



**AIAA St. Louis Section Council – Meeting Attendance**

<b>Chairman*</b>	Jim Guglielmo	<i>P</i>	Honors & Awards	Chelsea Fuller	<i>A</i>
<b>Vice Chair*</b>	Mark Kammeyer	<i>P</i>	Membership	Nic Moffitt Alex Friedman	<i>P</i> <i>P</i>
<b>Secretary*</b>	Ben Reuter	<i>P</i>	Newsletter	Abby Sevier	<i>P</i>
<b>Treasurer*</b>	Alec Herzog	<i>E</i>	Programs	Bob Dowgwillo	<i>P</i>
<b>Advisor*</b>	Bob Dowgwillo	<i>P</i>	Public Policy	Frank Youkhana	<i>P</i>
<b>Advisor*</b>	Srikanth Gururajan	<i>P</i>	Retirees	Ray Cosner	<i>P</i>
<b>Advisor*</b>	Dave Peters	<i>P</i>	Service Projects	Brad Sexton	<i>P</i>
<b>Advisor*</b>	Chris Tavares	<i>A</i>	STEM	Jackie Blumer	<i>P</i>
<b>Region V Rep*</b>	Tom Rehmeier	<i>A</i>	Strategic Planning	Larry Brase	<i>P</i>
Career Workforce Development	Paul Bent	<i>P</i>	Technical	John Schaefer	<i>E</i>
Communications	Andrea Martinez	<i>P</i>	Webmaster	Jim Guglielmo	<i>P</i>
Education & College Outreach	Charles Svoboda	<i>P</i>	Young Professionals	Stephen Clark	<i>P</i>
History	Colin Thiele	<i>E</i>			

*P* = Present, *E* = Excused, *A* = Absent

\* **Bold Blue Text** = Elected Officers

**I. Attendance / Opening Remarks / Call to Order**

**Jim Guglielmo**

**II. Approval of Past Council Meeting Minutes**

**Jim Guglielmo**

- Bob moved to approve April meeting minutes (Ben second)
- Minutes approved unanimously

**III. Action Item Review**

**Jim Guglielmo**

- Moved to Excel Spreadsheet



Lead Name	Supporting Names	Action Item	Status	Comments
All Boeing Council Members	n/a	Update Boeing Gift Match!	In-Work	Jim sent out instructions via email
All Boeing Council Members	n/a	Should we have an AIAA St. Louis Coin for 10-year anniversaries & families of members who passed away?	In-Work	In discussion. Recommend Yes for 10 year anniversaries, No for deaths (send card instead).
All Boeing Council Members	n/a	Update respective section of the Annual Report	In-Work	First draft due May 15th, final submittal due June 1st
Steve Clark	n/a	Look into setting up a Young Professional Tech Presentation event.	Deferred	Postponed until fall
Chelsea Fuller	n/a	Look into outside organizations as potential award nominees	Not Started	
Chelsea Fuller	n/a	Establish Awards Committee to evaluate nominees	In-Work	Steve sent out an email
Jim Guglielmo	n/a	Inquire about Dan Raymer, John Anderson, or astronauts for Dinner meetings in 2020	Deferred	Targeting July timeframe.
Jim Guglielmo	Mark Kammeyer	Set up survey for AIAA St. Louis Section member feedback in April/May	Deferred	Will work in June. SurveyMonkey? Social media interest? (Twitter/Facebook)
Alec Herzog	n/a	Purchase PayPal reader and set up Pay Pal account	In-Work	The account is setup but the verification transactions have not yet gone through. Hope to call support sometime this week 4/8: Working w/ PayPal support to resolve issues connecting with bank account
Alec Herzog	n/a	Add phrasing to Policies & Procedures document to better define access to PayPal account/electronic payment options.	In-Work	Deadline: September 2020
Alex Friedman	Nic Moffitt	Try to reach out to 20 or so members that have emails bouncing	In-Work	Will be working shortly.
Jim Guglielmo	Jackie Blummer, Alex Friedman, Tom Knight	Reserve pavilion and park for event in early May. Set up coordination meeting for planning.	Deferred	Refund received for pavilion. Will hold off and target summer or fall depending on COVID-19 situation.
Charlie Svoboda	Jackie Blummer	Develop scholarship application form for STEM camps	In-Work	Targeting next month's meeting
Chris Tavares	n/a	Contact Angelo and Dan (Executive Director) to give a presentation on the AIAA governance model at a meeting in the fall (targeting	Not Started	
Alec Herzog	Frank Youkhana, Brad Sexton	Close loop on CVD reimbursement funds	In-Work	
John Schaefer & Mark Kammeyer	Jim Guglielmo	Write up section for Outstanding Activity	In-Work	
Brad Sexton	Jackie/Nic	Identify worthy candidate for Lindbergh & Civic Service Awards	In-Work	

