**Meeting Minutes For:** AIAA Cape Canaveral Executive Council Members

January 24th, 2019 Council Meeting Agenda, 7:00pm to 8:00pm

**Council Members in Attendance**

Chairman: Matthew Zuk

Vice Chairman: Rachel Mocini

Secretary: Holly Petrucci

Treasurer: Taylor Dacko

Education Officer: Dr. Dave Fleming

STEM K-12 Officer: Taylor Fazzini

Public Policy Officer: Sharif Abdel-Magid

Career and Workforce Development Officer: Naveen Sri Uddanti

Young Professional Officer: Elizabeth Balga

Start: 7:03 pm

1. **Minutes**
* December 19, 2018 Meeting Minutes will be reviewed and approved electronically to give more time for feedback.
* January 2019 Treasurer’s will be reviewed and approved electronically.
* FIT Dinner Meeting
	+ Student branch using PayPal for dinner meeting.
	+ Matt will provide update needed for final numbers to caterer.
	+ Guest Speaker, Greg Maholic (sp). Interstellar Travel.
	+ Dinner Monday 5:30pm.
	+ Find the link on the AIAA website.
	+ Encourage people to attend. Hartley room.
	+ Find the map on the FIT website.
	+ Dr. Dave Fleming P.O.C.
* Brevard Regional Science Fairs
	+ Taylor Fazzini, K-12.
	+ Need people to volunteer.
	+ First fair Saturday Feb 2nd, Merritt Island. Feb 9, Merritt Island. Final one is the Feb. 23rd in Melbourne. (Dr. Fleming)

Need judges., Matt is sending out email to solicit more judges.

* + Word to the judges – need full student name to send proper invitation out and/scholarship check out.
	+ Each scholarship is $200.00.
* Divine Mercy Space Day
	+ Held on Feb 14th. Thursday.
	+ AIAA Cape Canaveral supporting, “Reach for the Stars” rocket competition.
	+ 6,7,8th grades.
	+ Volunteers are needed to help judge this event.
	+ Doug Moore will be running the competition.
	+ 54 students. Each student launches twice. 3 launch beds set up. Measure from a pin in the middle of the field to the launch vehicle. Must be within 50 feet of pin to qualify for Nationals in both rounds.
	+ National winning student goes to Huntsville, Alabama for Space Camp.
	+ To know more about the space day event, link on the engage website.
	+ Parents volunteered.
* YP Symposium
	+ Elizabeth – coordinating with YP’s to figure out an agenda, timeline to form a symposium/development day.
	+ Late July early August.
	+ Reference the section officers community - library, to form a committee.
	+ Define it for our section. Verify policy and procedure – example given. Locate support under YP chairman/officer role.
	+ Brainstorm a way to solicit representation from a few more companies. Soliciting donations/sponsorship.
	+ Elizabeth-Email then add them to an informal committee.
		- NOTE: Student Conference in April
		- Key note speaker. Send out a survey to solicit topics that YPs should be learning for a value-added event. Naveen tag up with Elizabeth.
		- Naveen have anything please send to Elizabeth or Matt.
* Spring Dinner Planning
	+ Planning stage. Award type banquet to applaud our science fair recipients. (brain storming). Soliciting a point person to execute this event.
	+ Programs director: Dennis. May, 2019 time frame.
* Section Awards Rubric
	+ New format for Cat 1 money we receive.
	+ Supposed to be more transparent for our grading system and take the place for our annual report to include the section award.
		- Minimum tabs 1, 1a, 2, and 2a. rest of tabs are used for individual awards. Color codes – red mandatory.
	+ Matt - put on google drive then send out link to share with team members.
	+ Student Branch, Dr Fleming and Matt team up on this one.
		- Every committee person submit a draft and have it populated by next council meeting.
		- Next council meeting each officer can give their draft update on the section awards rubric.
	+ New bylaws template. New governance model.
		- The council gave thumbs up.
		- The Region had no input. (generic - we are supposed to populate them section specific).
		- Example: Council has the power to set voting time lines.
	+ Nominating committee will be initiated next council meeting.
* Committee Reports
	+ Rachel. Contacts for student conference, requesting speakers setting & up tours. Rachel P.O.C. for the base. Dr. Fleming has contacts for Rachel.
		- Rachel has admin, table, table cloth.
	+ YP N/A
	+ Sharif. Wednesday March 20th, 2019 is Congressional Visit Day.
		- Registration is free.
		- People on council follow up with Sharif start setting up meeting up in DC.
		- Travel subsidy apps are due 1 FEB.
		- Matt to Sharif: State need for subsidy.
	+ Taylor Fazzini
		- Email from k-12 national director educator of the year award.
		- Heard podcast: challenger lessons.
		- All experiments and lesson plans looking onto working with local schools and ERAU teachers for a ‘reach and teach’ space school lesson plan.
	+ Dr. Fleming: talked about the dinner meeting – please register.
		- Student conference- 2 student branches are meeting in Cocoa Beach this week.
		- Planning for tour.
		- Suggestions for sponsorship package needed for Dr. Dave.
		- Trying to locate Delaware North for processing the people on to the base (KSC).
		- April timeframe. 2categories – review papers and other judges to be on site.
		- Matt reached out to Blue Origin for a tour - Matt will reach out again.
	+ Naveen-serving remotely from Boston. Have further updates in the coming weeks. Ideas - funding events. Invest some of the money $200-$300 a month using for scholarship purposes. Matt: chapter does not have operating funds to support.
	+ Taylor D. -1099 issue. Jim as a speaker. $1000. Honorarium.
		- Considered an employee/employer relationship. Hitting a deadline.
		- Taylor - Having an issue getting in touch with Jim.
	+ Taylor F. Next Gen propose strategy to learn more about AIAA for nonmembers
		- Reach out to former college friends - survey.
		- Matt - email the link out to send out to professional network

End meeting: 8:04 pm.