



Rocky Mountain Section Council of AIAA

Committee Meeting Agenda

November 28, 2023

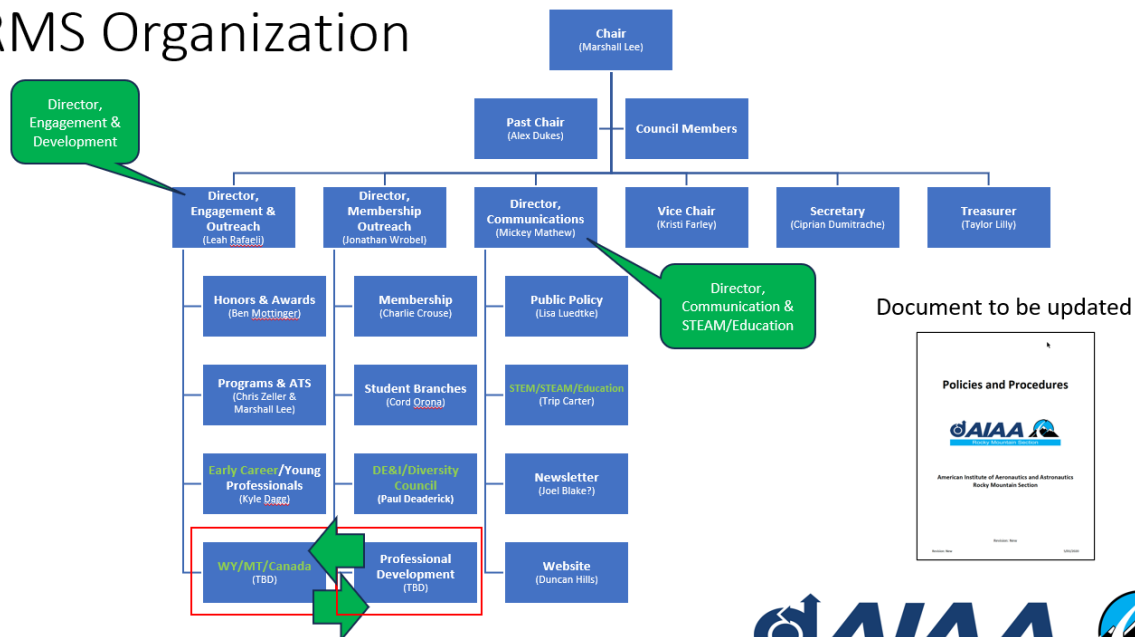
Chair - Opening Remarks – Marshall Lee

Marshall called meeting to order at 18:22

Update from the Leadership meeting:

- Discussion about organization strategy, organizing events, growing our membership, how to improve communication.
- Main changes to RMS Organization:
 - Leah Raffaeli - Director Engagement & Development
 - Mickey Mathews – Director Communication & Education/STEAM

RMS Organization



- Need to improve volunteer participation and engagement
- Stepping our outreach to our remote regions (WY, MT, Canada)
- Partnering Events: we will take part at the Aerospace Day at the Capitol & Joint Holiday Party.
- Vectors – a new event at UCCS (similar to Trajectories – which we organized before)
- Budget: CAT 1 – funding has been allocated ~\$4,500.
(\$1,000 SOF + \$1,000 Vectors + \$2,500 CSU DBF team)



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Current Budget - Current Year
2023-06-01 through 2024-05-31 Using 2024 Rev. 02

