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

1. **Meeting called to order around 3:04 EDT**

**Agenda**

* Welcome
* Thanks to Joe Connolly for filling in
* Connolly talked about setting up a budget
  + Created a budget document
  + Currently have about $22k
  + Put together rough numbers based on expenses from past years
  + The document is arranged to point out things of importance to AIAA, to help win Section Awards
  + Connolly will send document out for feedback
  + Suggesting but not requiring use of document, each chair should use it to list events they want to hold in support of their goal. Can request Region III funds to help with new events
  + Chairs should think of a couple of things that can be done virtually in their area.
  + Marshall suggests that NOS could have a local section award or local student section award. Pastor-Barsi suggested a fellowship.
  + Marshall will take the lead, working with Pastor-Barsi and Wong, on developing and preparing a call for a scholarship.
* We should plan for this year to be all virtual.
  + Need to engage Wong on how it makes sense for us to be virtual without relying on him.
  + May need to rely on AIAA Engage page.
  + Connolly thinks it will be an adjustment for people who do not use AIAA Engage.
  + It turns out that few council members on line use social media, so neither Engage nor Facebook is an obvious choice.
  + Based on discussion, it looks as if the NOS will choose AIAA Engage as our platform.
  + People should familiarize themselves with AIAA Engage.
  + Marshall mentioned that using Engage is a good way to see opportunities to get involved with AIAA.
  + Pastor-Barsi needs to talk to Juhasz about virtual technical lectures.
  + Pastor-Barsi will explore Engage page some more to see what features it has, and encourages other to, as well, to see if it meets everyone’ needs
  + Pastor-Barsi will try to make entire council administrators of Engage site.
* Any suggestions on Section theme or goal for the year?
* Honors and Awards
  + Planning a virtual “picnic” on date TBD (near end of August). Pastor-Barsi would give welcome, and awardees and Section Officers would be recognized.
  + We can invite interns
  + Possibly other events, like trivia.
  + Marshall will work up an agenda
  + Email Marshall and cc Pastor-Barsi with any comments
  + Pastor-Barsi will provide information to Marshall on unlimited AIAA zoom link
* Pastor-Barsi will contact Wong about the STEM Challenge. Kratz and Wong need to meet about the results.
* Cornell asked that someone be nominated for Region III K-12 STEM position, Pastor-Barsi will forward the request
* Next Meeting – TBD, probably in August.
* Adjourn

1. **Additional notes**
   * + none
2. **Next meeting: TBD, in August**
3. **Adjourned about 4:09 pm**
4. **Synopsized Accomplishments Submitted by Area**

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

* Connolly will send budget document out for feedback
* Each chair on council should use the budget document to list events to hold in support of goal
* Chairs should think of a couple of things that can be done virtually in their area
* Marshall will work with Pastor-Barsi and Wong to develop a call for a scholarship
* Council members should familiarize themselves with AIAA Engage
* Pastor-Barsi will talk to Juhasz about virtual technical lectures
* Pastor-Barsi will explore Engage page to see what features it has
* Pastor-Barsi will try to make entire council administrators of Engage site
* Make suggestions on Section theme or goal for the year
* Marshall will work up an agenda for Honors and Awards virtual picnic
* Email Marshall and cc Pastor-Barsi with any comments on Honors and Awards virtual picnic
* Pastor-Barsi will provide information to Marshall on unlimited AIAA zoom link
* Pastor-Barsi will contact Wong about the STEM Challenge
* Kratz and Wong need to meet about the results of the STEM Challenge
* Pastor-Barsi will forward the request from Cornell for Region III K-12 STEM position nominees

| **No.** | **Assigned** | **Assigned to:** | **Action** | **Status** |
| --- | --- | --- | --- | --- |
| 2020.07-01 | 7/31/20  [Jul mtg] | Connolly | Send budget document out for feedback | **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** |
| 2020.07-07 | 7/31/20  [Jul mtg] | Pastor-Barsi | Explore Engage page to see what features it has | **Ongoing** |
| 2020.07-08 | 7/31/20  [Jul mtg] | Pastor-Barsi | Try to make entire council administrators of Engage site | **Ongoing** |
| 2020.07-09 | 7/31/20  [Jul mtg] | All | Make suggestions on Section theme or goal for the year | **Ongoing** |
| 2020.07-10 | 7/31/20  [Jul mtg] | Marshall | Work up an agenda for Honors and Awards virtual picnic | **Ongoing** |
| 2020.07-11 | 7/31/20  [Jul mtg] | All | Email Marshall and cc Pastor-Barsi with any comments on Honors and Awards virtual picnic | **Ongoing** |
| 2020.07-12 | 7/31/20  [Jul mtg] | Pastor-Barsi | Provide information to Marshall on unlimited AIAA zoom link | **Ongoing** |
| 2020.07-13 | 7/31/20  [Jul mtg] | Pastor-Barsi | Contact Wong about the STEM Challenge | **Ongoing** |
| 2020.07-14 | 7/31/20  [Jul mtg] | Kratz and Wong | Meet about the results of the STEM Challenge | **Ongoing** |
| 2020.07-15 | 7/31/20  [Jul mtg] | Pastor-Barsi | Forward the request from Cornell for Region III K-12 STEM position nominees | **Ongoing** |
| 2020.05-01 | 5/29/20  [May mtg] | All | Please send any requested information for Section annual report to Pastor-Barsi | **Ongoing** |
| 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** |
| 2020.05-04 | 5/29/20  [May mtg] | Connolly and Pastor-Barsi | Establish draft budgets | **Ongoing** |
| 2020.05-05 | 5/29/20  [May mtg] | Wong | Send link for role playing tutorial video for Technical Session Chairs to Cornell | **Ongoing** |
| 2020.05-06 | 5/29/20  [May mtg] | Wong | Send out reminders about STEM video competition | **Ongoing** |
| 2020.05-07 | 5/29/20  [May mtg] | Londrico | Reach out if interested in YP position | **Ongoing** |
| 2020.04-01 | 4/30/20  [Apr mtg] | Pastor-Barsi | Send emails requesting help if needed to fill out any sections of the annual report | **Ongoing** |
| 2020.04-03 | 4/30/20  [Apr mtg] | Eliason | Let Pastor-Barsi know if no word on Audit Budget by mid-May | **Ongoing** |
| 2020.04-06 | 4/30/20  [Apr mtg] | Pastor-Barsi | Let people know if AAIA 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 | **Ongoing** |
| 2020.04-09 | 4/30/20  [Apr mtg] | Kratz | Put out announcement about deadline for best video response to YAD-like activity | **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** |
| 2020.3-10 | 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 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** |
| 2020.02-04 | 2/24/20  [Feb mtg] | Pastor-Barsi | Follow up with Emily about posting AIAA-related videos | **Ongoing** |
| 2020.01-02 | 1/24/20  [Jan mtg] | Kratz | Request larger budget in future to accommodate AIAA middle schooler essay contest | **Ongoing** |
| 2020.01-08 | 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** |
| 2019.09-07 | 9/25/19  [Sep mtg] | Eliason | Will order new checks | **Ongoing** |
| 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** |
| 2019.07-12 | 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** |
| 2019.06-08 | 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** |