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| Meeting called by | Christie Pastor-Barsi, AIAA N.O.S. Council Chair |
| Meeting Location | Zoom mtg |
| Facilitator | Christie Pastor-Barsi |
| Secretary | Jonathan Litt |
| attenDEES | Jonathan Litt, Ivan Martin, Bill Marshall, Ed Wong, Christie Pastor-Barsi, Erin Tesny, Joe Connolly, Jonathan Kratz, Dan Londrico (all by phone) |
| Guests |  |
| Approval Status | Draft for Council Review |

1. **Meeting called to order around 11:35 EST**

**Agenda**

* Welcome
* Send Litt bulleted status list for minutes
* Business
* Christie’s Notes
* Treasurer’s Report
* Distinguished Lectures
* Technical
* Public Policy
* Communications
* Membership
* Honors and Awards (no new updates)
* STEM K-12/Outreach (YAD status)
* YP (no new updates –brainstorming for next event)
* University (no new updates)
* Local Student Sections
  + CSU (No new updates)
  + YSU
* Next Meeting – TBD
* Adjourn
* Welcome
* Send Litt bulleted status list for minutes
  + Marshall moved, Wong seconded, approved
* Business
* Christie’s Notes (no new updates)
* Treasurer’s Report (no new updates)
* Distinguished Lectures
  + Cleveland Monsters and GLSC events are cancelled for now.
  + Alice Bowman lecture will be a virtual meeting, but the start time can change. We are discussing if it should begin earlier, like 3 pm, but the consensus of people with children is that 5-6 is fine. We will plan for the lecture to be 5-6 pm.
  + Connolly will check with Dr. Winn if 5-6 pm. Is convenient for his talk.
  + Pastor-Barsi will see if there is a master setting on Zoom to mute everyone for sound quality
* Technical
  + Juhasz was to give a lunchtime lecture, but it is postponed until further notice
* Public Policy
  + CVD is cancelled.
  + Provided information to Ohio delegation in preparation for a meeting, but travel restriction in place so Canacci could not have attended meeting anyway
* Communications
  + Call for science fair judges sent out, but NEOSEF cancelled. NWDSD did go on.
  + Need to send out update on Bowman lecture
  + Streaming capability is ready and available
  + Received write-up from Kratz on NWDSD
  + Can do a screen capture for Bowman talk for newsletter
  + Wong wants to know if any AIAA member attend auto show? They can do a write-up on it for the newsletter, or else we will drop the story from the newsletter. Pastor-Barsi will look up the name of the single AIAA participant and sent to Wong to solicit write-up
  + Pastor-Barsi asked for any ideas to keep section engagement high using virtual engagement. Wong suggested using social media to pass along information from national, or news of interest, and generally being more active in terms of communicating with people, but needs help coming up with ideas. Pastor-Barsi will set up a group in TEAMS or something similar.
  + People should recommend speakers for individual technical talks, send to Pastor-Barsi and Connolly.
* Membership
  + Slight uptick in memberships, mostly due to students joining.
  + As of last month, NOS has exactly 600 members.
* Honors and Awards
  + Section had two Associate Fellows, two fellows, MDAO award, 3 sustained service awards, four best papers in the past year
  + Marshall is looking for help with picnic planning.
  + Do we want to try an indoor event at a restaurant? We have the benefit of sound and projection, but outdoors is better for kids. Council should email Marshall with preference and ideas.
* STEM K-12/Outreach (YAD status)
  + NEOSEF was cancelled.
  + NWDSD went on. Kratz and David Friedlander were AIAA NOS judges.
  + Awarded prizes, but very few Aero-related projects.
  + Kratz needs to get prize money (cash) back to Eliason.
  + Kratz looking for suggestions for additional STEM outreach events to use up the NEOSEF award money.
  + Kratz wants STEM ideas for next year.
  + Kratz should discuss with Ashlie Flegel if some YAD events can be modified for at-home STEM activities.
  + Connolly mentioned that there are teacher members of the NOS, we could do a speakers bureau type thing with them. Tesny will get Kratz a list of educator members , Connolly volunteered to be a speaker
  + Flegel has already reserved part of the Wolstein center for YAD in November 2020, but needs a new POC in engineering department for help with funding.
* YP (no new updates)
* University
* Local Student Sections
  + CSU
    - CSU is shut down, chapter officers will get together to see what they can plan
    - Pastor-Barsi asked to let council us know if there are any potential technical lecturers.
  + YSU
    - All events cancelled.
    - Vincent Haniford will take over as chair.
    - Elections delayed until the fall.
* Next Meeting – TBD
* Adjourn

