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| Meeting called by | Christie Pastor-Barsi, AIAA N.O.S. Council Chair |
| Meeting Location | Zoom meeting |
| Facilitator | Christie Pastor-Barsi |
| Secretary | Jonathan Litt  |
| attenDEES  | Christie Pastor-Barsi, Jonathan Litt, Aaron Hensley, Jonathan Kratz, Chris Pestak, Joe Connolly, Bill Marshall, Cynthia Calhoun, Kevin Eliason (all by phone) |
| Guests |  |
| Approval Status | Final |

1. **Meeting called to order around 4:34 EDT**

**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
* STEM K-12/Outreach (YAD status)
* YP
* University
* Local Student Sections
	+ CSU
	+ YSU
* Next Meeting – TBD
* Adjourn
* Welcome
* Send Litt bulleted status list for minutes
	+ Pestak motioned, Connolly seconded, approved
* Business
* Christie’s Notes
	+ Thanks to everyone for their condolences and patience.
	+ Public Policy position is still open. No final confirmation from Dorazewski on whether he will accept Diversity and Inclusion position, Connolly to reach out to him
	+ Considering a new header for the NOS Engage page, perhaps a collage of photos. Pastor-Barsi will send an email to council so everyone can weigh in, especially since Wong is not on line.
	+ Pastor-Barsi participated in a Working Group meeting on whether Section organization is still relevant. By-laws allow local Chapters, Pastor-Barsi is interested in talking to people after the new year about how to address this for geographic distribution. Would require local volunteers to head Chapters. Pestak will look at OAI Industry Database for companies within the Section boundaries.
* Treasurer’s Report
	+ Renewed CTSC membership.
	+ Will get about $3k CAT I money deposited soon. Pastor-Barsi is looking for suggestions on how to spend money. Pestak suggests getting AIAA paraphernalia and distributing among student sections. Pastor-Barsi suggests a T-Shirt design competition. Marshall asked for funds for scholarship, and find a way to make it more sustainable, perhaps invest it, but we don’t know if that is allowed (Pestak suggests that this a question for HQ because of tax implications of interest, Pastor-Barsi thinks the Foundation might have a way of handling this for sections. Marshall should check, but he says with HQ involved, the section might lose some control, Pastor-Barsi and Marshall will talk off line.). Also, NASA is no longer sponsoring YAD, so we might need more money for that.
* Distinguished Lectures
	+ Bowman lecture went over well.
	+ Pestak is working on next Distinguished Lecture with Tory Bruno, CEO of United Launch Alliance (ULA), which will take place on 12/10 at 5 pm.
		- Pestak would like to open this up to all of AIAA, and Connolly agrees, does not think we will hit the Zoom limit.
		- Pestak will introduce, Connolly will moderate.
	+ Pastor-Barsi mentioned that Lucy Blodgett is the AIAA Engage guru. She is the one to talk to if there are questions about making the Zoom link available to all of AIAA.
* Technical
* Public Policy
* Communications
	+ ULA has several social media handles that they provided for our publicity.
	+ Connolly will get a writeup on the Bowman event to Wong for next newsletter.
* Membership
	+ November membership information not yet available
* Honors and Awards
	+ Work on Scholarship is progressing, sent out some selection criteria for discussion.
	+ Dexter Johnson received the AIAA Diversity and Inclusion Award, Calhoun nominated him, Connolly was on the review panel.
	+ YSU students Thomas Saunders and Samuel Dryer received AIAA Conference experience to attend SciTech, along with former GRC intern Kyle Dunlop. Connolly to send names to Marshall for invite to picnic.
	+ Hensley will reach out to university chapters to have them include student awards in monthly updates.
* STEM K-12/Outreach (YAD status)
	+ Kratz is formulating some ideas for an essay contest for K-8 age range. Hopes to send out information to schools after the new year.
	+ Kratz will send Pastor-Barsi an invite to tag up about adding a Teacher Tile to the Engage site. After 3 pm is best in next two weeks.
* YP
	+ Londrico is working to schedule some YP events
	+ He is also soliciting CSU faculty to give AIAA NOS Technical Lectures.
* University
	+ Hensley suggests a bulk purchase of AIAA merchandise just to have.
* Local Student Sections
	+ CSU
		- Still having trouble getting interest in virtual events
	+ YSU
* Next Meeting – TBD
* Adjourn
1. **Additional notes**
	* + none
2. **Next meeting: TBD**
3. **Adjourned about 5:37 pm**
4. **Synopsized Accomplishments Submitted by Area**

