AIAA Northwest Florida Section

Council Meeting Minutes

**Date: 13 May 2019 (Monday)**

Time: 1100 - 1215

Location: Bamboo Sushi Bar & Hibachi Express
117 John Sims Parkway W, Niceville, FL 32578

Attendees: Chi Mai, Chairperson

 Angela Diggs, Secretary

 Eugen Toma, Programs Chair

 Micah Reese, incoming Secretary

 Eric Robertson, incoming Technical Chair

 Daniel Bradley, Social Media Chair

 Judith Sherrill, STEM Outreach Chair

Conducted by: Chi Mai, Chairperson

Minutes by: Angela Diggs, Secretary

# Officer Reports

## Chairperson

* **Annual Report**
	+ **Chi:** Schedule a day to work on report at DI (5/17?)
* **Officers**
	+ **All**: Please cc nwfl.aiaa@gmail.com on all correspondence.
	+ 2019-2020 elections
		- Voting ends today (but all ran un-opposed).
		- Plan to install new officers during 14 May Section dinner.
	+ **Executive council meetings** will remain 2nd Monday of the month at Bamboo Sushi Bar & Hibachi Express in Niceville
	+ **Chi**: Add new officers to calendar appointments, Google Groups, Google Drive, and AIAA roster
	+ **Chi**: Propose a list of section events by month
* **AIAA “Engage” website**
	+ **Judith**: Continue adding STEM pics and summaries
	+ **Judith**: Teach Daniel how to upload pictures onto page
	+ **Angela**: Summer intern can upload STEM files to Engage site
* **Regional Leadership Conference**
	+ Sunday, August 18, 2019 @ AIAA Propulsion
	+ $600 travel stipend
	+ Jill & Ryan interested in attending
* **Internal/External News**
	+ Doolittle Th!nk Thursday: [SBIR/STTR Tech Showcase](https://doolittleinstitute.org/events/thnk-sbir-event/), 16 May
		- **Daniel**: Post on social media

## Vice Chairperson

* None.

## Secretary

* **Angela**: Finish newsletter with STEM focus.
* **Angela/Chi**: Determine if another spring newsletter is needed.

## Treasurer

* **Checking account balance** as of April: $4414.18
* All checks have cleared.
* **Kevin:** Work the annual financial report.
* **All:** Consider monetary needs for programs/awards next year.

## Program Chair

* **Distinguished Lectures:**
	+ Eugene Fleeman, 11 June
		- 1130-1230: Missile Design, Development, and System Engineering
		- 1330-1500: Soda Straw Rocket Science Design, Build, and Fly Competition
			* Middle and high school students also welcome
		- **Eugen**: Send abstracts for Fleeman DLs to other officers for further distribution
		- **Chi**: Create fliers for Fleeman DLs for distribution
		- **Daniel**: Advertise Fleeman DLs on social media
	+ Robert Zimmerman, August/September (August 29?)
		- 1130-1230: The Story of Apollo 8 Mission to the Moon in December 1968 and How it Won the 1960s Space Race
		- 1530-1630: Unknown Stories from Space: Astronaut Adventures that did not Reach the Press
* **End of the Year Banquet**
	+ Lulu’s in Destin, Tuesday 14 May
		- 1700-1730: social
		- 1730-1900: dinner and program
	+ **Chi:** Call Lulu’s to inform them of large group
	+ Program
		- **Chi**: Announcements: section introductions, officer introductions
		- **Ryan:** Programs: recap
		- **Judith**: STEM: recap, recognize STEM TOY and Science Fair awards
		- **Mike**: Membership: recognize new members, those with 25/40/50+, and membership upgrades
		- **Mike**: Honors & Awards: Scott Morton, advertise the Engineer of the Year
		- **Daniel**: Succession of Officers

## Technical Chair

* **AIAA DEFENSE Forum** was held 7-9 May at JHU APL. Forum & speakers were fantastic. Angela and Ryan attended.
* Angela Diggs is now on the AIAA Weapon Systems Effectiveness TC.
* **AIAA AVIATION Forum** this summer in Dallas, TX
* **AIAA SciTech** abstract deadline is upcoming.
	+ 30th AIAA/AAS Space Flight Mechanics Meeting in conjunction w/ SciTech

