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Meeting Minutes for AIAA Cape Canaveral Council Meeting held on April 30, 2020 via Teleconference.

**Attendees**

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| Chairperson: | Elizabeth Balga |
| Treasurer  | Matthew Zuk |
| Secretary: | David Fleming |

Elizabeth called the meeting to order at 8:05PM without quorum.

Chair Report (Elizabeth):

1. **Annual Reports**: AIAA held a teleconference on the annual report process and best practices, and Elizabeth has the PowerPoint slides from that meeting. There is a new mode of reporting, and the deadline for submission is June 1. Award forms are available on Engage. There will be a similar teleconference on May 15 for audit and budget reports, and Elizabeth suggested Matt participate. Elizabeth suggested that the communications award may be an area where our section is competitive. She set an internal deadline of May 14 for section officers to submit draft reports to leave time for review prior to submission.
2. **Officer Nominations:** Elizabeth asked Dave for an update on the section officer nomination process. Dave reported that response from calls for nominations have been few. Matthew Zuk has agreed to accept a nomination for Treasurer, and Elizabeth Balga has expressed willingness to accept nominations for either Young Professional Chair, Public Policy Chair or Vice Chair. David Fleming said that he would be willing to accept a nomination as Chair if no other suitable candidates can be found. Mellissa Sleeper appears to be willing to continue as K-12 STEM chair. Two other members have expressed interest in nominations, but have not committed. Dave said he would follow up with Rachel and Ashley to clarify their intentions for the next year. Matt agreed to send out a solicitation via Engage seeking additional nominations. Matt reviewed the bylaws regarding nominations and elections, and noted that there must be a 14 day minimum between soliciting nominations and announcing the slate of nominees. This has been met based on the solicitation in previous newsletters. There must be 20 days between the official notification of the slate and receipt of ballots. As such, Elizabeth proposed the following deadlines. May 6 as deadline for receipt of nominations and creation of the ballot, and May 26 for ballots to be received. Matt volunteered to serve on the Teller’s committee for the election.
3. **Virtual Events**: At the previous meeting the possibility of hosting virtual event(s) in the spring was floated, but as no planning has progressed since that time, there will be none.
4. **Essays:** Melissa will be in need of judges for the essay contest. Matt and Dave volunteered to help judge student essays.

Treasurer (Matt): Matt reported that there were two transactions since the 3/5/20 report, one to reimburse Elizabeth for the section’s purchase of a projector, and the other $430 in expenses for the “Be an astronaut” event. With these expenses the section has $3,184 in the account. Previous outstanding checks to FIT have cleared. Check to the AIAA award winners at the Brevard County Science Fairs still need to be distributed.

Secretary (Dave):

* Newsletter. Dave will work on a May newsletter, though no content ideas are currently in place.

FIT Student Branch update (Dave):

* The student branch has held elections and put in place their leadership team for the next academic year.

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**Action Item Log**

1. All: work on end of year reports, draft by May 15
2. Dave to seek nominees for next year’s council
3. Elizabeth to send science fair awards and checks to winners
4. Dave to draft newsletter

**Adjourn**

The meeting was adjourned at 8:40PM.

**Officer List**

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| Chairman: | Elizabeth Balga |
| Vice Chairman: | Rachel Mocini |
| Secretary: (also FIT Student Branch Faculty Adviser) | Dave Fleming |
| Treasurer: (also AIAA Region 2 Finance Director) | Matthew Zuk |
| Programs Officer: | Dennis Dali |
| Education Officer: | Naveen Sri Uddanti |
| Honors & Awards Officer: (also member of Structural Dynamics Technical Committee) | Razvan Rusovici |
| Membership Officer: | Vacant |
| Communications Officer: | Jacob Shiver |
| STEM K-12 Officer: | Melissa Sleeper |
| Public Policy Officer: | Holly Petrucci |
| Career and Workforce Development Officer: | Dhuree Seth |
| Young Professional Officer: (also AIAA Region 2 Asst. Deputy Director of Education) | Ashley Scharfenberg |
| Technical Officer: | Vacant |