AIAA Northwest Florida Section

Council Meeting Minutes

**Date: 10 June 2019 (Monday)**

Time: 1115 - 1215

Location: Bamboo Sushi Bar & Hibachi Express
117 John Sims Parkway W, Niceville, FL 32578

Attendees: Chi Mai, Chairperson

 Micah Reese, Secretary

 Kevin Diggs, Treasurer

 Ryan Sherrill, Career Enhancement/Young Professional Chair

 Judith Sherrill, Pre-College Outreach/Education Chair

 John Fay, Honors & Awards Chair

 Michael Kelton, Public Policy Chair

 Daniel Bradley, Communications Chair

Conducted by: Chi Mai, Chairperson

Minutes by: Micah Reese, Secretary

# CHAIR

* ACTION: Please cc nwfl.aiaa@gmail.com on all correspondence
* STATUS: 2018-2019 annual report
	+ Submitted to HQ and region, section CC’d; received kudos from HQ
	+ Current point total is not necessarily what we will get; short-answer responses will be judged
	+ First year on this system, so HQ doesn’t know what a good score is
* STATUS: 2019-2020 officers
	+ Added new officers to council meeting appointments, officer mailing list, Google Drive, AIAA roster
	+ Chi and Angela to meet with each officer to review goals/objectives and resources
* INFO: 2019 Regional Leadership Conference
	+ Sunday, August 18; Indianapolis, IN
		- Eric (if no one else is interested) and Jill interested in going
		- Judith and Daniel interested in going
		- Jill will be in the area at that time for family vacation anyway
		- **Judith and Daniel:** Register for RLC and request stipend
		- **Jill:** Register for RLC
	+ $600 stipend from HQ for travel expenses; need to request when registering
		- Category 2 or 3 funding? Probably category II
		- Traveler pays expenses upfront and then reimbursed
		- Possible for section to budget for 2nd attendees; may be extra stipends available as well
* STATUS: Section Engage website
	+ Angela’s summer interns to link STEM material to libraries
	+ Daniel’s familiarity with site?
		- Looked, hard time figuring out
		- **Chi:** Go over Engage site with Daniel, either face-to-face or over messaging
* INFO: External events/news
	+ Doolittle Institute [Dimensions of Security: A Field Seminar](https://doolittleinstitute.org/events/dimensions-of-security-a-field-seminar/) on Thursday, June 27
		- $1200 seminar available for free
* INFO: 2019-2020 year planning guide
	+ Monthly recurrences: accounting report, posting meeting minutes to Engage site, e-mail members and student branches list of upcoming events, contact renewing and dropped members, professional development lunch-and-learns
	+ Each event: advertise on communications channels (Engage, Facebook, Twitter), membership displays and recognitions, upload photos to Google Drive, complete activity report, post event recap on social media
	+ Communication: quarterly newsletters; *Aerospace America* highlight article
	+ Programs: Distinguished Lectures; dinner meetings
	+ Technical: AIAA SciTech and AIAA AVIATION papers/presentations
	+ Outreach/Education: Eglin AFB Tours; Engineers as Educators workshop; STEM Teacher of the Year; Regional Student Conference; FIRST LEGO League state competition
	+ Honors & Awards: Senior Member, Associate Fellow, Fellow nominations; national awards for technical excellence and service; Scientist/Engineer of the Year
	+ Public Policy: August is for Aerospace (visit local offices); Hatch Act; send section newsletter to local government reps; Congressional Visits Day
	+ Social events: Apollo 11 50th anniversary; National Naval Aviation Day; field trip to Mobile/Pensacola; National Engeineers Week; joint professional society mixer; section banquet
	+ Other: Regional Leadership Conference; Mid-Year Report; Annual Report

# OFFICERS

* Vice Chairperson
* Secretary
	+ STATUS: Spring/summer newsletter for 2018-2019 year
		- Finished in time for 2018-2019 annual report
	+ INFO: Summer newsletter to be published in August
		- Capture June-August events (Fleeman distinguished lectures, lunch-and-learn talks, Apollo 11 50th anniversary, Eglin AFB tours, Engineers as Educators workshop, Scientist/Engineer of the Year Award nominations, section awards, National Aviation Day/National Naval Aviation Museum trip; August is for Aerospace; Associate Fellow announcements)
* Treasurer
	+ STATUS: Budget and checking account balance: $4353.94
		- Annual report next week to include last year and budget for next year
		- **Kevin:** Send out 2019-2020 budget
		- **All:** Provide inputs to 2019-2020 budget
	+ STATUS: Audit/Budget Report
		- **Ryan & Micah**: Audit finances and complete checklist

