**2018/19 AIAA Orange County Section**

**May 2019 Executive Council Meeting**

Dino’s Restaurant, 6391 Westminster Blvd, Westminster, CA 92683

7 May 2019

**Minutes**

**Attendees (7):**

Schulze, Chase -- Chair

Justin, Gene—Secretary

Martin, Jim – Programs

Sutton, David -- Financial Report

Ridout, Phil – Council Member at Large

Roma, Dino – ASAT 2019

Welge, Bob – Membership, Treasurer

1. **Call to Order** Chair Chase Schulze

-- Meeting was called to order at 6:15 PM.

-- Bob Welge said: Have a quorum.

-- State and Fed Filing:

-- Chase still waiting to hear back from Emily.

-- Phil Ridout will look for old copies of documents filed with the State.

-- End of Year:

-- Chase will emailed out the latest revised Format for the Annual/Audit Reports.

-- Annual Report Due to Emily 1 June (3rd Okay due the weekend).

-- Look at appropriate section, and begin assembling.

-- Walkthrough of the form Wednesday, 8 May 2019. Chase will email out the info.

-- Chase Schulze and Bob Welge will cover the walk thru.

-- Audit Report due 30 June.

-- David Sutton and Bob Welge will support the Audit Report prep and submittal.

-- After the Council meeting, Bob Welge emailed that he attended the webinar:

-- Webinar reviewed the awards package.

-- There were a few comments made that might revise the form again.

-- So might give it a day or two for another revision.

-- Bob emailed a few screenshots that he found interesting.

-- The webinar was recorded.

-- Section By-Laws

-- Chase said that per AIAA, the By-Laws received were final, and are to be voted on.

-- After the meeting, Bob emailed Jody on this, and Jody acknowledged.

-- Jody will send the By-Laws to OC and student chapter membership.

-- It's a yes or no vote.

-- Voting closes by May 30.

-- Bob Welge reported on the “Council Election”:

-- Candidates were elected, term starts 1 June 2019.

-- Bob Welge will email Amir and Omid Gohardani on participation for next year.

-- Bob will also email Erol Kilik on participation for next year.

-- End of the Chair Section.

1. **Record Minutes, Section Secretary**  Gene Justin
2. **Approval of Minutes**  All

**--** The April Minutes were emailed out prior to the meeting. Minutes were approved.

1. **Financial Report**  David Sutton

-- David presented the April and Revised-March Reports, and the latest Bank Statement.

-- The reports had the new format and new footnotes format.

-- Gene made a motion to approve the April Report, Bob 2nd, and Council Approved.

-- March report was updated vis-à-vis a $600 check written in March (cleared in April).

-- Gene made a motion to approve the March Report, Jim Martin 2nd, and Council Approved.

-- There was a discussion about booking of checks/etc the month when written, or cashed.

-- Dino Roman said: Don’t care what it is called, but need to see when checks are written.

-- Phil Ridout made a motion to: Report checks the Month they are written.

-- Jim Martin 2nd, Council approved the motion.

-- Bob Welge discussed the $4.00 Stop Payment Fee for the 2014 $800 uncashed check.

-- Bob told the bank to cancel the Stop Payment request.

-- Council approved Bob Welge sharing Chase Bank login info with David Sutton.

-- On adding David Sutton’s signature to the Bank Account:

-- Phil made a motion to: Add David Sutton to the Bank Signature Card, no deletions.

-- Bob Welge 2nd.

-- Council approved to: Add David Sutton to the Bank Signature Card, no deletions.

-- End of the Financial Report discussions.

1. **Membership** Bob Welge

-- Bob Welge will work on the Membership write up for the Annual Report.

1. **ASAT** John Rose (Not Present)/ Dino Roman

-- John Rose is asking for a VirginOrbit Chief Test Pilot or CEO to be a Keynote Speaker.

-- Dino has invited a Mars Society person to be a Speaker, but has not heard back yet.

-- Dino suggested other possible Speakers.

-- Council suggested that a Speaker on Drones may be a draw,

-- Dino would like to nail down the two Main Speakers by the end of this month.

-- Dino wants to send out the ASAT 2019 meeting announcement by the end the month.

-- End of the ASAT discussions.

1. **Around-the-Room**  All

-- Programs – Jim Martin – No Programs on the Schedule.

-- Past Chair – Amir Gohardani (Not Present)

-- Newsletter – Omid Gohardani (Not Present)

-- Communications – Jody Hart (Not Present)

-- Public Policy – John Rose (Not Present) / Kamal Shweyk (Not Present)

-- Professional Development and Young Professionals -- Erol Kilik – (Not Present)

-- Vice Chair / Honors and Awards – Lotfi El-Bayoumy – (Not Present)

-- STEM/Education/Rockets – Jann Koepke – (Not Present)

1. **Motion to Adjourn** All

-- Next Meeting will be Tuesday, 11 June 2019. Same Time and Place.

-- The AIAA OC Council Meeting was adjourned at 7:30 PM.

Recorded by: Gene Justin