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