1. **Additional notes**
   * + none
2. **Next meeting: TBD**
3. **Adjourned about 12:42 pm**
4. **Synopsized Accomplishments Submitted by Area**

**Council Action Log:** (updates to past items, new items added)

* Connolly will check with Dr. Winn if 5-6 pm. is a convenient time for his Distinguished Lecture
* Pastor-Barsi will see if there is a master setting on Zoom to mute everyone for sound quality
* Wong to send out update on Bowman lecture
* Pastor-Barsi will send name of the AIAA Auto Show attendee to Wong so he can solicit write-up
* Pastor-Barsi will set up a group in TEAMS or similar to promote virtual engagement
* People should recommend speakers for individual technical talks, send to Pastor-Barsi and Connolly
* Council should email Marshall with preference for indoor or outdoor Honors and Awards event, and ideas
* Kratz needs to return the NEOSEF prize money (cash) to Eliason
* Provide Kratz suggestions for additional STEM outreach events to use up the NEOSEF award money
* Provide Kratz with STEM ideas for next year
* Kratz should discuss with Ashlie Flegel if some YAD events can be modified for at-home STEM activities
* Tesny will get Kratz a list of educator members
* Londrico to let council us know if there are any potential technical lecturers among faculty

| **No.** | **Assigned** | **Assigned to:** | **Action** | **Status** |
| --- | --- | --- | --- | --- |
| 2020.03-01 | 3/17/20  [Mar mtg] | Connolly | Check with Dr. Winn if 5-6 pm. is a convenient time for his Distinguished Lecture | **Ongoing** |
| 2020.03-02 | 3/17/20  [Mar mtg] | Pastor-Barsi | See if there is a master setting on Zoom to mute everyone for sound quality | **Ongoing** |
| 2020.03-03 | 3/17/20  [Mar mtg] | Wong | Send out update on Bowman lecture | **Ongoing** |
| 2020.03-04 | 3/17/20  [Mar mtg] | Pastor-Barsi and Wong | Pastor-Barsi will send name of the AIAA Auto Show attendee to Wong so he can solicit write-up | **Ongoing** |
| 2020.03-05 | 3/17/20  [Mar mtg] | Pastor-Barsi | Set up a group in TEAMS or similar to promote virtual engagement | **Ongoing** |
| 2020.03-06 | 3/17/20  [Mar mtg] | All | Recommend speakers for individual technical talks, send to Pastor-Barsi and Connolly | **Ongoing** |
| 2020.03-07 | 3/17/20  [Mar mtg] | All | Email Marshall with preference for indoor or outdoor Honors and Awards event, and ideas | **Ongoing** |
| 2020.03-08 | 3/17/20  [Mar mtg] | Kratz | Return the NEOSEF prize money (cash) to Eliason | **Ongoing** |
| 2020.03-09 | 3/17/20  [Mar mtg] | All | Provide Kratz suggestions for additional STEM outreach events to use up the NEOSEF award money | **Ongoing** |
| 2020.3-10 | 3/17/20  [Mar mtg] | All | Provide Kratz with STEM ideas for next year | **Ongoing** |
| 2020.03-11 | 3/17/20  [Mar mtg] | Kratz and Flegel | Discuss if some YAD events can be modified for at-home STEM activities | **Ongoing** |
| 2020.03-12 | 3/17/20  [Mar mtg] | Tesny | Get Kratz a list of educator members | **Ongoing** |
