AIAA Northwest Florida Section

Council Meeting Minutes

**Date: 2018 June 11 (Monday)**

Time: 1120 - 1230

Location: Bamboo Sushi Bar & Hibachi Express  
117 John Sims Parkway W, Niceville, FL 32578

Attendees: Chi Mai, Chairperson

Angela Diggs, Secretary

Kevin Diggs, Treasurer  
 John Fay, Regional STEM Chair

Ryan Sherrill, Career Enhancement & Young Professional

Conducted by: Chi Mai, Chairperson

Minutes by: Angela Diggs, Secretary

# Officer Reports

## Chairperson

* **Panama City interest**
  + **John**: set up an event with Panama City folks
* **AIAA “Engage” website**
  + AIAA HQ is waiting on us before the site goes “live”. Current timeline is to wait until after annual reports are submitted.
  + Request: can they add a calendar feature where it’s possible to select a given distribution list (e.g. educators) to send a calendar invite?
  + **Angela & Chi:** Start uploading items in July
  + Datamaker replacement available on My AIAA. Access can be given to particular section positions.

## Vice Chairperson

* John Fay was nominated and accepted the vice chair position.
* **Chi:** update section contact information with region and national.

## Secretary

* Annual reports were submitted 4 June.
* Award nominations are due 1 July.
  + **John:** Give Chi and Angela your member report from online at MyAIAA.
* **Angela & Chi:** Review reports to identify section plans for coming year.

## Treasurer

* **Checking account balance** as of June: $12,505.19
  + **Section Funding**: $3,383.56
  + **FLL Grant Funding**: $9,121.63
* Annual report is ready for Audit, Signatures, and Submission
  + Section increase in ending balance from 2017 to 2018 ($150).
* Ryan and John performed an audit of finances. Ryan will sign as audit chair.
* **Chi, Ryan:** Sign audit-budget report
* **Chi:** Submit audit-budget report

## Program Chair

* **Distinguished Lecture**
  + 2017-2018 Distinguished Lecturer Program
    - Mark Lewis, former USAF Chief Scientist & UMD Professor
      * Hypersonic Flight: Progress and Challenges on the Way to High Mach Systems
      * Joint event with DV support from AFRL/RW and AFLCMC/EB
      * Date: Monday, July 23
      * Projected schedule
        + Morning: open lecture @ DI (100 ppl)
        + Lunch: meet and greet @ 11 w/ $5 fee
        + Afternoon: closed session at AFRL/RW from 1300-1700
      * **Chi**: Follow up to confirm travel plans
      * <http://defensewerx.org/events/hypersonic-flight-progress-and-challenges/>
    - Summer lectures
      * DI has offered to help host (pay for travel/lunch and advertise)
      * James Hansen (Auburn History professor specializing in Aerospace History)
        + Friday, July 13 @ 0900
        + “Truth, Lies, and O-Rings: Inside the Space Shuttle Challenger Disaster”
      * <http://defensewerx.org/events/truth-lies-and-o-rings-inside-the-space-shuttle-challenger-disaster/>
    - Legislative talk – Contact Matt Gaetz and request an “Open Gaetz” day with a focus on defense
      * Late summer/early fall as a dinner event?
      * **Chi**: Contact Gaetz local office to see if they will coordinate

## Technical Chair

* 2018 SciTech – Chi gave Eugen the papers
* Presentations by AFRL Summer Scholars graduate students
  + 20 minutes each, 3 per session
  + Host June 28
  + Chi,Matthew, Ryan: host

## Career Enhancement/Young Professional Chair

* Lunch & Learn Speakers:
  + Scott Morton and/or Russ Cummings – August hypersonics talk
  + **Angela:** finalize details for hypersonic talk in August
* Continuing Education Courses
  + **Eugen:** contact REEF to set up a time to give an additive manufacturing talk with show and tell at the REEF.
* Give a presentation at EN entry-level meetings about importance of professional societies
  + **Angela:** Email Jeff Gibson
  + **Ryan:** Coordinate with other professional societies (after Angela sets up date)

## Membership Chair

* Membership Report
  + Minimal changes to membership report
    - **Angela**: Send a welcome to Christopher Eigenheer
  + **Mike**: continue to ask email bounce-backs to update email address

## Honors & Awards Chair

* **Angela & Chi:** Sustained Service Award for John
* **Chi:** Email to membership about awards

# Pre-College Outreach Chair

* FIRST grant – awarded and active
* I LOVE Science outreach on hiatus until August
* Tours of Armament Museum on 6/21 and 6/28: John Fay
* Talk at Heritage Museum on 6/22: John Fay
* AIAA STEM bookmarks
  + **Angela**: Consider customizing for section use

# Summer Events Summary

* June: graduate student talks at Boathouse
* July: Tech Talks at Doolittle Institute
* July: Distinguished Lecture – Dr. Mark Lewis
* August: Lunch & Learn with Dr. Scott Morton and/or Russ Cummings

# Action Items

* **John**: Set up an event with Panama City folks
* **Chi, Ryan**: Sign budget report
* **Chi**: Submit budget report
* **Chi**: Follow up with Mark Lewis to confirm travel plans
* **Chi**: Contact Gaetz local office to see if they will coordinate early fall event
* **Chi,** **Matthew, Ryan**: Coordinate AFRL Scholar graduate student talks
* **Angela**: finalize details with Scott Morton for hypersonic talk in August
* **Eugen**: Contact REEF to set up a time to give an additive manufacturing talk at the REEF.
* **Angela**: Email Jeff Gibson about EN entry-level talk about professional societies
* **Ryan**: Coordinate with other professional societies (after Angela sets up date)
* **Angela**: Send a welcome to Christopher Eigenheer
* **Mike**: Continue to ask email bounce-backs to update email address
* **Angela & Chi**: Submit John’s sustained service award
* **Chi**: Send email for awards to membership
* **Angela**: consider customizing bookmarks for local use