



June 26, 2013

**In Attendance**

Chair: Matt Zuk

Secretary: Hunt Culver

RAC Rep: Luke Roberson

Membership: Taylor Dacko

Vice Chair: Tristan Clouse

Treasurer: Bill MacDonald

YP Rep: Tony Mansk – via phone

The meeting was called to order at 5:36 pm by Matt Zuk. New council members were introduced.

The May 15, 2013 meeting minutes were approved via electronic voting.

The June Treasurer's report was received and accepted. Current balance is \$1512.97. Matt explained to the new officers that line item funding that each officer was budgeted can be used as necessary, but a courtesy notice to the Chair, Vice-Chair, or Treasurer is prudent to avoid purchases that might be acquired from AIAA National or through other channels. A motion was made by Matt to accept the Treasurer's report, seconded by Luke and passed. Bill also explained the procedure for the tax-exempt form and distributed copy to each attendee.

**Old Business**

- **Young Professional:** Tony expressed interest in attracting more current members to YP events. Discussion included ideas on holding more YP events and discussing AIAA topics at those events in addition to socializing, such as encouraging YP to steer conversation to Aerospace topics. Interest was expressed in pursuing AIAA intramural teams or similar activities. Luke suggested organizing a tour of the new Atlantis exhibit at the KSC Visitor Center, and Tony suggested the possibility of an after-hours tour. Matt supported these ideas but cautioned that our section covered a large geographic area and the membership was widely distributed.
- **Annual Report:** Tristan reported that all committee report sections were received, and the final combined report submitted to Chris Jesse (AIAA National), Alan Lowrey (Region II Director) and Dick Russel (Region II Director of Finance) on June 18 ahead of the June 30<sup>th</sup> deadline. Concurrently the Audit/Budget Report was submitted to Chris Jessee and Alan Lowry. For the benefit of the new officers Matt explained the purpose of the annual report and how it factors into scoring for section awards and Category I funding. Matt explained the need to track attendance counts of professionals, students, and non-members at section-sponsored events.
- **Membership Appreciation/Recruitment Bowling:** Tristan reported on the exceptional turnout of 50-plus people at the bowling event, with the non-members in the majority. Prizes were awarded to the highest team score and highest individual bowling score. Matt explained how Category III funds were used for the event

- **Gold Award Support:** Tristan reported a good turnout at the June 8<sup>th</sup> event for Megan McDede. There were science demonstrations and hand-on activities for the students with good interaction between the attendees. AIAA members included Dave Fleming, Peter Warren, Tristan Clouse, and Charles Parker, who is also Megan's mentor at the daVinci Academy from Merritt Island High School. Last year the Section has agreed to assist Megan with a similar event in 2014 to address the sustainability requirement of the Girl Scout Gold Award. Megan is entering her Junior year of High School. Since she will still be in the area it was suggested that she might be invited to bring a display of her final project to a Section dinner meeting and that she write an article to include in the Section newsletter.

## **New Business**

- Matt presented a brief review of the by-laws. He requested new officers review the current copy on the Cape Canaveral SharePoint website. He is aware of some necessary revisions and will also compile a set of recommendations.
- Matt presented an overview of Roberts' Rules of order and the procedure the Section uses to make a motion and second. A quorum is necessary to vote on a motion. Persons attending via a teleconference can vote, and if a quorum is not present; then an electronic poll can be made using email.
- Matt recommended new officers review the officer manuals on the AIAA HQ website in the documents section. Each officer should specifically read the section pertaining to the duties of their position.
- Matt shared his goals and objectives for the next year. One of his goals is encouraging membership participation. He has noticed a decline in active participation at the professional dinner meetings. He discussed the Fall and Spring dinner meetings as opportunities for a wider variety of speakers. Additionally, the Section needs to consider new venues because hotel prices for a ballroom and dinner are getting expensive. He suggested the possibility of conducting a joint dinner meeting with another CCTS organization in order to increase participation and to share costs. Matt stated he would contact CCTS to pursue this idea in July.
- **STEM/K-12 Guest Lecture Program:** Via a previous email Pete Warren summarized a K-12 aerospace science/engineering program that the Section is spearheading for Brevard County Schools. Matt described and endorsed the pilot program. Pete has contacted Ginger Davis of Brevard Schools who also backs the project. The Section is looking to do a series of expert lectures in schools next year. Section volunteers would present these lectures; approximately 5-10 over the year with a pre-prepared 25-30 minute presentation. Pete has examined the education standards and mapped them into AIAA related topics. He will compile a standard briefing for lecturers to present. Presenters can embellish with pictures and accounts of their personal experience. A request for volunteers has gone out to the membership. Matt noted that all Brevard County schools (middle, junior, senior high) are included.