| 2020.03-13 | 3/17/20  [Mar mtg] | Londrico | Let council us know if there are any potential technical lecturers among faculty | **Ongoing** |
| 2020.02-01 | 2/24/20  [Feb mtg] | All | Let Pastor-Barsi know if you need AIAA promotional items | **Ongoing** |
| 2020.02-02 | 2/24/20  [Feb mtg] | Connolly | Check if AIAA can sponsor food at the Cleveland Monsters Family Day | **Complete** |
| 2020.02-03 | 2/24/20  [Feb mtg] | All | Volunteer to be Connolly’s backup to introduce Distinguished Lecturer on March 25 | **Complete** |
| 2020.02-04 | 2/24/20  [Feb mtg] | Pastor-Barsi | Follow up with Emily about posting AIAA-related videos | **Ongoing** |
| 2020.02-05 | 2/24/20  [Feb mtg] | Wong | Reach out to people after events take place for articles for March newsletter | **Ongoing** |
| 2020.01-02 | 1/24/20  [Jan mtg] | Kratz | Request larger budget in future to accommodate AIAA middle schooler essay contest | **Ongoing** |
| 2020.01-03 | 1/24/20  [Jan mtg] | Pastor-Barsi | Reach out to people to distribute promotional items | **Complete** |
| 2020.01-04 | 1/24/20  [Jan mtg] | All | Let Connolly know if interested in Cleveland Monsters game on 3/15 | **Complete** |
| 2020.01-05 | 1/24/20  [Jan mtg] | Connolly and Wong | Work on a flier for another GLSC Family Day event | **Complete** |
| 2020.01-07 | 1/24/20  [Jan mtg] | All | Send ideas to Juhasz for technical talks | **Complete** |
| 2020.01-08 | 1/24/20  [Jan mtg] | All | Give Pastor-Barsi suggestions for a new Public Policy chair | **Ongoing** |
| 2019.10-03 | 10/17/19  [Oct mtg] | Wong | Check with Gilland about privacy of event in EventBrite | **Ongoing** |
| 2019.10-04 | 10/17/19  [Oct mtg] | Pastor-Barsi | Will try to think of Aero topics for Technical Talks | **Ongoing** |
| 2019.10-07 | 10/17/19  [Oct mtg] | Tesny | Look how far NOS extends since Columbus section disbanded | **Ongoing** |
| 2019.10-08 | 10/17/19  [Oct mtg] | Pastor-Barsi | Forward Martin’s e-mail about promotional material to Tesny | **Ongoing** |
| 2019.09-02 | 9/25/19  [Sep mtg] | Pastor-Barsi | Write an article by early next week on new council position | **Complete** |
| 2019.09-03 | 9/25/19  [Sep mtg] | Marshall | Put in newsletter that he wants help with Honors and Awards | **Complete** |
| 2019.09-07 | 9/25/19  [Sep mtg] | Eliason | Will order new checks | **Ongoing** |
| 2019.09-08 | 9/25/19  [Sep mtg] | Connolly | Will start reaching out to Inclusion in Aerospace panelists | **Complete** |
| 2019.09-09 | 9/25/19  [Sep mtg] | Pastor-Barsi | Will provide Eventbrite login information | **Ongoing** |
| 2019.09-11 | 9/25/19  [Sep mtg] | Connolly | Will send a Google calendar link to Wong for posting | **Ongoing** |
| 2019.09-13 | 9/25/19  [Sep mtg] | Wong | Will reach out to Toledo about streaming after beta test completed | **Complete** |
| 2019.09-15 | 9/25/19  [Sep mtg] | All | Consider nominating colleagues for awards | **Ongoing** |
| 2019.08-01 | 8/15/19  [Aug mtg] | Pastor-Barsi | Start a Google Doc for people to post suggestions | **Ongoing** |
