|  |  |
| --- | --- |
| Meeting called by | Christie Pastor-Barsi, AIAA N.O.S. Council Chair |
| Meeting Location | Zoom meeting |
| Facilitator | Christie Pastor-Barsi |
| Secretary | Jonathan Litt |
| attenDEES | Christie Pastor-Barsi, Jonathan Litt, Keven Eliason, Ed Wong, Chris Pestak, Aaron Hensley, Joe Connolly, Jonathan Kratz, Bill Marshall, Zach Allen, Erin Tesny, Dan Londrico (all by phone) |
| Guests |  |
| Approval Status | Draft for Council Review |

1. **Meeting called to order around 2:02 EDT**

**Agenda**

* Welcome
* Send Litt bulleted status list for minutes
* Business
* Christie’s Notes
* Treasurer’s Report
* Distinguished Lectures
* Technical
* Public Policy
* Communications
* Membership
* Honors and Awards
* STEM K-12/Outreach (YAD status)
* YP
* University
* Local Student Sections
  + CSU
  + YSU
* Next Meeting – TBD
* Adjourn
* Welcome
* Send Litt bulleted status list for minutes
  + Pestak motioned, Connolly seconded, approved
* Business
* Christie’s Notes
  + Some vacant council position, looking for public policy and a new diversity chair, any suggestions?
  + Pastor-Barsi needs to respond to Emily about updates to section bylaws
  + Pasto-Barsi’s personal phone number for emergency contact: 440-941-3202
* Treasurer’s Report
  + Eliason is re-engaging after starting new job
  + Needs to go through Audit Budget report
  + Connolly will follow up with Eliason about getting access to bank account
  + Eliason will look into on-line banking, Connolly will join a call with bank to see what can be done and report back to council.
  + Hensley mentioned that YSU student chapter had a question about money transferred into their account, Eliason will check gmail account.
* Distinguished Lectures
  + Connolly presented vice-chair goals
    - Regular Distinguished Lectures (can be virtual to reduce cost). Pestak volunteered to provide suggestions and contacts
    - Revisit Diversity Panel
  + Expect AIAA will include a Diversity and Inclusion metric in annual report.
* Connolly and Marshall have AIAA Zoom login credentials
* Technical
* Public Policy
* Communications
  + Wong has been trying to attend RLC sessions
  + Received five video STEM project responses, all from same student, Jason Fan
  + For newsletter, not a lot going on, but in next issue include article about Jason Fan and maybe RLC and successful transition to virtual activities. Also an article about Honors and Awards virtual event
  + Goals:
    - Continue newsletters and Mailing list
    - Leverage engage
    - Coordinate direct messaging to members, especially for renewals
    - Would like to consider recording distinguished lectures and making them available
  + In terms of social media platforms for communicating, Wong tends to use Instagram and Twitch. Instagram is good for pictures, but with everything virtual, we should generally stick with Engage. We should encourage people to log into Engage regularly to participate.
* Membership
  + Will make full membership charts for next meeting
  + Membership dropped about 5% since February
  + Goals
    - Maintain membership level or boosting to pre-pandemic levels
    - Send out monthly renewal reminders
* Honors and Awards
  + Still need a year-end recognition event, need to schedule with Section will try to schedule by late September
  + Goals
    - Want to form a scholarship subcommittee
      * want support from academia, form team this fall,
      * determine award criteria and amount during winter
      * by spring put out pilot scholarship for 2021-2022 academic year
      * Need reps from local student sections
      * Need help recruiting, want help with forming subcommittee, all are welcome.