- STEM/Science Fair: Matt noted that the Section will continue with Science Fair judging and will provide a \$200 prize for each fair for AIAA special awards. On a similar note Bill MacDonald requested AIAA help with presenting CCTS Excellence in Science Awards in the spring.
- STEM/Robotics: CCTS Robotics Day has reached out to AIAA for sponsorship again this year, and we have budgeted \$500 for this event.
- STEM/Society of Women Engineers: The SWE WOW event is scheduled for October 12, 2013 at Bayside High School in Palm Bay. SWE has requested AIAA to provide volunteers to help run activities and would like us to help advertise.
- Public Policy: Matt would like to have better “August is for Aerospace” projects this coming year. We need to make appointments with local and state leaders to discuss AIAA issues but first get copies of key issues that AIAA national compiles. Luke will make the appointments.
- Congressional Visit Day: Matt reiterated that anyone who wants to go should notify him. We typically can get reimbursements for two people to go.

#### Committee Reports:

- K-12 STEM/Education: Pete Warren provided the STEM report via email which are attached to these minutes. Matt added that we should pursue purchasing a projector to support these presentations and volunteered to compile a list of suitable options.
- Membership: Taylor Dacko stated he wants to get a sense of what the membership wants and expressed interest in preparing a survey to determine the membership’s interest. He would like to increase participation. Tristan recalled a Daytona membership issue from last year. A zip code error placed some members of this Section in the Central Florida (Orlando) section. Taylor said he would monitor this.
- Newsletter: Jennifer Holland provided inputs via email, and they are attached to these minutes.
- RAC Rep: Luke Roberson explained that he was not receiving RAC notifications from Chris Jessee. Tristan took an action to email Chris and request Luke be added to the distribution.
- Treasurer: Nothing additional to report.
- Secretary: Nothing additional to report.
- Vice Chair: Nothing additional to report.
- Chair: Matt stated he had removed Susie Allen-Sierpinski from the checking account. Now only he and Bill are signatories. He also noted that the Regional Leadership Conference is August 15-16 in Los Angeles, CA. He would likely attend and if anyone else wanted to go to contact him.
  - No meeting in July
  - If you cannot attend a meeting, please call in via telecom.

- Bill made a motion to hold meetings the third Wednesday of each month at 5:30 pm in the CCTS conference room. Matt seconded, and the motion passed unanimously.

Next meeting: August 21<sup>st</sup>

The meeting adjourned at 7:21pm.

#### K-12 STEM/Education Committee Report (Pete Warren)

As previously stated in earlier emails to you, I'm attaching the latest draft plan for the Brevard Schools Guest Lecturer Program. (Our STEM outreach Pilot Program).

I encourage the AIAA leadership team to review and comment on the plan, so that upon my return, I can update it as required. Next events include:

- 1) Evaluating response to STEM flyer seeking volunteers for our guest lecturer program
- 2) Generating a draft of the "stock" presentation for the Earth and Space Sciences Primer (see draft plan)
- 3) Audio/Visual requirements for PPT presentation (Guest Lecture)- We need to assure ourselves that our presentation (lecture) will NOT be hindered due to any A/V issues at any particular school. (Goal is to define (Audio/Visual) requirements so that each school can ascertain that they possess the capabilities to support our guest lecture.

#### Newsletter Committee Report (Jennifer Holland)

Communications:

We plan on 5 newsletters (bi monthly) this next year as we have seen repeated success with our membership. Since they do receive numerous emails throughout the year for all sorts of events and information, I want to make sure we have a quality newsletter for them to read and catch up on AIAA news. The membership has responded well and is enjoying the more frequent pictures included. Our first newsletter will include the following topics:

- Chairman's corner (overview of goals and objectives)
- K-12 STEM Guest Lecturer program
- August for Aerospace (scheduled mid-August)
- New officer roster
- Activity forecasts for the two universities (what they plan for the year, any significant upcoming events on their calendar)
- The girls scout Megan will write an article on her gold award aerospace workshop (AIAA was a supporter)

Any additional suggestions or comments are welcome and please provide any upcoming event articles to me as well. Matt, please let me know when you would like to put this first newsletter out and then we can have a deadline for folks to get me their articles.