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](mailto: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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