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

* Connolly to reach out to Dorazewski about Diversity and Inclusion position
* Pastor-Barsi to send an email to council about creating a new header for the NOS Engage page
* Pestak will look at OAI Industry Database for aerospace companies within the Section boundaries
* Pastor-Barsi is looking for suggestions on how to spend Section money
* Pastor-Barsi and Marshall to talk about investment approaches for a sustainable scholarship
* Connolly to provide a writeup on the Bowman event to Wong for next newsletter
* Connolly to send names of AIAA Conference Experience award winners to Marshall for picnic invite
* Hensley to request university chapters to include student awards in monthly updates
* Kratz to send Pastor-Barsi an invite to tag up about adding a Teacher Tile to the Engage site

| **No.** | **Assigned** | **Assigned to:** | **Action** | **Status** |
| --- | --- | --- | --- | --- |
| 2020.12-01 | 12/2/20[Dec mtg] | Connolly | Reach out to Dorazewski about Diversity and Inclusion position | **Ongoing** |
| 2020.12-02 | 12/2/20[Dec mtg] | Pastor-Barsi | Send an email to council about creating a new header for the NOS Engage page | **Ongoing** |
| 2020.12-03 | 12/2/20[Dec mtg] | Pestak | Look at OAI Industry Database for aerospace companies within the Section boundaries | **Ongoing** |
| 2020.12-04 | 12/2/20[Dec mtg] | All | Send Pastor-Barsi suggestions on how to spend Section money | **Ongoing** |
| 2020.12-05 | 12/2/20[Dec mtg] | Pastor-Barsi and Marshall | Talk about investment approaches for a sustainable scholarship | **Ongoing** |
| 2020.12-06 | 12/2/20[Dec mtg] | Connolly | Provide a writeup on the Bowman event to Wong for next newsletter | **Ongoing** |
| 2020.12-07 | 12/2/20[Dec mtg] | Connolly | Send names of AIAA Conference Experience award winners to Marshall for picnic invite | **Ongoing** |
| 2020.12-08 | 12/2/20[Dec mtg] | Hensley | Request university chapters to include student awards in monthly updates | **Ongoing** |
| 2020.12-09 | 12/2/20[Dec mtg] | Kratz | Send Pastor-Barsi an invite to tag up about adding a Teacher Tile to the Engage site | **Ongoing** |
| 2020.10-01 | 10/29/20[Oct mtg] | All | Let Connolly and Pastor-Barsi know if interested in Diversity and Inclusion position | **Ongoing** |
| 2020.10-02 | 10/29/20[Oct mtg] | Pastor-Barsi | Draft policies and procedures to address new by-laws | **Ongoing** |
| 2020.10-03 | 10/29/20[Oct mtg] | Pastor-Barsi and Litt | Send an email to Council-at-large for votes on new by-laws, and collect responses | **Complete** |
| 2020.10-04 | 10/29/20[Oct mtg] | Pastor-Barsi | Touch base with Eliason about paying insurance policy | **Ongoing** |
| 2020.10-05 | 10/29/20[Oct mtg] | Pestak | Follow up with Robert Wegeng about date for Distinguished Lecture | **Ongoing** |
| 2020.10-06 | 10/29/20[Oct mtg] | Connolly | Reach out to Steve Lee of AIAA about giving a Distinguished Lecture on cybersecurity | **Ongoing** |
| 2020.10-07 | 10/29/20[Oct mtg] | Wong | Send out reminder of Bowman Distinguished Lecture | **Complete** |
| 2020.10-08 | 10/29/20[Oct mtg] | Marshall | Coordinate will AAIA on Scholarship to ensure the approach it is within our purview | **Ongoing** |
| 2020.09-01 | 9/29/20[Sep mtg] | Connolly and Pastor-Barsi | Send out a message seeking candidates to fill vacant council positions | **Ongoing** |
| 2020.09-02 | 9/29/20[Sep mtg] | Connolly | Schedule a meeting with Pastor-Barsi to go over new by-laws | **Ongoing** |
| 2020.09-03 | 9/29/20[Sep mtg] | Connolly and Pastor-Barsi | Go over by-laws, tailor them, and send out for approval | **Ongoing** |
| 2020.09-04 | 9/29/20[Sep mtg] | Connolly | Go to the bank in October to get the correct names on the bank account | **Ongoing** |
| 2020.09-05 | 9/29/20[Sep mtg] | Eliason | Renew CTSC membership | **Complete** |
| 2020.09-06 | 9/29/20[Sep mtg] | Connolly | Reach out to Cheryl Bowman about giving a Distinguished Lecture | **Complete** |
| 2020.09-07 | 9/29/20[Sep mtg] | Juhasz | Consider GRC presenters at recent conferences for future Technical Lectures | **Ongoing** |
| 2020.09-08 | 9/29/20[Sep mtg] | Connolly and Kratz | Discuss putting together a talk on Electrified Aircraft Propulsion | **Complete** |
| 2020.09-09 | 9/29/20[Sep mtg] | Pastor-Barsi | Arrange tag up with Juhasz, Pestak, and Connolly about setting up technical meetings | **Ongoing** |
| 2020.09-10 | 9/29/20[Sep mtg] | Wong | Send out a list of requested input to contributors to newsletter | **Ongoing** |