## Career Enhancement/Young Professional Chair

* **Monthly career development lunch-and-learn sessions**
	+ Notional plan to schedule on 2nd Thursday, 1130-1200. Will move to accommodate people/events. Hosting at Doolittle Institute in the Outer Loop.
	+ 25 April: Chris Molek discussed ways to couple Outlook and OneNote to increase productivity; 18 attendees
		- **Angela**: Ask for slides
	+ 2 May: Kaitlin Fair & Jennifer Talley discussed intern mentoring; 8 attendees
	+ 14 June: Janet Wolfson to discuss work/life prioritization
		- **Daniel:** Post 14 June L&L to social media
	+ 11 July: TBD, maybe Email Etiquette (Darnell Diggs, RW University) or Slay the Inbox (EB)
	+ 15 August**:** Shere Tuckey to present “How to Say No”
	+ Other topics: notebook organization, stress & anxiety management, ethics: gov/ctr relations, etc
* Info: Greater Huntsville Section’s 4th Annual **Next Gen Symposium**
	+ <https://aiaanextgen.org>
	+ 9-10 September 2019, Huntsville, AL
	+ Abstracts due 19 July
	+ Seeking senior professionals to serve as session chairs, judges, and mentors
	+ **Chi:** Send Next Gen Symposium information to officers

## Membership Chair

* Membership Report
	+ **Jill**: Call members who have dropped or are about to drop
* Region II Deputy Director for Membership & Young Professionals compiled a list of aerospace companies
	+ Chi made corrections and additions
	+ **All**: Consider what we want to do with this list this year.
		- **Jill**: Draft letter asking for face-to-face meetings.
		- Officers can discuss what AIAA offers to its members and what local events are
		- Offer ways that companies can contribute: meeting space, company tours, technical speakers, donations for outreach

## Honors & Awards Chair

* **Angela & Chi**: Follow up with those interested in nomination to Fellow
* **Nominations**:
	+ **Senior Member (awarded)**: Ryan Sherrill, Judith Sherrill, Eugen Toma
	+ **Associate Fellow (submitted)**: Kevin Brink, Nick Yakaboski, Crystal Pasiliao, Ken Blackburn
	+ **Fellow (tentative)**: John Fay, Rob Murphey, Kirk Vanden, Chuck Denegri, Peter Zipfel
	+ **Fellows (in progress by others)**: Farrukh Alvi, Lou Cattafesta, Scott Morton
* **AIAA Engineer of the Year Award**
	+ HQ timeline says we solicit Engineer of the Year Award 1 July
	+ **John:** Begin forming criteria for Engineer of the Year Award

# Pre-College Outreach and Education Chair

* **NASA In-flight Education Downlink**
	+ 20-minute downlink with associated activities
	+ Consider applying for October deadline
	+ Currently working with Doolittle Institute to host, but Mattie Kelly Arts Center was used before and live-streamed to Okaloosa County schools
* **Paxton School FIRST LEGO League team** in NWF Daily News (<https://www.nwfdailynews.com/news/20190412/paxton-students-to-attend-lego-league-expo>)
	+ **Daniel**: Share Paxton School FIRST LEGO League team news link via social media; note AIAA Educator Associates as team coach
* **14 March FLL Jr Expo** sponsored by AIAA
	+ **Angela**: Add pictures to the Google Drive for 14 March Expo
* Info: 9 June **STEM events for girls** at Doolittle Institute
	+ **Judith:** Confirm date for STEM event for girls at DI
* Info: John, Ryan, and Ken to help with **summer camp STEM lessons**
* Info: Local area to host **state FLL competition** in April 2020; location TBD. Expect training sessions; may make Engineers as Educators event. Theme is civil engineering.
* Info: Judith working w/ Michelle at Higher Orbits for **Go for Launch** workshop sponsorship.
* Section may sponsor **pizza dinner at University of South Alabama** student branch meeting in the fall to help w/ recruitment.

# Spring Events Summary

* May: End of year Banquet (14 May, Lulu’s, 5:00-6:30 pm)
* June: Fleeman Distinguished Lecture
* June: Work-Life Prioritization Lunch and Learn

# Action Items

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