#### IV. Council Officer Reports

##### a. Chairman Report

Jim Guglielmo

- Annual Report Review – Final Submittal Due to AIAA June 1<sup>st</sup>, First Draft Due May 15<sup>th</sup>

##### b. Vice-Chairman Report

Mark Kammeyer

- Nothing new to report

##### c. Region V Report

Tom Rehmeier

- Nothing new to report



## d. Secretary Report

Ben Reuter

- Status of 2020/2021 Council Officer Elections
  - 67 submissions so far
- Created [stlaiaa.elections@gmail.com](mailto:stlaiaa.elections@gmail.com) account to track election responses in an anonymous manner
  - Owned by Tellers Committee, encouraged to update password as appropriate

## e. Treasurer Report

Alec Herzog

- Basic Financials
  - Subcategory of "Fees and Charges" has been added under "Supplies".
  - Post Office Fee moved there
  - All CVD Checks have been received but not deposited yet.
  - Checks have been sent to Jim, Nic, and Jackie
  - Check for the Science Fair has hit account (visible in summary)
  - Finally received guidance from SLU on November Dinner meeting payment. VOIDED the old check and sent a new one to the correct department (not yet deposited).
  - Need notification from Jackie on Essay contest winner (question - will we provide the check directly to someone under 18 or only to a legal parent/guardian?)
    - Check will be sent to parent/legal guardian
- Audit / Budget Committee
  - Need one member (preferably non-council) to sit on the committee
  - Plan to release the Audit/Budget for review by June 15th and would like to have the review complete by the June 30th deadline.
- Electronic Payment (Paypal)
  - Due to COVID Paypal has chosen to suspend all of their customer phone support. They are currently rejecting the documents that I am providing them for business and bank account identification and are not adequately explaining why.
  - Due to the fact this is not an immediate need until next year, I plan on circling back to this once the COVID pandemic is more died down and Paypal has resumed normal operations.
- Financial Pol and Pro
  - Still in work on drafting. Hope to have rough draft by summer planning meeting.

## V. Advisor Reports

Bob Dowgwillo, Srikanth Gururajan, Dave Peters, Chris Tavares

- Nothing new to report

## VI. Committee Reports

## a. Career Workforce Development

Paul Bent

- Nothing new to report

## b. Communications

Andrea Martinez

- Newsletter

Abby Sevier

- Planning to postpone next newsletter due to COVID-19

- Website

Jim Guglielmo

- Updated list of previous award recipients for more convenient user interface



- 
- |  |                 |
|--|-----------------|
| c. Education / College Outreach  | Charlie Svoboda |
| • Judged Aircraft Design Competition & Design, Build, Fly Competition  |                 |
| d. History   | Colin Thiele    |
| • Nothing new to report  |                 |
| e. Honors & Awards   | Chelsea Fuller  |
| • Deadline to submit nominees this Friday, May 15 <sup>th</sup>  |                 |
| • Goal to determine selected applicants by the end of May, plan to include in Annual Report                          |                 |
| • Lesson for 2021: establish Awards Committee earlier in the year to ensure applicants are identified for all awards |                 |
| f. Membership  | Nic Moffitt     |
| • See Appendix II  |                 |
| g. Programs  | Bob Dowgwillo   |
| • Nothing new to report  |                 |
| h. Technical   | John Schaefer   |
| • Nothing new to report  |                 |
| i. Public Policy   | Frank Youkhana  |
| • New member interested in serving on Public Policy Committee  |                 |
| j. Retirees  | Ray Cosner      |
| • Nothing new to report  |                 |
| k. Service Projects  | Brad Sexton     |
| • Participated in St. Louis County Science Fair judging  |                 |
| ○ Awarded 6 project winners, distributed \$700, ranging from 1 <sup>st</sup> to 12 <sup>th</sup> grade               |                 |
| l. STEM  | Jackie Blumer   |
| • Tentatively moving Challenger Learning Center meeting to October (date TBD)  |                 |
| • Hosted virtual STEM event via educate.today!   |                 |
| m. Strategic Planning  | Larry Brase     |
| • AIAA Aviation Forum will be virtual  |                 |
| ○ Working to determine feasibility of Boeing serving as a host   |                 |
| n. Young Professionals   | Stephen Clark   |
| • Steve working to add Region V to National YP Newsletter  |                 |
| • Selection committee established for awards selections  |                 |

