**

- December 5th 2019 Council Meeting Minutes Approved

**III. Action Item Review**

**Jim Guglielmo**

Name	Action Item	Status	Comments
Jackie Blumer, Bob Dowgwillo, John Schaefer	Set up Google Forms for Event RSVPs	<i>In-Work</i>	Initial draft complete. Bob & John to review & provide feedback
Jim Guglielmo	Send hardcopies of November & December newsletters to WashU & SLU	<i>In-Work</i>	
Jim Guglielmo	Add email address and QR Code to AIAA Section Business Card	<i>In-Work</i>	
Jim Guglielmo	Update January Council meeting notice to the 15th	<i>Complete</i>	
Jim Guglielmo	Inquire about Dan Raymer, John Anderson, or astronauts for Dinner meetings in 2020	<i>Not Started</i>	
Alec Herzog	Send out official Treasurer Report to be included in the minutes	<i>Complete</i>	



Name	Action Item	Status	Comments
Alec Herzog	Look into electronic payment options (Venmo for nonprofit orgs)	Complete	Can't have Venmo account as an organization. Look into PayPal.
Alec Herzog	Send out email to committee chairs to review 2019/2020 budgets	Complete	
Alec Herzog	Read Article 8 (Finance Section) of the By-Laws before updating the Policies and Procedures.	Complete	
Alec Herzog	Update Quicken to apply, in most cases, a linear spend plan to better track budget vs. actuals	Complete	
Alec Herzog	Match National & Sectional Tier 1 level Finance categories in Quicken, and use Tier 2 for breaking out subcategories specific to Section	Complete	
Alec Herzog & John Schaefer	Evaluate increasing Tech Spec budget	In-Work	
Mark Kammeyer	Send out latest draft of Policies & Procedures	In-Work	
Nic Moffitt	Look into any of the new 100 section members that are outside the St. Louis area, and have them unsubscribe to event notifications	In-Work	
Nic Moffitt	Try to reach out to 20 or so members that have emails bouncing	In-Work	
Tom Rehmeier	Follow-up with Eric Murray about AIAA St. Louis Section Facebook Site	In-Work	Eric will get started next week.
Colin Thiele	Search media to look for award nominations	In-Work	

**IV. Council Officer Reports**

- a. Chairman Report Jim Guglielmo
  - Nothing to report
- b. Vice-Chairman Report Mark Kammeyer
  - Nothing to report – not present
- c. Region V Report Tom Rehmeier
  - Inquired with Rusty about READ Policies & Procedures document referenced in By-Laws
- d. Secretary Report Ben Reuter
  - Nothing to report – not present
- e. Treasurer Report Alec Herzog
  - See Appendix I
  - Jackie approved hours for for Brad, Steven, Larry, John, and Jim
  - Working with SLU regarding November dinner meeting. They have still not deposited the check from the St. Louis Council



## V. Advisor Reports

**Bob Dowgwillo, Srikanth Gururajan, Dave Peters, Chris Tavares**

### • **Bob Dowgwillo:**

- We received an invitation to the Career Fair on February 21st at the Engineer's Club to have an AIAA booth. The Council discussed participation, and Steve Clark and Bob will support this event. They will be represent AIAA, offer to perform critiques of elevator pitches, and have handouts for Boeing along with a listing of Aerospace companies in St. Louis.
- Jackie just sent out listing of Aerospace companies in the St. Louis area to print out for Career Fair.
- We will keep the \$200 Engineer's Club annual membership, since it serves as an advertisement for AIAA.

### • **Chris Tavares:** Chris sat in a RAC II meeting held at the SciTech conference.

- Cape Canaveral & Central FL had Dan D. (executive director) and Angelo I. (Dep. Exec. Dir.) come out and give an AIAA governance update and get people excited about AIAA. Chris spoke with Angelo and he said that they'd be happy to come out. Targeting fall 2020 dinner meeting.
- Do we have the Edge Research results from the institute? A bunch of the R2 sections have recently done their own member surveys. We will post a survey in April to get member feedback.
- Huntsville has had some good success in setting up webinars through the University of Kansas. Maybe we should look into this?
- HSV and others have started having YP forums to have a place for their young professionals to present instead of travelling to SciTech or another forum. Steve will look into a YP tech presentation option.