# PROGRAM

* RECAP: End-of-Year Banquet
	+ ~11 people attended
	+ 1 was not a member, but may join. **John** to tag up with Louis Bergmann.
	+ Next year, look for a place where we can reserve the space
		- May have to pay if we want to reserve a place
* PLAN: Distinguished Lectures
	+ Eugene Fleeman (June 11)
		- * **Ryan:** Send invitation out to AFRL/RW
			* **Micah:** Send invitation out to AFLCMC/EB
			* **Chi:** Host Eugene Fleeman; contact Doolittle Institute about RSVPs; set up membership materials; introduce Fleeman
			* Arrive around 1100 for set up
		- 1130-1230: “Missile Design, Development and System Engineering”
		- 1330-1500: “Soda Straw Rocket Science Design, Build, and Fly Competition”
		- Lunch
			* Chi will take care of, probably Corner Café (Eric actually did it)
			* Section to reimburse
		- Speaker gift and/or supply reimbursement?
			* Chi bought “Target Tokyo” for Fleeman, a book about the Doolittle Raiders
			* Zimmerman asked for us to buy his books as giveaways
			* Standard gift for future lectures?
	+ Robert Zimmerman (September 26)
		- 1130-1230: “The Story of the Apollo 8 Mission to the Moon in December 1968 and How It Won the 1960s Space Race”
		- 1530-1630: “Unknown Stories from Space: Astronaut Adventures That Did Not Reach The Press”
* PLAN: Apollo 11 50th Anniversary
	+ Saturday, July 20
		- Apollo 11 movie viewing? – at Air Force Armament Museum? Copyright/playing issues?
			* **Daniel & John:** Contact George Jones at Air Force Armament Museum about playing the movie at the museum in the staging area or in the movie theatre
			* **Chi:** Procure *Apollo 11* movie
		- Model rocket launch?
* PLAN: National Aviation Day
	+ Monday, Aug 19…but do an event on Saturday, Aug 17…
		- National Naval Aviation Museum field trip? – Going with this option
			* Meet at the museum and do a guided tour
			* Contact Diane Bell at dbell@navalaviationmuseum.org or call (850) 453-2025, toll free (888) 627-4629 for group reservations.
			* **Eugen:** Plan effort and inquire about group reservation
		- Paper Airplane Workshop with Ken Blackburn?
			* Outdoors in August will be HOT!
			* Do indoors?

# TECHNICAL

* INFO: AIAA AVIATION Forum in Dallas, TX
* INFO: AIAA SciTech abstracts due June 11

# CAREER ENHANCEMENT/YOUNG PROFESSIONAL

* RECAP: Region II YP telecon
* STATUS: Monthly Lunch & Learn series w/ other professional societies
	+ 2nd Thursdays (for most of them), 1130-1200, Doolittle Institute
	+ Fliers, thank-you letters
		- **Ryan:** Fliers on computer at home
		- **Ryan:** Print thank-you letters on cardstock; letter template available from treasurer
	+ June 14: Work/Life Balance – Dr. Janet Wolfson
	+ July 11: Networking Tips or Slay the Inbox?
		- **Ryan** to follow up with speaker
	+ August 15: How to Say No – Ms. Shere Tuckey
	+ Other topics: Notebook Organization, Stress & Anxiety Management, Ethics – Government/Contractor Relations, Employee Assistance Program
* INFO: AIAA Greater Huntsville Section’s 4th Annual Next Gen Symposium
	+ <https://aiaanextgen.org/>
	+ September 9-10, Huntsville, AL
		- Ryan would like to go
		- **Kevin:** Include travel expenses in budget
	+ Abstracts due July 19
	+ Seeking senior professionals to serve as Session Chairs, Session Judges, and Mentors

# MEMBERSHIP

* INFO: May membership reports
	+ 1 new (Elizabeth Bartlett); 1 rejoin (Brook Bentley); 0 transfers in (XX)
	+ 1 new student (Ross Richardson at FSU)
		- John to contact
	+ 1 professional member expired (Benjamin Street)
	+ 8 professional members in grace period (Matthew Clay, Benjamin Street, Jerry Fairchild, Chris Eigenheer, Jordan Alexander, Abby Hall, Chester Winsor, Robb Bush)
	+ 5 professional members expiring soon (Kourosh Shoele, Kevin Brink, Mehdi Vahab, Michael Valentino, Daniel Mazzeo)
* ACTION: Call members who have dropped or about to drop
* STATUS: Entities/Companies/Organizations List
	+ Draft letter asking for face-to-face meeting
		- Officers can discuss what AIAA offers to its members and what local events are
		- Offer ways that companies can contribute: meeting space, company tours, technical speakers, donations for outreach
	+ Invite members of a company to each section council meeting
	+ What do these companies want to see out of employees/members?

# HONORS & AWARDS

* STATUS: Member nominations for Fellow
	+ John: Determine whether to have a nomination submitted this year
* INFO: National service awards and technical excellence awards due July 1
* PLAN: Scientist/Engineer of the Year Award (junior and senior)
	+ AIAA HQ timeline says we solicit beginning July 1
		- 2 months for submissions; close on August 31
		- One month to judge and submit winner’s name to region by September 30
	+ Criteria? – None stated; using standard AIAA nomination template; require AIAA membership
	+ Advertisement
		- **Chi/John:** Formalize Scientist/Engineer of the Year Award call for applications
		- Section needs to advertise
	+ Cash prizes? Other rewards? At this stage, it’s about prestige rather than cash. No rewards.