## **VII. Misc**

- |  |     |
|--|-----|
| a. Elections Status                                  |     |
| b. Misc Topics (Old/New Business, Transitions, etc.) | All |

## **VIII. Next Meetings and Upcoming Events**

**Jim Guglielmo**

- Council Meeting – June 3rd



---

**IX. Go-Backs**

- None

**X. Adjournment**

**Jim Guglielmo**

---

➤ **Action Items:** (New Items added during May Council Meeting)

- (See Excel file for tracking)
-



Appendix I – April Treasury Report (Alec Herzog)

➤ Current Account Actuals

<i>Actuals as April, 2020</i>	
Checking	\$ 7, 606.43
Savings	\$ 12, 447.38
Cash Box	\$150.00
Total	\$21, 203.81

➤ Budgets Snapshot from Quicken: April, 2020

Category	6/1/2019 Actual	- Budget	5/12/2020 Difference
▼ INCOME	20,617.82	17,449.92	3,167.90
Contributions & Donations	9,200.00	7,000.00	2,200.00
▼ Dinner Programs Income	3,773.00	3,443.85	329.15
Raffle Tickets	185.00	341.65	-156.65
Tickets	3,588.00	3,097.74	490.26
Interest	11.73	6.07	5.66
▼ National Rebate	6,433.09	5,800.00	633.09
Category I	2,733.09	2,700.00	33.09
Category II	2,900.00	2,900.00	0.00
Category III	800.00	200.00	600.00
Section Travel Income	1,200.00	1,200.00	0.00
Personal Income (Everything Else)	0.00	0.00	0.00
▼ EXPENSES	11,909.77	23,542.96	11,633.19
Bank Charges	0.00	50.00	50.00
▼ Dinner Programs	4,412.68	10,270.70	5,858.02
Raffle and Door Prize Expense	182.23	938.71	756.48
▼ Education	1,790.48	2,700.00	909.52
▼ Education Programs	34.65	1,000.00	965.35
Student Activities & Branch...	0.00	0.00	0.00
STEM	1,755.83	1,700.00	-55.83
Honors & Awards	0.00	1,500.00	1,500.00
Membership Promotions	0.00	400.00	400.00
Postage	16.50	50.00	33.50
Public Policy Programs (Exp)	2,064.90	2,854.10	789.20
Scholarships Awards	700.00	2,000.00	1,300.00
Section Council Meetings	322.50	500.00	177.50
Section Travel	1,493.87	1,000.00	-493.87
▼ Supplies	359.45	918.16	558.71
Fees & Charges	99.00	118.16	19.16
Technical Programs	590.51	1,000.00	409.49
Young Members	158.88	300.00	141.12
Personal Expenses (Everything Else)	0.00	0.00	0.00
Net Difference:	8,708.05	-6,093.04	14,801.09

\*\* Unused Budget Categories for 2019-2020: Professional Dev. Programs, Field Trips, Communications, Insurance, Employment



---

➤ **Upcoming Transactions**

*a. Withdrawals*

Transaction Name	Budget	Amount
Nov Dinner Meeting	Dinner Meetings	\$704.20
September Dinner Meeting	Dinner Meetings	\$339.01
December Tech Spec	Technical Meetings	\$47.55
Council Meeting Food Cost	Council Meetings	\$126.05
Business Cards	Supplies	\$ 23.96
Essay Contest Winner	Scholarships Awards	\$100.00

*b. Deposits*

Transaction Name	Budget	Amount
Feb Dinner Meeting Income	Dinner Meetings	\$180.00
CVD Reimbursement Payback	Public Policy	~\$1200.00

---



## Appendix II – Membership Report (Nic Moffitt, Alex Friedman)

### ➤ Status:

- Professional membership is up 3
  - 2 of those are e-Member who expired
- Student membership is down by 1
- St Louis is a **Large Section**
  - Picture below represents distribution of sections in the Institute
  - Breaks between divisions are flexible
  - Even if those change, St Louis sits in the middle of the Large Section
- Associate Fellow Nominations: (due May 15)
  - *Confirmed 3 already submitted:*
    - Don Bingaman
    - Sanjay Jayaram
    - Hao Shen
  - *Confirmed 4 in work:*
    - Don Drouin
    - Salvatore Liguore
    - Charlie Svoboda
    - Mike Swartwout

	Mar	Apr	Change
Professional	318	321	+ 3
e-Members	7	5	- 2
Members	51	48	- 3
Senior Members	171	179	+ 8
Associate Fellows	76	76	+ 0
Fellows	13	13	+ 0
Student Members	149	148	- 1
Educator Associates	122	122	+ 0
<b>Total</b>	<b>589</b>	<b>591</b>	<b>+ 2</b>





