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Meeting Minutes for AIAA Cape Canaveral Council Meeting held on June 18, 2019 in the Cocoa Beach Public Library Captain’s Room. [Approved 7/2/2019]

**Attendees**

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| Chairperson: | Elizabeth Balga |
| Treasurer: | Matthew Zuk |
| Secretary: | David Fleming |
| STEM K-12 Officer: | Melissa Sleeper |
| Young Professional Chair: | Ashley Scharfenberg |
| Career and Workforce Development Officer: | Dhuree Seth (telecom, 7:00PM) |

Elizabeth called the meeting to order at 6:35PM without quorum.

**Primary Discussion Topics**

1. Introductions: As this is the start of a new fiscal year, Elizabeth asked those present to introduce themselves including description of their past AIAA involvement with the Section and other AIAA-related activities. Matt gave short bios for those council members not present at the meeting. The full list of executive council members for 2019-2010 is as follows, including notes on current AIAA responsibilities outside the council:

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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 |

1. Executive Council Meeting Time and Location:
   * Elizabeth will send out a survey to council members to determine the best date for meetings. This is in addition to the request for constraints made in her previously emailed information request.
   * Regarding location, the CCTS conference room has traditionally been used, and may be used again. In the event of conflicts (such as today) there is the Cocoa Beach library, and Elizabeth will also explore other options.
2. Objectives for the Coming Year:
   * Elizabeth outlined some of her priorities as Chair. These include a desire to provide a monthly opportunity for the full membership to participate in a Section activity, which could include social events, technical speakers, or other activities. She would like to reinstate a sense of community among section members. She would also like to increase the amount of technical exchange in the section, with more frequent opportunities for members to learn about the industry by tapping into the amazing network of aerospace professionals in the area. Better engagement with companies was recommended. There has been an influx of professionals, many of whom may not have yet changed their section affiliation. The section should become a primary interface of the aerospace industry.
   * Elizabeth previously distributed a short survey to council members, part of which asks for feedback on each member’s goals for the coming year and suggestions for section activities. She encouraged those who have not yet responded to do so. She will compile the results (anonymously) and distribute to the council.
   * Prior to the meeting, Matt prepared a list of traditional section activities, which could form a foundation for planning for the coming year. This list was reviewed by the attendees. A summary of this list follows:

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| **Event** | **Responsible Committee** | **Date** |
| Brevard Zoo Teacher Open House | K12 STEM | Sept |
| Fall Dinner Meeting | Programs | Oct-Nov |
| Holiday Social | Membership | Dec |
| FIT Dinner | Student Branch | Feb-Mar |
| ERAU Dinner | Student Brach | Feb-Mar |
| Brevard County Science Fairs | K12 STEM | Feb |
| Spring Banquet | Programs | Apr-May |
| Divine Mercy Space Day | K12 STEM | Feb |
| KSC Community Day (discontinued by NASA?) | K12 STEM | Sept |
| Brevard Minor League Baseball Social |  |  |
| **Other Possible Event Types** |  |  |
| Social |  |  |
| Facility Tours |  |  |
| Joint Meeting with Other Tech Societies |  |  |
| Movie Night |  |  |
| Engineering sports/aerodynamics/sailing |  |  |
| Mini symposium/lunch and learn |  |  |