| 2020.09-11 | 9/29/20[Sep mtg] | Kratz | Follow up with Jason Fan’s mother to get quotes and write up a newsletter article | **Complete** |
| 2020.09-12 | 9/29/20[Sep mtg] | All | Let Wong know if you want to contribute an article to the newsletter | **Ongoing** |
| 2020.09-13 | 9/29/20[Sep mtg] | Tesny | Reach out to lapsed NOS Educator members to see why they let their membership lapse | **Ongoing** |
| 2020.09-14 | 9/29/20[Sep mtg] | Wong and Tesny | Regularly gather names of lapsed members and encourage them to rejoin | **Ongoing** |
| 2020.08-01 | 8/28/20[Aug mtg] | All | Provide suggestions to Pastor-Barsi for open Public Policy and Diversity council positions | **Ongoing** |
| 2020.08-02 | 8/28/20[Aug mtg] | Pastor-Barsi | Respond to Emily about updates to section bylaws | **Ongoing** |
| 2020.08-03 | 8/28/20[Aug mtg] | Eliason | Go through Audit Budget report | **Complete** |
| 2020.08-06 | 8/28/20[Aug mtg] | Eliason | Check gmail account regarding money transferred into YSU student chapter account | **Ongoing** |
| 2020.08-07 | 8/28/20[Aug mtg] | Wong | Investigate recording distinguished lectures and making them available | **Ongoing** |
| 2020.08-08 | 8/28/20[Aug mtg] | All | Log into Engage regularly to participate | **Ongoing** |
| 2020.08-11 | 8/28/20[Aug mtg] | All | Help Marshall recruit for and form scholarship subcommittee | **Ongoing** |
| 2020.08-12 | 8/28/20[Aug mtg] | Marshall | Populate Awards tab of Engage | **Ongoing** |
| 2020.08-13 | 8/28/20[Aug mtg] | Pastor-Barsi | Help Kratz navigate through Engage | **Ongoing** |
| 2020.08-14 | 8/28/20[Aug mtg] | Hensley | Follow up with Marshall on Scholarship idea and Londrico on YP outreach | **Ongoing** |
| 2020.08-15 | 8/28/20[Aug mtg] | Eliason | Check statements to see if the missing YSU check was cashed | **Ongoing** |
| 2020.07-02 | 7/31/20[Jul mtg] | All | Use the budget document to list events to hold in support of goal | **Ongoing** |
| 2020.07-03 | 7/31/20[Jul mtg] | All | Think of a couple of things that can be done virtually in your area | **Ongoing** |
| 2020.07-04 | 7/31/20[Jul mtg] | Marshall, Pastor-Barsi, and Wong | Develop a call for a scholarship | **Ongoing** |
| 2020.07-05 | 7/31/20[Jul mtg] | All | Familiarize yourselves with AIAA Engage | **Ongoing** |
| 2020.07-06 | 7/31/20[Jul mtg] | Pastor-Barsi | Talk to Juhasz about virtual technical lectures | **Ongoing** |
| 2020.07-09 | 7/31/20[Jul mtg] | All | Make suggestions on Section theme or goal for the year | **Ongoing** |
| 2020.07-12 | 7/31/20[Jul mtg] | Pastor-Barsi | Provide information to Marshall on unlimited AIAA zoom link | **Complete** |
| 2020.07-15 | 7/31/20[Jul mtg] | Pastor-Barsi | Forward the request from Cornell for Region III K-12 STEM position nominees | **Complete** |
| 2020.05-01 | 5/29/20[May mtg] | All | Please send any requested information for Section annual report to Pastor-Barsi | **Complete** |
| 2020.05-02 | 5/29/20[May mtg] | All | Please provide suggestions for Public Policy and YP chairs | **Ongoing** |
| 2020.05-03 | 5/29/20[May mtg] | All | Please make suggestions for future distinguished lectures | **Ongoing** |
| 2020.05-05 | 5/29/20[May mtg] | Wong | Send link for role playing tutorial video for Technical Session Chairs to Cornell | **Ongoing** |
| 2020.04-03 | 4/30/20[Apr mtg] | Eliason | Let Pastor-Barsi know if no word on Audit Budget by mid-May | **Complete** |
| 2020.04-06 | 4/30/20[Apr mtg] | Pastor-Barsi | Let people know if AIAA requests to record speakers lectures | **Ongoing** |
| 2020.04-07 | 4/30/20[Apr mtg] | Wong | Make STEM activities a permanent item on webpage | **Ongoing** |
| 2020.04-08 | 4/30/20[Apr mtg] | All | Provide Marshall any suggestions for alternatives to Honors and Awards picnic | **Complete** |
| 2020.04-09 | 4/30/20[Apr mtg] | Kratz | Put out announcement about deadline for best video response to YAD-like activity | **Complete** |
| 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 | **Complete** |
| 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** |
| 2020.3-10 | 3/17/20[Mar mtg] | All | Provide Kratz with STEM ideas for next year | **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 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** |
| 2020.02-04 | 2/24/20[Feb mtg] | Pastor-Barsi | Follow up with Emily about posting AIAA-related videos | **Ongoing** |
| 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** |
| 2019.09-07 | 9/25/19[Sep mtg] | Eliason | Will order new checks | **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** |