AIAA Northwest Florida Section

Council Meeting Minutes

**Date: 14 January 2019 (Monday)**

Time: 1100 - 1215

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

Attendees: Chi Mai, Chairperson

 Angela Diggs, Secretary
 John Fay, Vice Chair & Regional STEM Chair

 Mike Kelton, Membership, Honors & Awards Chair

Judith Sherrill, STEM Outreach Chair

Conducted by: Chi Mai, Chairperson

Minutes by: Angela Diggs, Secretary

# Officer Reports

## Chairperson

* **Officers**
	+ **Chi**: Finalize list for officer position and turn into HQ and region
	+ **All**: Please cc nwfl.aiaa@gmail.com on correspondence useful for tracking/reporting
* **AIAA “Engage” website**
	+ Site is live. Ready to add content. Works on base.
	+ **Chi**: Add photos to Engage site. Greater Huntsville webmaster can help.
	+ **Chi**: Link STEM content from Google Drive
	+ Link to Google drive for STEM since all materials are already uploaded
* **RAC II meeting debrief**
	+ Revised section by-law template to be approved at SciTech. Plan to have in place by new section year, beginning 1 June.
	+ **Kevin:** Submit IRS Form 990-N for FY18 NLT 15 February
	+ DD YP and Membership creating list of aerospace-related employers in Region II; FL and GA remaining
		- Will help iterate on an “initial contact” letter to engage aerospace-related companies and employees in AIAA
	+ YP committee work on “Next Generation Special Committee” to R&D and propose holistic strategy to increase young professional engagement in AIAA’s long term health
		- **All:** Send survey to non-AIAA YPs: <https://www.surveymonkey.com/r/VJ75MC2>
	+ **Chi:** Start filling out section award rubric and send to region for review and assistance
	+ Tasks from Region II Director: call about drop-outs, use Engage site, fill in award rubric
	+ Field trip locations in other sections identified
* **Internal/External News**
	+ Doolittle Th!nk Thursday: Tech Transfer, Commercialization, and Patenting on 17 Jan
	+ Society of Experimental Test Pilots Annual Southeast Section Symposium on 1 March

## Vice Chairperson

* Attended Paxton Science Night
	+ Good weather for moon viewing
	+ Parents handled straw rocket launches
	+ AIAA sponsored Sphero robot giveaway

## Secretary

* **Winter Newsletter** complete; **Chi:** Finish input and post winter newsletter
* **Feb/March newsletter** with STEM focus:
	+ Teacher of the Year awards
	+ Science Fair Awards
	+ FIRST teams
	+ Advertise Space Systems TC Space Force essay contest
* **Angela:** Set-up meetings for awards: Programs and Management, Section Student Branch Partnerships, STEM K-12, Communication, Membership, Honors & Awards

## Treasurer

* **Checking account balance** as of December: $5348
	+ **Section Funding**: $5348
	+ **Cat I & II Rebates**: $2021
	+ **FLL Grant Funding**: $0
* **Kevin/Chi:** Cat III request for lunch and fuel funds for FSU field trip

## Program Chair

* Plan: **trip to FSU** to see the magnet lab and aerospace labs in February
	+ Potential date: 13 February
	+ Brittany Brown (Ponce de Leon High School) would like to attend and bring students
	+ **Chi/John**: set up lunch with student AIAA section
	+ **Judith**: AFRL Jr Force Council will coordinate tours and transportation
* **Judith/Ryan**: Coordinate **engineering week social**. Coordinate with Rick Soria’s STEM events. Consider adding professionals as volunteers for the event and planning a late afternoon social event.
* Plan: **Distinguished Lecture**:
	+ April: Robert Zimmerman (**Chi/Eugen**)
		- Request an event for professionals (11:30-12:30) on “The Story of the Apollo 8 Mission to the Moon in December 1968 and How It Won the 1960s Space Race”
		- Request another event for students (3:30-4:30) on “Unknown Stories from Space: Astronaut Adventures That Did Not Reach The Press”
	+ June: Eugene Fleeman (**Chi/Eugen**) (after 1st week of June)
		- Request an event for professionals (11-12) on “Missile Design, Development and System Engineering”
		- Request another event for parents/students (1:00-4:00) on “Soda Straw Rocket Science Design, Build, and Fly Competition”
* **End-of-Year Banquet**
	+ Tuesday evening, May 7 at Lulu’s to be family-friendly?
	+ No-host dinner but coordinate drink specials?
	+ Recognize section/region/national awards, Teacher of the Year; transition officers

## Technical Chair

* **Chi**: Reach out to Scott for lunch & learn on Hypersonic Vehicle Simulation Initiative
* **Ryan:** Coordinate with **SETP and SFTE for regional symposium** on 1 March

## Career Enhancement/Young Professional Chair

* Plan: Monthly career development **lunch-and-learn sessions**
	+ **Ryan**: Talk to Carolyn Fries about lunch on Th!nk Thursdays at Doolittle Institute
	+ **Ryan**: Coordinate with other technical societies for topics (goal of 1 every 3-4 months per group)

## Membership Chair

* Membership Report
	+ Student membership dipped, potentially as a function of student DBF competition
	+ **Chi**: Fix remaining to email bounce-backs to update email address
	+ **All:** Follow up w/ members eligible for senior member status or associate fellow nomination
	+ **Mike**: Call members who dropped or are about to drop

## Honors & Awards Chair

* On hold: HQ timeline says we solicit Engineer of the Year award 1 July

# Pre-College Outreach Chair

* **Chi**: Send out Sandy Magnus request for kid’s thoughts on space, due 31 January
* **Judith**: request help to judge **Science & Engineering Fair AIAA awards**
	+ Junior: 1st place $100, 2nd place $50
	+ Senior: 1st place $100, 2nd place $50
* **STEM Teacher of the Year awards** have been solicited
	+ Elementary, Middle, and High School educator awards at $100 each
	+ **Rick & Judith:** Re-send out STEM Teacher of the Year award nominations
* **AIAA Space Systems TC essay contest** on Space Force
	+ **Judith:** Advertise in the local mid-week newspapers (Bay Beacon, Destin Log, Crestview Bulletin)
	+ Section awards: 1st place $50, 2nd place $30, 3rd place $20
* **Chi**: Continue to work w/ Derrick Brauneis (IS4S) & Daniel Bradley for **UWF student branch**
* Info: **Region II student conference**
	+ Abstracts due 18 February
	+ Thu-Fri, 4-5 April 2019, Cocoa Beach, FL
	+ Co-hosted by FIT and ERAU
	+ **John:** Advertise Region II student conference call for abstracts in bimonthly ping
* **Chi**: Tell Judith where/how to download the educator associate member list

# Winter/Spring Events Summary

* February: Field trip to FSU
* February: Engineers Week social
* March: SFTE-SETP regional symposium
* April: Richard Zimmerman distinguished lecture events (week of 1 or 8 April, tentative)
* May: End-of-Year Banquet (7 May, Lulu’s, 5-7:30, tentative)
* June: Eugen Fleeman distinguished lecture events (week of 10 June, tentative)

# Action Items

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