* Feedback was solicited from the assembled and was received as follows:
  + Tours are great activities, but can be hard to accomplish. Matt reported that previous efforts to organize a tour on KSC facilities was very difficult.
  + Dave suggested that it would be good to get AIAA representation on the CCTS Space Congress committee, and to participate in that event.
  + In response to a comment about trying to increase the number of members that participate in section activities, Matt cautioned about the need to manage expectations, as members have different objectives for their AIAA membership, with some interested only in national conferences, for example. Elizabeth said that we should still pursue opportunities to increase local involvement, and that the section has a responsibility to both serve the section as a whole and to serve and create value for our community.
  + Elizabeth suggested the possibility of surveying the membership for their needs.
  + Budgetary concerns influence section activities. Matt volunteered to send out a notional budget for review by the council. Committee chairs should review it, with an eye toward making budget requests and to help plan for new and continuing activities.
  + Melissa asked whether the section had a speaker’s bureau that could be tapped to talk to schools. The answer was that while no formal bureau exists, section members can be tapped for that purpose. Dave noted that for the 2003 centennial of the Wright Brothers the section worked with the FIT student branch to produce a model Wright Flyer, which was then displayed at various schools in the area with Section and Student Branch members providing lectures on the topic. This could be a model for that sort of activity.
  + Melissa asked whether the section had connection with the ShareSpace Foundation. Matt answered in the affirmative, and that the section has worked with ShareSpace in conjunction with Divine Mercy Space Day.
  + Some suggestions for joint dinner meetings included: Missile, Space and Range Pioneers, Inc., and the National Space Club.
  + Yuri’s Night was posed as a possible event for section participation.
  + Melissa noted International “Look at the Moon” night, Oct. 4.
  + Past participation hosting a table at Air Shows such as the Melbourne Air Show were noted.
  + Melissa asked whether AIAA brand Swag was available for distribution. Matt said that while in the past it was available to sections for free, there is currently a cost sharing model in place.
  + Melissa asked about partnerships with scouting organizations for Robotics badges. No current activity in that area was reported.
* Events from AIAA National that can affect our Section include:
  + RLC: The Regional Leadership Conference will be held in August in Indianapolis in conjunction with the Propulsion and Energy Conference. AIAA will pay for a minimum of one section leader to attend.
  + In October, the Next Generation Symposium will be held in Huntsville, AL. While this is a Young Professional oriented event, it is open to all members. Abstracts are being accepted until mid July.
  + SciTech 2020 will be held in Orlando in January 2020. (Dhuree noted that at the previous Orlando SciTech the Section hosted a hands-on event.)
  + CVD: Congressional Visits Day will be held in March 2020.
  + R2SC: The Region 2 Student Conference will be held in April 2020 at the University of Alabama.
  + A4A: August is for Aerospace, vising congressional office for public policy outreach. Similarly, ‘Space Day’ in Tallahassee.

1. Organizational/Operational Structure of the Section:
   * Elizabeth suggested uniting our social media presence, and aligning it with AIAA Engage.
     + Matt noted an issue with Engage, that registration for events is difficult via Engage because nonmembers can’t log in. The section has recently used the CCTS website to host registration/PayPal. Elizabeth said she would investigate Eventbrite as a possible alternative.
   * Newsletter: It was encouraged to do a newsletter. Dave said he would work with the communications officer on this. Suggestions included having increased member involvement through writing ‘spotlight’ or opinion pieces. Also, Elizabeth emphasized the need to get company involvement, and thus for companies to see that their participation in AIAA can be a two way street benefitting both parties.
   * Internal awards: Elizabeth noted from her time with the Huntsville Section that they had numerous awards programs, and recommended similar for our section. Matt noted that one section award (‘Member of the Year’) currently exists, though it was not awarded this past year. Elizabeth suggested hosting a ‘Lunch and Learn’ session on the topic of membership upgrades. She also suggested increasing Section participation in national award nominations.
   * By-Laws Update: Matt reported that the section has adopted the new standardized AIAA by-laws, but has not adopted any ‘policies and procedures’ that can be used for each section to meet its own needs. Elizabeth volunteered to review the existing bylaws to see if any updates to ‘policies and procedures’ are needed.
   * Open Section Positions: a couple committee chair positions remain open. Matt suggested considering candidates who didn’t win seats in the last election for possible appointment. Elizabeth said that finding a strong Membership Chair is the most urgent need.
   * Matt will distribute the AIAA Awards Rubric to all Council members so each can be aware of how to maximize our potential for winning section awards.
   * Council members will be asked to provide monthly reports. After action reports should be made after each event for review, and to provide input for the newsletter.
2. Next Meeting:

The next meeting is set for Tuesday, July 2. Location TBD. Elizabeth asked council members to send her their list of personal goals for the year, their constraints, and resources needed (money, committee member support, number of volunteers needed, etc.) The next council meeting will focus on that.

**Action Item Log**

1. All: Respond to Elizabeth’s council member e-mail survey regarding goals, constraints and needs for the coming year.
2. Elizabeth to poll Council regarding establishment of meeting date.
3. Matt to distribute notional budget to council for review.
4. Elizabeth to explore possibility of using Eventbrite for event registrations.
5. Jacob and Dave: begin working on newsletter.
6. Elizabeth to review by-laws.
7. Matt to distribute AIAA awards rubric.

**Adjourn**

The meeting was adjourned at 7:50PM. The next council meeting will be held Tuesday, July 2, 2019.