Category	Actual	2024 Budget	Difference
INCOME	56,008.74	56,007.77	0.97
IFY_START	24,422.86	24,422.86	0.00
Cat 1 - Inc	0.00	0.00	0.00
Cat 2 - Inc	0.00	0.00	0.00
Cat 3 - Inc	0.00	0.00	0.00
FY2024 - Inc	31,572.91	31,572.91	0.00
ATS 2023 - Inc	31,572.91	31,572.91	0.00
H&A 2023 - Inc	0.00	0.00	0.00
Other FY2024 - Inc	0.00	0.00	0.00
Interest - Checking	3.46	6.00	-2.54
Interest - Money Market	9.51	6.00	3.51
RLC - Inc	0.00	0.00	0.00
EXPENSES	336.45	51,270.33	50,933.88
IFY_END	0.00	22,500.00	22,500.00
Cat 3 - Exp	0.00	0.00	0.00
Chair's Discretion	0.00	100.00	100.00
Council Meetings	0.00	470.00	470.00
Dir. - Comm.	0.00	500.00	500.00
Communications	0.00	100.00	100.00
Public Policy Progs.	0.00	100.00	100.00
Webmaster	0.00	300.00	300.00
Dir. - E&O	336.45	636.45	300.00
Honors & Awards	336.45	336.45	0.00
Lunch & Dinner Progs.	0.00	100.00	100.00
Technical Progs.	0.00	100.00	100.00
Young Prof. Progs.	0.00	100.00	100.00
Dir. - Member	0.00	400.00	400.00
Educational Progs.	0.00	100.00	100.00
Membership	0.00	100.00	100.00
Prof. Dev. Progs.	0.00	100.00	100.00
Student Activities	0.00	100.00	100.00
FY2024 - Exp	0.00	26,663.88	26,663.88
ATS 2023 - Exp	0.00	26,663.88	26,663.88
Other FY2024 - Exp	0.00	0.00	0.00
RLC - Exp	0.00	0.00	0.00
Section Travel	0.00	0.00	0.00
Net Difference:	55,672.29	4,737.44	50,934.85

Budget

New INCOME

CAT 1 Funding \$4,500 = \$1,000 SOF + \$1,000 VECTORS + \$2,500 CSU DBF
Section Awards = \$800
ATS Registration = ~\$5,000 - \$8,000 (to be received)



Planning Events/Activities

Event/Activities	Date	Funding	Comments	Budget Account
TRAJECTORIES	10/20/23	\$ 500	Has the invoice been paid?	Student Activities
Leadership Offsite	10/28/23	\$ 485	4 hours, food and \$250 facilitator	Chair's Discretion
Joint Holiday Party	12/5/23	\$ 1,500		Membership
Space Operations Forum	Feb-24	\$ 2,000	\$1k from Cat 1 Funding Received	DE&I
Aerospace Day	3/4/24	\$ 2,500	Approved by Leadership 10/28/23	Public Policy Programs
Honors & Awards Banquest	Apr/May 2024	\$ 5,000		Honors & Awards
EC/YP Movie Night	Apr/May 2024	\$ 2,000		Young Professionals Programs
VECTORS	Spring 2024	\$ 2,000	\$1k from Cat 1 Funding Received	Student Activities
Student Branches		\$ 9,000	\$1k per Student Branch	Student Activities
Professional Development		\$ 1,000		Professional Development Programs
Schwagg		\$ 2,000		Membership
Booth Display		\$ 1,000		Communications
CSU Student Branch DBF		\$ 2,500	Cat 1 Funding Received	Student Activities
Total		\$ 31,485	To be approved & allocated	
Annual Technical Symposium	Sep			ATS
STEM Education				Educational Programs
Pints & Policies				Public Policy Programs
Technical Speaker Series				Technical Programs



Swag could go to all of our events:

Action: Swag will be ordered by Charlie Crouse (Marshall will get in touch with Charlie)

Motion to allocate this funds to the specific budget accounts listed in the spreadsheet.



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Ciprian calls the motion

Kristi second it

Vote results: Ciprian, Marshall, Leah, Kristi – yes

Vice Chair Reports – Kristie Farley

- **Action:** Kristi & Kathleen to work together on increasing engagement (especially with industry)
- **Action:** Marshall will supply the list of attendants from AIAA-ATS + organization current roster.