## VI. Committee Reports

### a. Career Workforce Development

**Paul Bent**

- Nothing to report – not present

### b. Education / College Outreach

**Charlie Svoboda**

- Matthew Fogle, a Rolla grad and Wash Grad student working as a systems engineer for Boeing, is going to help organize the college student lab tour this spring

### c. History

**Colin Thiele**

- Nothing to report – not present

### d. Honors & Awards

**Chelsea Fuller**

- Council held a discussion around scholarships. It was decided to target our section scholarships in 2020 on STEM camps instead of university students. In February/March we will discuss how much money we want to allocate to scholarships this year.
- Would like to start advertising AIA St. Louis Section awards in the next few weeks.
- Need to finalize any criteria for our awards and update our Policies & Procedures document before this year's award cycle.

### e. Membership

**Nic Moffitt**

- See Appendix II



f. Programs – Dinner Meetings

Bob Dowgwillo

- Jackie Blumer developed a draft template to track RSVPs in Google vs email responses (not currently accessible within Boeing firewall). The plan is to try it for a February meeting. The link is: [Dinner Meeting Form](#)
- January: 65 attendees at co-sponsored AIAA/REACH dinner meeting
- February: Student Branch engagement meeting (SLU, WashU, MS&T)
- March: Challenger Center event (educator associates focus)
- April: Currently open. Looking to get Chet Nelson
- May: Honors & Awards Banquet – Don Bingaman

g. Programs - Technical Specialist Meetings

John Schaefer

- The Boeing Polysonic Wind Tunnel part 1 / part 2 format was an outstanding success! Between the two events, I had somewhere in the neighborhood of 200 RSVPs, and due to the physical space limitations of the PSWT facility this meant that I had to turn some folks away from the tour. Actual attendance was around 75 people at each of the two events. Many attendees thanked the tour guides and me for hosting the event.
- I was browsing through the latest SciTech papers and came across a paper (2020-0618) entitled "A Stratospheric Aerosol Injection Lofted Aircraft Concept: SAIL-01." It was written by Don Bingaman et al., and Don's company (VPE Aerospace Consulting, LLC) is based in St. Louis. I contacted Don through AIAA Engage, and got a response indicating that he would be very happy to present his paper in more technical detail to the St. Louis Section at a Tech Spec event. We have agreed on February 4 for his presentation.
- Last fall I was talking to Ed Whalen about the PSWT part 1 / part 2 event, and he indicated that he is amenable to hosting a similar event for the active flow control lab that he manages. There is still some more work to be done for these events, but they are likely to occur in April / May.
- I am still in need of a March Tech Spec speaker. I haven't had time to peruse more SciTech papers yet, but this is likely a good place to start. I will soon be contacting Andrew Dunn, who indicated that he would be willing to help out with the technical specialist chair duties. As a first task for him in this role, I plan on requesting that he find a speaker for March.

h. Public Policy

Frank Youkhana

- Congressional Visits Day (CVD):
  - Online tutoring is available
  - Frank Youkhana is the State Captain for Missouri
  - Frank Youkhana, Alec Herzog, and Brad Sexton are attending for the St. Louis Section
  - Emails were sent to Missouri Congressman Lacy Clay, Anne Wagner, Roy Blunt, and Josh Holly

i. Publicity

Andrea Martinez

- Set up AIAA St. Louis Section Twitter account: @StLAIAA

j. Retirees

Ray Cosner

- Rich Wesley, the Dean at MS&T, would like to hold a "What I Wish I Knew in College" panel discussion in late February. John Schaeffer and Larry Brase are MS&T alumni, and good candidates for the panel. Could also combine this event with a student branch meeting.



k. Service Projects Brad Sexton

- St. Louis Science Fair on Wednesday, April 29<sup>th</sup>. Looking for judges to review Aerospace related projects from 10:00-11:30 am.