    - TBD winter recognition event
    - Honors & Awards Recognition Event August 2021
    - Pastor-Barsi asked Marshall to populate Awards tab of Engage
  + Communications and Public Policy received Section Awards
* STEM K-12/Outreach (YAD status)
  + Goals
    - Get students to learn about aerospace events and icons
    - Promote student creativity and inspire interest in aerospace
  + Stretch Goal
    - Encourage teachers to include Aerospace related projects, Pestak suggested that Educator Associate Program would be helpful with that
  + Pastor-Barsi will help Kratz navigate through Engage
  + Want to continue supporting Science Fairs, but if they are not held can use prize money in other ways:
    - Aerospace Inspiration Essay
    - At Home Astronautics and Aviators (challenge problems)
  + Stretch Goal
    - Balsa Wood Glider Competition
  + Sent prize money to Jason Fan for video competition
* YP
  + Goals
    - Try increasing membership
    - Increase outreach and communication to student chapters to encourage continued membership
    - Host 2-3 events during the year, including in-person (hopefully)
* University
  + Hensley really likes Marshall’s Scholarship idea and Londrico’s outreach, will follow up with them
  + Goals
    - Attend at least two section meetings per university
    - Support at least one university event per university
  + Hope to utilize Engage more often to provide updates on what sections are doing
  + Reaching out to universities that have resumed classes to understand their schedules
  + Pestak mentioned that Region III Student paper completion will be at end of March at the University of Michigan. Pestak will be reaching out to people for help
  + Pastor-Barsi mentioned that some professors, especially at U of Akron, are laid off. Connolly suggested asking then to give technical lectures as a way to expand their network
  + YSU treasurer left and no one could access the account. The account closed due to inactivity and no one knows where the money went. Disotell and NOS are working to resolve this. Marshall asked if we have access to an image of the back of the check. Eliason will check statements to see if the check was cashed.
* Local Student Sections
  + CSU
    - First week back, most classes on line, just some labs in person
    - No in-person events allowed
    - Scheduling an officer meeting to plan for the year; using Discord to communicate
  + YSU
* Next Meeting – TBD
* Adjourn

1. **Additional notes**
   * + none
2. **Next meeting: TBD**
3. **Adjourned about 3:23 pm**
4. **Synopsized Accomplishments Submitted by Area**

**Council Action Log:** (updates to past items, new items added)

* Provide suggestions to Pastor-Barsi for open Public Policy and Diversity council positions
* Pastor-Barsi to respond to Emily about updates to section bylaws
* Eliason to go through Audit Budget report
* Connolly to follow up with Eliason about getting access to bank account
* Eliason and Connolly to contact bank about how to do on-line banking and report back to council
* Eliason will check gmail account regarding money transferred into YSU student chapter account
* Wong to investigate recording distinguished lectures and making them available
* Log into Engage regularly to participate
* Tesny will make full membership charts for next meeting
* Marshall will schedule a year-end recognition event by late September
* Marshall needs help to recruit for and form scholarship subcommittee
