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# AIAA National Capital Section Monthly Meeting

02/07/2023, 7:07pm

Virtual

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## Attendees

Michael Barton, Dave Brandt, Steve Brunetto, David Spencer, Andrew Tidwell, Susan Bardenhagen

## Agenda

### Past Meeting Minutes

1. **VOTE:** David made motion to accept meeting minutes from January 9, 2023. Steve seconded. Vote: 5-0 in favor of the motion, the motion carries.

### Important Activity: Bylaws

1. Dave brought up **bylaws**. We'll create new bylaws, these will replace 2009 bylaws. READ has published a bylaws framework for sections, we just need to edit them, then submit them back to READ as our bylaws. Steve has skimmed the READ framework and they need a few changes (they only provide for 4 voting members, we need to decide length of elected terms, they require 5% quorum for officer elections, which at 90 people is too high for us). Susan asked about these relative to existing bylaws, Dave said these would be a full replacement.

### Updates: VP Programs

1. Andrew went to the Purdue SciTech alumni event, learned that Purdue has a partnership with Morgan State University for dual masters program. Morgan is in Mid-Atlantic section, but maybe we should encourage them to attend Regional Conferences. We should be spreading the word about programs like this through D&I.
2. Andrew spoke with Dan Dumbacher at the event about student/chapter interaction, and Dan said that National will help us drum up support in the NCS, it's important for National.

### Updates: Student Branches

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1. Steve: We need to reformulate relationships with faculty, not just students. What do we need to do to lay the groundwork here and get to formalized programs.
2. The group discussed that at UMD we have ties and could get a professor meeting, and at GWU the faculty advisor was just nominated as Associate Fellow.
3. David suggested utilizing Norm to help form formal relationships. Michael suggested talking to Lindsay about best practices
4. Steve proposed adding student branch chairs and/or faculty advisors on the Student Branch Committee
5. Steve said his goal for the year is to have relationships with faculty/branches and understand what the Section can do to support them.
6. Susan raised another goal of connecting K12 students, especially awardees, to the student branches.

### Updates: DiscoverE Future Cities

1. Bruce and Susan have been leading efforts with Future Cities. Judging will be on 2/19 in DC with awards presentation 2/21.
2. Andrew also tried to sign up for judging but wasn't connected with Bruce and Susan
3. It's pretty disorganized, but Dave said we should be in as we've paid the money. Given the disorganization we can reconsider doing it in the future (possibly with Andrew as lead as Bruce is trying to pass the torch), and we need to make sure we get credit for doing this.

### Updates: STEM/K-12

1. Science Fair - Susan is confident we'll hit deadlines thanks to quick responses from Michael's ConstantContact outreach
2. PAWS - Susan: 7 of our 82 students went to the SciTech PAWS workshop over two days, first on air intake and second on nozzles. Students brought their resumes, got a lot of business cards.
3. Susan ran the SciTech Educators day along with AIAA Outreach. AIAA brought 5 stations, students were very engaged. Exhibitors set aside extra stuff for students which was well-received.
4. AIAA national DEI committee person ran SciTech teacher workshop and was incredible, lives in PG County. She would help support, but not lead, NCS DEI committee.
5. Dave - 8 counties in his new area are participating in VA Piedmont SciFair, he can contact them and see if they have aerospace panels. We discussed that it could be difficult for these students to participate in awards activities.
6. Andrew posted pictures from GSFC event on Engage platform and will post other pictures as well.

## Updates: VP Operations

1. We discussed bylaws at the beginning of the meeting.
2. Someone asked about the official NCS address, Dave confirmed that the address is a UPS box in Arlington that's auto-renewed annually.

## Updates: Treasurer

1. Taxes are due at the end of February. David hasn't tried to access the information on Drive yet.
2. Checks: Steve will bring checks to Dave at LM who will hand to David
3. Susan: We need to resend one of the kids award checks and need to verify they were cashed. These are checks 1825-1850.

## Updates: Honors and Awards

1. This is national awards season, Dave is assembling list of awards. Dave needs to work with Norm on nomination process

## Updates: Communications

1. There was a discussion of the status of the survey and what to do as next steps. Andrew said no followup is needed and the information will be useful when planning how to do events
2. Andrew: we do need to setup a process for doing a regular member census
3. Michael: we should reactivate social media as well, maybe starting with the GSFC pictures
4. Steve: Now would be a good time to plan a happy hour, something small where we talk a little about section plans and make appearances in the section. The group discussed the AIAA DEFENSE conference, the Gala, and the SATELLITE conference and chose to act on SATELLITE and potentially also do events at the others as well. Michael will make a reservation and invite the Section. The group discussed bringing swag for door prizes.
5. Susan was interested in researching an event at Udvar-Hazy, and David was interested in researching a table at Space Ball. Andrew will make a spreadsheet for collecting these tag-along event possibilities

## Next Meeting

Probably the week of March 13

Meeting adjourned at 8:39PM

## Action Items

1. Michael: Finalize and send out Meeting Minutes (3/1)
2. Dave: send old bylaws to officers (2/17)
3. Steve: read and propose edits to READ bylaws (3/1)
4. Michael: read and propose edits to Steve's edits (3/15)
5. Steve: propose new bylaws (next meeting)
6. Steve: set up a meeting with Lindsay Mitchell about student branch relationships best practices. Susan would like to attend (March)
7. Steve: talk with Norm and the GWU professor to start the process (April)
8. Andrew: Connect with Bruce and Susan on Future Cities (2/12)
9. Andrew: Work with Bruce and Susan and formalize process for documenting AIAA involvement with Future Cities (2/18)
10. Susan: Invite Robin Houston to a future NCS meeting
11. Susan: Send student pictures from SciTech to Andrew to post on Engage (March)
12. Dave: Follow up with Kathy at GSFC to get on summer calendar for awards (March)
13. Susan: Send name of student who needs another check to David to resend (March)
14. Dave: Send out list of awards to the group (3/1)
15. Dave: Discuss with Norm on how to announce award nomination period (March)
16. Michael: Figure out social media platforms with Andrew and send out pictures (March)
17. Michael: Make reservation for SATELLITE happy hour and communicate with the section (Mar 1)
18. Susan: Research Udvar-Hazy tour (April)
19. David: Research concourse table at Space Ball (April)
20. Andrew: Create spreadsheet for potential event tracking (March meeting)
  
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