| 2019.08-06 | 8/15/19  [Aug mtg] | Pastor-Barsi | Reach out to Gilland to set up meetings with congressional delegates through OAI | **Ongoing** |
| 2019.08-08 | 8/15/19  [Aug mtg] | Pastor-Barsi | Discuss with Wong having a Chair’s Corner Column in newsletter | **Ongoing** |
| 2019.07-05 | 7/18/19  [Jul mtg] | All | Interested people (OAI especially, not civil servants) should reach out to Canacci about involvement in Public Policy | **Complete** |
| 2019.07-08 | 7/18/19  [Jul mtg] | All | Engage e-mail notifications should be turned on by Council members | **Complete** |
| 2019.07-12 | 7/18/19  [Jul mtg] | Hensley | Follow up with outreach to local university chapters | **Ongoing** |
| 2019.07-14 | 7/18/19  [Jul mtg] | Hensley | Check is there is a University of Toledo AAIA Student Chapter | **Ongoing** |
| 2019.06-04 | 6/25/19  [Jun mtg] | Connolly | Follow up with someone from HQ for a tutorial on how to use Engage for calendar invites | **Ongoing** |
| 2019.06-08 | 6/25/19  [Jun mtg] | All | Check if AIAA site takes a cut for hosting on-line payments | **Ongoing** |
| 2019.06-09 | 6/25/19  [Jun mtg] | All | Let Wong know if you volunteer to help post on various social media | **Ongoing** |
| 2019.04-02 | 4/22/19  [Apr mtg] | Canacci and Kratz | Invite Representatives to public events such as YAD | **Ongoing** |
| 2019.02-04 | 2/26/19  [Feb mtg] | Tesny | Advertise E-Membership on Today@Glenn | **Ongoing** |
| 2018.11-10 | 11/20/18  [Nov mtg] | Pastor-Barsi | Investigate how to do an on-line survey and follow up raffle drawing | **Ongoing** |
| 2018.09-01 | 09/27/18  [Sep mtg] | Eliason | Follow up IEEE YP lead about potential joint event | **Ongoing** |
| 2018.09-02 | 09/27/18  [Sep mtg] | Eliason | Forward relevant AIAA events to advertise in CTSC newsletter | **Ongoing** |
| 2018.05-10 | 05/30/18  [May mtg] | Wong | Evaluate switching to Engage or keep the website we have | **Ongoing** |
| 2018.04-01 | 04/13/18  [Apr mtg] | Eliason | Include information on items not in statement for monthly meetings | **Ongoing** |
| 2018.04-14 | 04/13/18  [Apr mtg] | Tokars | Forward e-mail about how Section can pay for memberships to Tesny | **Ongoing** |
| 2018.04-15 | 04/13/18  [Apr mtg] | Tesny | Run a membership survey | **Ongoing** |
| 2018.04-18 | 04/13/18  [Apr mtg] | All | Please check location of meeting each month, since it moves around | **Ongoing** |
| 2018.03-01 | 03/20/18  [Mar mtg] | Eliason | Send a monthly email with budget updates | **Ongoing** |
| 2018.03-08 | 03/20/18  [Mar mtg] | Cornell | Provide an “about” section for website | **Ongoing** |
| 2018.03-09 | 03/20/18  [Mar mtg] | All | E-mail upcoming events Wong and Psaras for posting in “events” section of website | **Ongoing** |
| 2018.02-11 | 02/20/18  [Feb mtg] | Cornell and Pastor-Barsi | Discuss how to develop a chart on web presence for Council meetings | **Ongoing** |
| 2016.03-01 | 3/22/16  [Mar mtg] | All | Review the status of assigned action items and report the status to Litt | **Ongoing** |