* Marshall to populate Awards tab of Engage
* Pastor-Barsi will help Kratz navigate through Engage
* Hensley will follow up with Marshall on Scholarship idea and Londrico on YP outreach
* Eliason will check statements to see if the missing YSU check was cashed

| **No.** | **Assigned** | **Assigned to:** | **Action** | **Status** |
| --- | --- | --- | --- | --- |
| 2020.08-01 | 8/28/20  [Aug mtg] | All | Provide suggestions to Pastor-Barsi for open Public Policy and Diversity council positions | **Ongoing** |
| 2020.08-02 | 8/28/20  [Aug mtg] | Pastor-Barsi | Respond to Emily about updates to section bylaws | **Ongoing** |
| 2020.08-03 | 8/28/20  [Aug mtg] | Eliason | Go through Audit Budget report | **Ongoing** |
| 2020.08-04 | 8/28/20  [Aug mtg] | Connolly | Follow up with Eliason about getting access to bank account | **Ongoing** |
| 2020.08-05 | 8/28/20  [Aug mtg] | Eliason and Connolly | Contact bank about how to do on-line banking and report back to council | **Ongoing** |
| 2020.08-06 | 8/28/20  [Aug mtg] | Eliason | Check gmail account regarding money transferred into YSU student chapter account | **Ongoing** |
| 2020.08-07 | 8/28/20  [Aug mtg] | Wong | Investigate recording distinguished lectures and making them available | **Ongoing** |
| 2020.08-08 | 8/28/20  [Aug mtg] | All | Log into Engage regularly to participate | **Ongoing** |
| 2020.08-09 | 8/28/20  [Aug mtg] | Tesny | Make full membership charts for next meeting | **Ongoing** |
| 2020.08-10 | 8/28/20  [Aug mtg] | Marshall | Schedule a year-end recognition event by late September | **Ongoing** |
| 2020.08-11 | 8/28/20  [Aug mtg] | All | Help Marshall recruit for and form scholarship subcommittee | **Ongoing** |
| 2020.08-12 | 8/28/20  [Aug mtg] | Marshall | Populate Awards tab of Engage | **Ongoing** |
| 2020.08-13 | 8/28/20  [Aug mtg] | Pastor-Barsi | Help Kratz navigate through Engage | **Ongoing** |
| 2020.08-14 | 8/28/20  [Aug mtg] | Hensley | Follow up with Marshall on Scholarship idea and Londrico on YP outreach | **Ongoing** |
| 2020.08-15 | 8/28/20  [Aug mtg] | Eliason | Check statements to see if the missing YSU check was cashed | **Ongoing** |
| 2020.07-01 | 7/31/20  [Jul mtg] | Connolly | Send budget document out for feedback | **Complete** |
| 2020.07-02 | 7/31/20  [Jul mtg] | All | Use the budget document to list events to hold in support of goal | **Ongoing** |
| 2020.07-03 | 7/31/20  [Jul mtg] | All | Think of a couple of things that can be done virtually in your area | **Ongoing** |
| 2020.07-04 | 7/31/20  [Jul mtg] | Marshall, Pastor-Barsi, and Wong | Develop a call for a scholarship | **Ongoing** |
| 2020.07-05 | 7/31/20  [Jul mtg] | All | Familiarize yourselves with AIAA Engage | **Ongoing** |
| 2020.07-06 | 7/31/20  [Jul mtg] | Pastor-Barsi | Talk to Juhasz about virtual technical lectures | **Ongoing** |
| 2020.07-07 | 7/31/20  [Jul mtg] | Pastor-Barsi | Explore Engage page to see what features it has | **Complete** |
| 2020.07-08 | 7/31/20  [Jul mtg] | Pastor-Barsi | Try to make entire council administrators of Engage site | **Complete** |
| 2020.07-09 | 7/31/20  [Jul mtg] | All | Make suggestions on Section theme or goal for the year | **Ongoing** |
| 2020.07-10 | 7/31/20  [Jul mtg] | Marshall | Work up an agenda for Honors and Awards virtual picnic | **Ongoing** |
| 2020.07-11 | 7/31/20  [Jul mtg] | All | Email Marshall and cc Pastor-Barsi with any comments on Honors and Awards virtual picnic | **Ongoing** |
