**Council Meeting Minutes**

**19 July 2022, 6:00 pm – 7:00 pm**

**Hybrid Meeting via Zoom**

**Downtown Huntsville Library**

**Council Members Present**

|  |  |
| --- | --- |
| Chair – Tracie Prater | Education – Sean Kenney |
| Vice Chair – Mark Becnel | K-12 Outreach – Robin Osborne |
| Vice-Chair (Mobile) | Liaison to Student Branches – Ian Slamen |
| Treasurer – Alan Lowery | YP Director – Christopher Kitson |
| Secretary – Len Naugher | Liaison to Professional Societies – April Potter |
| Marketing – Denver Powell | Special Projects – Linda Krause |
| Honors & Awards – Joe Majdalani | Public Policy –  |
| Membership – Robert Tramel | Webmaster -  |
| Immediate Past Chair –  | Governance advisor – Matthew Hitt |

**Council Members Not Present**

|  |  |
| --- | --- |
| Webmaster - Arloe MayneImmediate past chair - Theresa Jehle |  |
| Public policy - Tom Hancock (present for first portion of meeting) |  |
|  |  |

**Chair**

 Chair, Tracie Prater opened the meeting at 1800, with 6 members present at the Downtown Huntsville Library and 8 were present via ZOOM meeting.

 The meeting room A does not have any projector, so we were limited to laptops.

**Vice Chair/Programs**

No Update

**Secretary**

*No update*

**Special Projects Director**

No Update

**Membership Director**

Starting #’s for this year: (THESE DO NOT CHANGE)

Professional Members: X

Student Members: X

Educator Associates: X

Total: X

Starting #’s for MONTH: (Month that meeting is taking place)

Professional Members: Y

Student Members: Y

Educator Associates: Y

Total: Y

In the last month, Professional Members have increased by Z, Student Members have decreased by Z, and Educator Associates had no change. There were Z members that rejoined and Z that are about to drop.

**Liaison to Student Branches**

No Update

**Treasurer**

Account Balance Information as of 07/18/2022…

AIAA Checking:  $16,159.61  (As of 06/30/2002:  $17,484.86)

07/01/2022 - 07/18/2022

Income: $0

Expenses:

 SCS - $196.20 (carpet rental and installation for 2022 SMD Symposium)

 Arloe Mayne - $129.05 (website maintenance; GoDaddy products)

 Auburn University - $1,000.00 (scholarship money for Charles H. Smith)

No payments pending.

06/01/2022 - 06/30/2002

Income:

 Deposit - $500.00

 Credit Dividend - $0.72

Expenses (last council year):

 Mason Dixon Catering - $300 (catering tip)

 Tracie Prater - $34.08 (Misc. Awards Dinner expenses)

 Naveen Vetcha - $125.00 (Ornithopter Awards)

 Naveen Vetcha - $13.85 (Ornithopter Award Fee)

AIAA Money Market:  $26.141.94

 06/01/2022 - 07/18/2022

 Income:

 Credit Dividend - $4.30

 Expenses:  $0

 No payments pending.

 Alan will be sending out the budget in the next few days for approval.

 The discussion of approach to use the current budget (pass a continuing resolution) to allow time for the new officers to plan and adjust the budget as they develop their events and ideas .

**Mobile Chapter**

No Update

**Marketing Director**

No Update

**Education Director**

No Update

**Newsletter Editor**

This position is open

**Honors & Awards Director**

Joe Majdalani discussed getting member rank elevated (senior member, associate fellow, fellow). Expressed value to members in joining technical committee and need to create greater awareness of TCs. Mentioned there is a narrow window for some of these actions to take place. Will update and have a well-defined procedure for awards to be presented later. Tracie Prater mentioned this could go in policies and procedures document which is being updated.

**Liaison to Professional Societies**

No Update

**K-12 Outreach Director**

Robin Osborne discussed several upcoming events, including the Higher Orbits Event at Huntsville Library. Several aerospace companies have some competition events -- more details to follow with this as well.

