AIAA Cape Canaveral Section

Executive Council Meeting Minutes

January 13, 2022, via Zoom

Attending: Matt Zuk, Kimberly Demoret, David Fleming, Kevin Johnson, Josh Little, Rhonda Lyons, Melissa Sleeper, Kineo Wallace.

Matt called the meeting to order at 6:32PM

Treasurer: There was no formal treasurer’s report. The only expense was a $250 deposit to the Radisson for the upcoming dinner meeting.

Secretary: Minutes of the December meeting were approved as written.

**January Dinner Meeting:**

Sponsorship prospects were discussed. There was some traction from Northrop Grumman, and Kimberly is working with them. Possible contacts at L3Harris were also discussed, and Matt plans to send a letter to a Lockheed Martin contact.

There are 45 registrants so far, and 3 complimentary tickets (speaker, science fair winner and guest). Final numbers will be reported to the Radisson on Monday. Matt will check with the Radisson to see if there will be any flexibility on the numbers to account for any late arriving sponsors needing seats. All three science fair winners were invited and one accepted. Associate Fellow awardees from 2020, 2021 and 2022 were all invited to attend, as were 50th anniversary and 40th anniversary milestone honorees.

Rhonda is in communication with Janet Petro’s team. Janet expects about 1 hour to talk with Q&A, and will provide PowerPoint slides.

Matt noted that he is looking into Covid contingency planning, and will observe guidelines such as avoiding handshaking. Tables are rounds of 10, and registrants will be advised that if they have any symptoms to stay home and we will grant a full refund.

Matt has placed an order for plaques at Al’s trophy shop, and asked for a volunteer to pick them up. Kineo volunteered. Matt will generate a script for the event and distribute it. Rhonda will introduce the speaker and present the speaker gift. Matt will do the other parts of the program. Regarding the speaker’s gift, Matt asked for suggestions. Dave suggested a R2 polo shirt.

**Science Fairs**

Melissa distributed an email to some of the council about the upcoming science fairs, and will re-send to reach the full council. Special award judging for fairs are to be held on Fridays 1/28, 2/4, and 2/11. Dave volunteered for the 2/11 fair, Matt for 11/28 and 2/4, and Kimberly and Rhonda agreed to participate but would contact Melissa with dates once known.

**ISS Science Foundation**

Kevin reported that a contact from the ISS Science Foundation reached out to him regarding possible education outreach activities. They are looking to branch out from a focus on grade school to levels up to college. They are interested in sponsoring activities in order to increase awareness of their organization. They also have a KSC visitor center relationship.

Matt suggested inviting them to the dinner meeting at the member rate, with possible opportunity to participate at the meeting.

**Rocketry/Robotics**

Kevin participated in a FIRST event in December. It was apparent that the organization needs more volunteers, and there is an opportunity for AIAA to help.

Regarding rocketry, he spoke to SRA leaders at the latest event, which had about 50-100 participants. They are open to letting our Section set up a tent/booth and any event moving forward.

**Trailblazing Educator Award Nomination**

Matt noted that the deadline for nominations for this award is approaching soon and recommended a nomination for Melissa. Dave agreed to submit the nomination.

**Nomination Committee**

The time to create a nomination committee for next year’s council is approaching. Matt asked all council members to self-assess and consider serving again next year.

**Annual Report**

Matt will distribute the spreadsheet template for the annual report. This will allow committee chairs to see where points can be earned, and to boost our performance in relevant areas over the rest of the fiscal year.

**Committee Reports:**

Rhonda (Vice Chair): No further report

Florida Tech Student Branch (Dave): Dave passed on information about the dinner meeting to the Florida Tech Student Branch

Kevin: No further report

Josh: No report

Melissa: The topic for the AIAA essay contest was announced. She noted that in 2021 the prize levels were increased since only 8th grade was represented, but this year both 7th and 8th grades will be represented. She hopes for a larger pool of applicants this year, and suggested awarding one 1st prize winner for each of the two grade levels this year. Melissa plans to make a flyer to announce the contest. Last year there was some interest among elementary school teachers. The national part of the contest does not all such applicants, but we could do something for that level at the section level. Matt noted that pre-college has a $500 budget currently.

Kineo: Kineo received information from AIAA about a YP conference, with abstracts due 1/21. He will send it out to the membership, but the short turnaround may limit interest. Matt will help Kineo with the mailing list.

Kimberly (Membership): There are 314 professional members, with 4 about to drop. Kimberly will send them emails. There are also 181 university students, 77 educator associates and 6 high school members.

The meeting was adjourned at 7:30 PM

Respectfully submitted,

David Fleming