| 2020.07-12 | 7/31/20  [Jul mtg] | Pastor-Barsi | Provide information to Marshall on unlimited AIAA zoom link | **Ongoing** |
| 2020.07-13 | 7/31/20  [Jul mtg] | Pastor-Barsi | Contact Wong about the STEM Challenge | **Complete** |
| 2020.07-14 | 7/31/20  [Jul mtg] | Kratz and Wong | Meet about the results of the STEM Challenge | **Complete** |
| 2020.07-15 | 7/31/20  [Jul mtg] | Pastor-Barsi | Forward the request from Cornell for Region III K-12 STEM position nominees | **Ongoing** |
| 2020.05-01 | 5/29/20  [May mtg] | All | Please send any requested information for Section annual report to Pastor-Barsi | **Ongoing** |
| 2020.05-02 | 5/29/20  [May mtg] | All | Please provide suggestions for Public Policy and YP chairs | **Ongoing** |
| 2020.05-03 | 5/29/20  [May mtg] | All | Please make suggestions for future distinguished lectures | **Ongoing** |
| 2020.05-04 | 5/29/20  [May mtg] | Connolly and Pastor-Barsi | Establish draft budgets | **Complete** |
| 2020.05-05 | 5/29/20  [May mtg] | Wong | Send link for role playing tutorial video for Technical Session Chairs to Cornell | **Ongoing** |
| 2020.05-06 | 5/29/20  [May mtg] | Wong | Send out reminders about STEM video competition | **Complete** |
| 2020.05-07 | 5/29/20  [May mtg] | Londrico | Reach out if interested in YP position | **Complete** |
| 2020.04-01 | 4/30/20  [Apr mtg] | Pastor-Barsi | Send emails requesting help if needed to fill out any sections of the annual report | **Complete** |
| 2020.04-03 | 4/30/20  [Apr mtg] | Eliason | Let Pastor-Barsi know if no word on Audit Budget by mid-May | **Ongoing** |
| 2020.04-06 | 4/30/20  [Apr mtg] | Pastor-Barsi | Let people know if AAIA requests to record speakers lectures | **Ongoing** |
| 2020.04-07 | 4/30/20  [Apr mtg] | Wong | Make STEM activities a permanent item on webpage | **Ongoing** |
| 2020.04-08 | 4/30/20  [Apr mtg] | All | Provide Marshall any suggestions for alternatives to Honors and Awards picnic | **Ongoing** |
| 2020.04-09 | 4/30/20  [Apr mtg] | Kratz | Put out announcement about deadline for best video response to YAD-like activity | **Ongoing** |
| 2020.03-04 | 3/17/20  [Mar mtg] | Pastor-Barsi and Wong | Pastor-Barsi will send name of the AIAA Auto Show attendee to Wong so he can solicit write-up | **Ongoing** |
| 2020.03-05 | 3/17/20  [Mar mtg] | Pastor-Barsi | Set up a group in TEAMS or similar to promote virtual engagement | **Ongoing** |
| 2020.03-06 | 3/17/20  [Mar mtg] | All | Recommend speakers for individual technical talks, send to Pastor-Barsi and Connolly | **Ongoing** |
| 2020.03-07 | 3/17/20  [Mar mtg] | All | Email Marshall with preference for indoor or outdoor Honors and Awards event, and ideas | **Complete** |
| 2020.03-08 | 3/17/20  [Mar mtg] | Kratz | Return the NEOSEF prize money (cash) to Eliason | **Ongoing** |
| 2020.3-10 | 3/17/20  [Mar mtg] | All | Provide Kratz with STEM ideas for next year | **Ongoing** |
| 2020.03-12 | 3/17/20  [Mar mtg] | Tesny | Get Kratz a list of educator members | **Ongoing** |
| 2020.03-13 | 3/17/20  [Mar mtg] | Londrico | Let council us know if there are any potential technical lecturers among faculty | **Ongoing** |
| 2020.02-01 | 2/24/20  [Feb mtg] | All | Let Pastor-Barsi know if you need AIAA promotional items | **Ongoing** |
| 2020.02-04 | 2/24/20  [Feb mtg] | Pastor-Barsi | Follow up with Emily about posting AIAA-related videos | **Ongoing** |
| 2020.01-02 | 1/24/20  [Jan mtg] | Kratz | Request larger budget in future to accommodate AIAA middle schooler essay contest | **Ongoing** |