# PUBLIC POLICY

* PLAN: August is for Aerospace
	+ Meet with Matt Gaetz?
	+ AIAA has a list of key issues to discuss
	+ **Mike:** Research Hatch Act and AIAA Key Issues on AIAA public policy site
	+ **Mike:** Reach out to Rep. Matt Gaetz, set up a time and see who is available

# EDUCATION/OUTREACH

* PLAN: Eglin AFB Tours for FAMU-FSU REU Groups
	+ **Judith:** Plan July tour for groups; ask others for help coordinating
* STATUS: Engineers as Educators Workshop / AIAA Educator Academy
	+ Judith meeting with Lauren Bierman (Doolittle Institute) 24th June about FIRST LEGO League training
		- Educators need to know for awareness
		- Professionals needed to help judge
* STATUS: Summer camp STEM lessons (John Fay, Ryan Sherrill, Ken Blackburn)
	+ Ryan won’t be able to make it.
	+ **John:** Inquire if Ken Blackburn or anyone else needs help.
* STATUS: NASA In-Flight Education Downlink
	+ Judith meeting with Lauren Bierman (Doolittle Institute) 24th June
	+ Package due in October-November
	+ Plan to have in March 2020
* STATUS: Higher Orbits Go for Launch
	+ Judith working with Lauren Bierman (Doolittle Institute)
	+ Want 75 kids; planning for corporate sponsorships to offset $250/student charge
	+ Plan to stretch event over 3 shorter days (DI hour limitations) instead of 2 long days
* STATUS: Updates from AIAA student branches (Bethlehem, Paxton, Ponce de Leon, FAMU-FSU, UWF, USA)
	+ Sponsor pizza dinners for FAMU-FSU and USA recruitment events? Yes to FAMU-FSU
	+ USA belongs to Mobile Chapter of the Greater Huntsville Section; let them assist
	+ **John:** Follow up with Univ of South Alabama and Mobile chapter POC

# WRAP-UP

* Recurring action items:
	+ Micah: Generate meeting minutes
	+ Micah: Send Engage e-mail to members of upcoming events
	+ John: Send e-mail to student branches of upcoming events
	+ Jill: E-mail renewal reminders to members expiring soon or in grace period.
	+ Jill: Call members whose memberships have dropped.
* Events summary:
	+ June 11: Eugene Fleeman Distinguished Lecture events (Doolittle Institute)
	+ June 14: Lunch-and-Learn on “Work-Life Prioritization” (Doolittle Institute)
	+ July 20: Apollo 11 50th Anniversary (??)
	+ July ??: AIAA AVIATION Technical Talks (Doolittle Institute)
	+ July ??: Lunch-and-Learn on “??” (Doolittle Institute)
	+ July ??: Eglin AFB Tours for FAMU-FSU REU Students (Eglin AFB)
	+ July ??: Engineers as Educators Workshop / AIAA Educator Academy (??)
	+ August 15: Lunch-and-Learn on “How to Say No” (Doolittle Institute)
	+ August ??: National Aviation Day Event (??)
	+ August 18: Regional Leadership Conference (Indianapolis, IN)
	+ August ??: August is for Aerospace (??)
	+ September 26: Robert Zimmerman Distinguished Lecture events (Doolittle Institute)
* Deliverables summary:
	+ June 30: Section Audit/Budget Report
	+ July 01: Scientist/Engineer of the Year Award Solicitation
	+ August 31: Scientist/Engineer of the Year Award Nominations Due
	+ August 31: Summer Newsletter
	+ September 30: Scientist/Engineer of the Year Award Selection

# ACTION ITEMS

* Recurring action items:
	+ **Micah:** Generate meeting minutes
	+ **Micah:** Send Engage e-mail to members of upcoming events
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* **Daniel & John:** Contact George Jones at Air Force Armament Museum about playing the movie at the museum in the staging area or in the movie theatre
* **Chi:** Procure *Apollo 11* movie
* **Eugen:** Plan National Naval Aviation Museum trip on Aug 17; inquire about group reservation
* **Ryan:** Create fliers for upcoming lunch-and-learns on professional development
* **Ryan:** Print thank-you letters on cardstock; letter template available from treasurer
* **Ryan:** Follow up with “Slay the Inbox” speaker
* **Kevin:** Include travel expenses for Ryan to attend Next Gen Symposium in Huntsville in budget
* **Chi/John:** Formalize Scientist/Engineer of the Year Award call for applications
* **Mike:** Research Hatch Act and AIAA Key Issues on AIAA public policy site
* **Mike:** Reach out to Rep. Matt Gaetz, set up a time and see who is available
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