l. STEM Jackie Blumer

- Completed Events:
  - Jan 6th - AIAA Academy- "Soaring into STEM" Follow up training. 15 teachers and 1 administrator attended the follow-up training. I shared lessons and ideas for STEM activities as well as promoted our upcoming dinner meetings. I am hoping some of these teachers will attend.
  - Had a meeting with Sri to help develop the curriculum for the drone project. I also brought a Math teacher with me to help. The goal is to take the drone to a classroom to teach the students, and then have the students teach the parents at an evening event.
- Upcoming Events:
  - CLC - Dinner Meeting - Phone conference with Tasmyn next week to finalize info.
  - ISS contact with Science center Phone conference Jan 16 with staff - I will bring a report to the next meeting.
- Working On:
  - Higher Orbits - STEM event for kids - I spoke with Elena - a parent who was interested in the program. We are looking to try to do this in the summer, but it may be a bit harder to get going than we thought, due to logistics.

m. Strategic Planning Larry Brase

- There are eight new student branches across AIAA, with one in New Zealand and one virtual.
- All AIAA journals are online only – no paper publications
- The SPACE conference was re-branded as ASCEND. ASCEND is trying to target non-AIAA space societies and de-conflict with other non-AIAA conferences.

n. Young Professionals Stephen Clark

- Tyler Brammeier is joining the YP committee, and will help plan YP events.
- YP Panel Session meeting moving from January 29<sup>th</sup> to February 12<sup>th</sup> due to a panel member conflict.

**VII. Misc**

a. Newsletter Abby Sevier

- Inputs are due to Abby on January 27<sup>th</sup>.

b. Website Jim Guglielmo

- Jim is still covering as webmaster until a new webmaster is found. There is not a lot of work, so finding a replacement is not a high priority.
- AIAA changed the way the website is edited. Currently learning new software.

c. READ Policies & Procedures Document Jim Guglielmo

d. Drone Project Status Update Srikanth Gururajan

e. Engineering Center of St. Louis Career Fair – February 21<sup>st</sup>, 4-7 pm Bob Dowgillo

f. Misc. Topics (Old/New Business, Transitions, etc.) All



**VIII. Next Meetings and Upcoming Events**

**Jim Guglielmo**

- REACH/AIAA Dinner Meeting – January 16<sup>th</sup>
- CLC - Dinner Meeting (Jackie to Speak to)
- Tech Specialist Meeting with Don Bingaman – February 4<sup>th</sup>
- AIAA St. Louis Section Council Meeting – February 5<sup>th</sup>
- Young Professionals Career Development Panel – February 12<sup>th</sup>
- St. Louis Science Fair – April 29<sup>th</sup>

**IX. Go-Backs**

**X. Adjournment**

**Jim Guglielmo**

➤ **Action Items:**

Name	Action Item
Steve Clark	Look into setting up a Young Professional Tech Presentation event.
Bob Dowgwillo	Check with Boeing HR for how Boeing can be represented at Engineer’s Club Career Fair on February 21st (e.g. what can we hand out)
Jim Guglielmo	Follow up with Chelsea Fuller on advertising our Section awards and updating Policies & Procedures section related to awards,
Jim Guglielmo / TBD	Set up survey for AIAA St. Louis Section member feedback in April
Tom Rehmeier	Look into Paypal and Square as electronic payment options
Abby Sevier	Include information on upcoming Science Fair in next newsletter (contact Brad Sexton for information)
Chris Tavares	Contac Angelo and Dan (Executive Director) to give a presentation on the AIAA governance model at a meeting in the fall (targeting September 2020 New Members Meeting)



Appendix I – January Treasury Report (Alec Herzog)

➤ Current Account Actuals:

<i>Actuals as of January 14<sup>th</sup>, 2020</i>	
Checking	\$ 6,240.04
Savings	\$ 12,444.28

➤ Budgets from Quicken:

Budget Snapshot from Quicken Updated on: January 4<sup>th</sup>, 2019

Category	6/1/2019 Actual	- Budget	1/4/2020 Difference
<b>▼ INCOME</b>	<b>15,689.72</b>	<b>15,104.03</b>	<b>585.69</b>
Contributions & Donations	5,200.00	7,000.00	-1,800.00
▼ Dinner Programs Income	<b>2,848.00</b>	<b>1,899.03</b>	<b>948.97</b>
Raffle Tickets	185.00	206.45	-21.45
Interest	8.63	5.00	3.63
▼ National Rebate	<b>6,433.09</b>	<b>5,600.00</b>	<b>833.09</b>
Category I	2,733.09	2,700.00	33.09
Category II	2,900.00	2,900.00	0.00
Category III	800.00	0.00	800.00
Section Travel Income	1,200.00	600.00	600.00
<b>▼ EXPENSES</b>	<b>8,351.16</b>	<b>13,734.48</b>	<b>5,383.32</b>
Bank Charges	0.00	50.00	50.00
▼ Dinner Programs	<b>2,763.46</b>	<b>5,586.83</b>	<b>2,823.37</b>
Raffle and Door Prize Expense	182.23	512.90	330.67
▼ Education	<b>876.82</b>	<b>2,700.00</b>	<b>1,823.18</b>
▼ Education Programs	<b>0.00</b>	<b>1,000.00</b>	<b>1,000.00</b>
Student Activities & Branch...	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
STEM	876.82	1,700.00	823.18
Honors & Awards	<b>0.00</b>	<b>193.55</b>	<b>193.55</b>
Membership Promotions	0.00	400.00	400.00
Postage	16.50	50.00	33.50
Public Policy Programs (Exp)	2,064.90	1,854.10	-210.80
Scholarships Awards	0.00	0.00	0.00
Section Council Meetings	322.50	500.00	177.50
Section Travel	1,493.87	1,000.00	-493.87
Supplies	260.45	800.00	539.55
Technical Programs	518.01	300.00	-218.01
Young Members	<b>0.00</b>	<b>300.00</b>	<b>300.00</b>
Personal Expenses (Everything Else)	34.65	<b>0.00</b>	<b>-34.65</b>
<b>Net Difference:</b>	<b>7,338.56</b>	<b>1,369.55</b>	<b>5,969.01</b>

\*\* Unused Budget Categories for 2019-2020: Professional Dev. Programs, Field Trips, Communications, Insurance, Employment



➤ **Upcoming Transactions**

a. Withdrawals

Transaction Name	Budget	Amount
January Dinner Meeting	Dinner Programs	Unknown - Upcoming
January YP Event	Young Members	Unknown - Upcoming

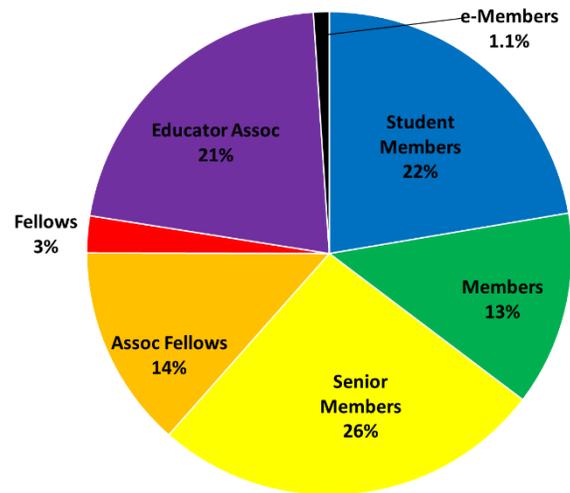
b. Deposits

Transaction Name	Budget	Amount
January Dinner Meeting	Dinner Programs	Unknown - Upcoming

**Appendix II – Membership Report (Nic Moffitt)**

**Status:**

- The membership is up 4 members and 4 students.
- There were 6 members on drop list (Sept 30):
  - 3 members, 1 senior member, 2 AFs
  - Contacted all 6 about renewing their memberships. Waiting for responses.
  - Email to Mike Benne (Boeing retired) bounced back.



	Nov	Dec	Change
Professional	316	320	+ 4
e-Members	6	6	+ 0
Members	71	74	+ 3
Senior Members	148	149	+ 1
Associate Fellows	77	77	+ 0
Fellows	14	14	+ 0
Student Members	123	127	+ 4
Educator Associates	122	122	+ 0
<b>Total</b>	<b>561</b>	<b>569</b>	<b>+ 8</b>