| 2020.01-08 | 1/24/20  [Jan mtg] | All | Give Pastor-Barsi suggestions for a new Public Policy chair | **Ongoing** |
| 2019.10-03 | 10/17/19  [Oct mtg] | Wong | Check with Gilland about privacy of event in EventBrite | **Ongoing** |
| 2019.10-04 | 10/17/19  [Oct mtg] | Pastor-Barsi | Will try to think of Aero topics for Technical Talks | **Ongoing** |
| 2019.10-07 | 10/17/19  [Oct mtg] | Tesny | Look how far NOS extends since Columbus section disbanded | **Ongoing** |
| 2019.10-08 | 10/17/19  [Oct mtg] | Pastor-Barsi | Forward Martin’s e-mail about promotional material to Tesny | **Ongoing** |
| 2019.09-07 | 9/25/19  [Sep mtg] | Eliason | Will order new checks | **Ongoing** |
| 2019.09-15 | 9/25/19  [Sep mtg] | All | Consider nominating colleagues for awards | **Ongoing** |
| 2019.08-01 | 8/15/19  [Aug mtg] | Pastor-Barsi | Start a Google Doc for people to post suggestions | **Ongoing** |
| 2019.08-06 | 8/15/19  [Aug mtg] | Pastor-Barsi | Reach out to Gilland to set up meetings with congressional delegates through OAI | **Ongoing** |
| 2019.08-08 | 8/15/19  [Aug mtg] | Pastor-Barsi | Discuss with Wong having a Chair’s Corner Column in newsletter | **Ongoing** |
| 2019.07-12 | 7/18/19  [Jul mtg] | Hensley | Follow up with outreach to local university chapters | **Ongoing** |
| 2019.07-14 | 7/18/19  [Jul mtg] | Hensley | Check is there is a University of Toledo AAIA Student Chapter | **Ongoing** |
| 2019.06-08 | 6/25/19  [Jun mtg] | All | Check if AIAA site takes a cut for hosting on-line payments | **Ongoing** |
| 2019.06-09 | 6/25/19  [Jun mtg] | All | Let Wong know if you volunteer to help post on various social media | **Ongoing** |
| 2019.04-02 | 4/22/19  [Apr mtg] | Canacci and Kratz | Invite Representatives to public events such as YAD | **Ongoing** |
| 2019.02-04 | 2/26/19  [Feb mtg] | Tesny | Advertise E-Membership on Today@Glenn | **Ongoing** |
| 2018.11-10 | 11/20/18  [Nov mtg] | Pastor-Barsi | Investigate how to do an on-line survey and follow up raffle drawing | **Ongoing** |
| 2018.09-01 | 09/27/18  [Sep mtg] | Eliason | Follow up IEEE YP lead about potential joint event | **Ongoing** |
| 2018.09-02 | 09/27/18  [Sep mtg] | Eliason | Forward relevant AIAA events to advertise in CTSC newsletter | **Ongoing** |
| 2018.05-10 | 05/30/18  [May mtg] | Wong | Evaluate switching to Engage or keep the website we have | **Ongoing** |
| 2018.04-01 | 04/13/18  [Apr mtg] | Eliason | Include information on items not in statement for monthly meetings | **Ongoing** |
| 2018.04-14 | 04/13/18  [Apr mtg] | Tokars | Forward e-mail about how Section can pay for memberships to Tesny | **Ongoing** |
| 2018.04-15 | 04/13/18  [Apr mtg] | Tesny | Run a membership survey | **Ongoing** |
| 2018.04-18 | 04/13/18  [Apr mtg] | All | Please check location of meeting each month, since it moves around | **Ongoing** |
| 2018.03-01 | 03/20/18  [Mar mtg] | Eliason | Send a monthly email with budget updates | **Ongoing** |
| 2018.03-08 | 03/20/18  [Mar mtg] | Cornell | Provide an “about” section for website | **Ongoing** |
| 2018.03-09 | 03/20/18  [Mar mtg] | All | E-mail upcoming events Wong and Psaras for posting in “events” section of website | **Ongoing** |
| 2018.02-11 | 02/20/18  [Feb mtg] | Cornell and Pastor-Barsi | Discuss how to develop a chart on web presence for Council meetings | **Ongoing** |
| 2016.03-01 | 3/22/16  [Mar mtg] | All | Review the status of assigned action items and report the status to Litt | **Ongoing** |