**Public Policy Director**

No Update

**YP Director**

No Update

**Webmaster**

No update

**Recent Activities**

* Sackheim Scholarship winner announced – Charles Smith
* Budget audit package submitted to AIAA (6/30)
* Speaker’s Bureau recruitment
* Lecture on Neutral Buoyancy Testing in Human Spaceflight with Jack Stokes and Jim Splawn

**Upcoming Activities**

Planned Events

* Trip to Southern Museum of Flight in Birmingham
	+ 23 July 2022.
* Volunteer recruitment for Space and Missile Defense symposium booth staffing.
	+ Reserved booth at SMD Symposium last council year
	+ Initial e-mail to recruit volunteers was sent out in early July
	+ Event is 9 – 11 August, 2022
	+ In need of additional volunteers to ensure balanced staffing
* Need for early registration for the Tinsel Tree reservation.
* The Space trivia Young Professional event may take place in the first week of August, more details to follow.

**Motions Made, Seconded and/or Carried**

Motion # 1

Motion to approve council meeting minutes from June 2022

Second the motion – Robert Tramel

 *Approved – Yes, 13 No, 0 Abstain, 0*

*Motion passed*

*Motion # 2*

 *Tracie Prater: Motion to allocate $300.00 to reserve the AIAA GHS tree for Tinsel Trail. An additional $100.00 will be allocated for decorations.*

*Rationale Statement: The early registration deadline to reserve a Tinsel Trail tree is approaching on July 31st. This was a popular section event last year with excellent volunteer participation. The event has a tie-in with STEAM Fest since children made ornaments for our tree last year. We can also have an event for general members to make ornaments and a tree topper or run a photo contest with the tree on social media. Tinsel Trail is a great opportunity for community engagement.*

*Second the motion – Robin Osborne*

*Approved – Yes 13, No 0, Abstain 0*

*Motion passed*

*Motion # 3*

 *Tracie Prater: Motion to allocate $325.00 to reserve a booth for next year’s SMD Symposium in August 2023. The booth for next year can be reserved at this year’s event in August 2022. $100.00 is also requested for printing of a brochure on GHS section activities to distribute at this year’s event. I also request $25 for a gift card to be awarded based on a drawing of those who leave business cards at the booth. I would also like to organize a social in conjunction with SMD which would have a gift card of $25.00 as a door prize. $50.00 is also requested for candy at the booth. Total funding requested is $525.00.*

*Second the motion – Alan Lowery*

*Approved – Yes 13, No 0, Abstain 0*

*Motion passed*

*Motion # 4*

 *Tracie Prater: Motion to form a programming committee for this council year. The committee will be tasked with planning section events, potentially including a local conference. .*

*Second the motion –*

*Approved – Yes 0, No 0, Abstain 0*

*Members questioned whether this should be a different committee and would like to see more detailed information about this motion before it can pass. April Potter questioned if this is needed and not already in place with another committee already formed. She would like to see some additional information and direction.*

*Motion tabled. Tracie Prater will take action to revise motion and initiate e-mail vote.*

**Council Internal Updates**

N/A

**Concerns / Requests**

N/A

**Action Items and Suspense’s**

The following action items were identified:

 Mr Tom Hancock asked for $2000.00 for public policy budget. Tom was not able to stay with the entire meeting and we will ask Tom to discuss the motion in the next meeting. The council expressed a desire to understand exactly how the money will be used. This was also a discussion that this might be addressed with full budget (in preparation) for consideration at August council meeting. More info to follow.

Tracie indicated that policies and procedures committee (Tracie, Matthew Hitt, John Lassiter, Carlton Corbitt) will be working on update to document. Once it is worked by committee, a version will be available for broader council review and discussion.

Previous Council Meeting open actions: (See Action Item List on Google)

|  |  |  |
| --- | --- | --- |
| **Action** | **Assigned To** | **Date Assigned** |
|  |  |  |

Next Council Meeting August – date TBD  **|** Meeting ended at 1915 pm