Secretary – Ciprian Dumitrache

- CSU Rocket Team ?
- **Action:** Produce a proposal (\$\$\$)
- **Action:** Ciprian & Marshall will talk with Ellen & Christian to: let them know about AIAA-ATS and decide on the event date for '24.
- Document archive
Action: Duncan & Ciprian will work to consolidate our documents into a single repository.
Action: Ciprian will reach out to Ellen and request her repository from AIAA-ATS.

Treasure – Taylor Lily

Action: Marshall, Ciprian & Taylor meeting to discuss budget allocations & update to the RMS organizational structure.

Section Committee Reports

Membership Outreach Director: Jonathan Wrobel

-

Membership Committee Chair Charlie Crouse

-

Diversity and Inclusion Paul Deaderick (Marlene Price)

-

College Outreach Committee Chair: Cord Orona

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Professional Development Chair: TBD

Wyoming/Montana/Calgary Chair: TBD

Engagement & Outreach Director: Leah (Jean Koster)



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November 28, 2023

- To work with Chris Zeller on the Technical Seminar.
- Marshall: NOAA tour in Boulder, Airbus facility tour,

Young Professionals/Early Career Chair: **Kyle Dagg**

- Update from Kyle:
 - Movie Night planned for Apr 19th
 - In terms of funding: Marshall suggested we start with \$2000
- Update regarding Happy/Social Hour:
 - Event organized in Golden, CO, 20-30 people.
 - Participation of High-school up to PhD students
 - Age: Max 35 people.
- Future events: Volleyball, Hiking, Visit to the Wings over the Rockies
 - Moonlight starlight (~August next year)
 - Skiing (~Winter of '25) - Loveland ski area (~\$80 for group of 20)
 - More "Movie Night" events
- Movie night in November: Top Gun
- Action: Kristi to bring a guest speaker for Movie Night

Action: Kyle & Ciprian will connect to discuss about a young professional event in Fort Collins, CO.

Honors & Awards Chair: **Larry Price/Ben Mottinger**

Organize awards banquet this upcoming Spring

Larry, Ben & Gene work together to organize the banquet + how to conduct the awards selection process.

Action: Gene will take the lead and set-up a meeting with Larry and Ben to discuss about the awards selection process (expected before Christmas).

Idea: to get the awardees more involved in the organization through guest lectures/invited talks.

Programs: **Chris Zeller**

Action: Gene to set up a meeting with Marshall and Chris to discuss future of technical program (currently led by Chris).

Communication Director: **Mickey Mathew**

Need to have someone step in and help Mickey.

Action: Marshall will reach out to Amanda Camarata to join us on the communication directorate. (especially on social media – where Amanda excels)

Newsletter: **Joel Blake**

Action: Ciprian will reach out to the CSU Student branch to volunteer with the newsletter.



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Marshall idea: to have a reporter at all major events and write an article about it.
Gene & Kristi & Kyle volunteered to help with the newsletter and reporting from events.

Webmaster:

Duncan Hills

Duncan will leave the council.

We will need a webmaster to keep our website updated (especially for events such as ATS)

Blake Marshall will take over from Duncan as the webmaster.

Duncan's Idea: to increase our membership engagement through advertising (e.g., LinkedIn)

Action: Duncan will check about embedding Engage Forum into our AIAA-RM website.

Public Policy Chair:

Lisa Luedtke

Lisa oversees the organization's involvement Aerospace Day at the Capitol (xxx March '24)

Education Outreach/STEM K-12 Chair:

Trip Carter

Action: Kristi & Gene will reach out to Trip and establish an in-person meeting.

Other items on the agenda:

Next Council Meeting: 18 January

Adjournment

Marshall adjourned at 20:00

Action: Ciprian, Cord, Marshall will work to better define the selection criteria for funding a graduate student to go to national AIAA events (e.g., Aviation, Ascend, Scitech, Propulsion etc).

Present at the meeting:

- **In-person:** Marshall Lee, Kristi Farley, Ciprian Dumitrache
- **Online:** Kyle Dagg, Jean Koster, Ben Mottinger, Leah Raffaelli, Duncan Hill, Gene, Kathleen