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# AIAA National Capital Section Monthly Meeting

05/05/2023, 8:12pm

Virtual

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## Attendees

Michael Barton, Dave Brandt, Steve Brunetto, Andrew Tidwell, David Spencer, Susan Bardenhagen

## Agenda

### Past Meeting Minutes

1. **VOTE: Dave** made motion to accept meeting minutes from April 5, 2023. Seconded by Steve. Vote 5-0: in favor of the motion, the motion carries.

### Chair Activities - Gala

1. Updates to Prior Action Items
    - a. **Dave** to send bill to David
      - i. complete
    - b. **Dave** to send list of new fellows to officers
      - i. complete
    - c. **Steve** to coordinate invites to student branches
      - i. complete
  2. Gala is a buffet, we have a "pod" and you can eat wherever, program will be in a venue.
  3. **ACTION: David** will send list of attendees after **Dave** sends him affiliations
  4. Would like to let all the new fellows and NCSers know to stop by
    - a. **ACTION Andrew** to send to Constant Contact congrats to all new fellows recognized at Gala, come say hi to us at the NCS pod if you'll be there
  5. SpaceBall 6/21 4-7:30, we could consider doing a post-event celebration
    - a. **ACTION Andrew** you're invited to attend SpaceBall, come say hi if you see us
    - b. David - drink/food coupons? Dave - would be hard to organize
  6. Bylaws - they don't like what we did - we need to back out our changes and add an addendum
    - a. **ACTION Steve** to back out changes
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- b. What do we do about 2 VPs? Greater Huntsville has 15 officers, unclear what they do
  - c. Decision - Table
- 7. Annual Report - due June
  - a. **ACTION Dave** will take first shot at the budget
  - b. **ACTION David, Dave, Steve** to talk offline and project next year's budget
- 8.

## Updates: VP Programs

1. Events Spreadsheet:
  - <https://docs.google.com/spreadsheets/d/1Tz2cpivODdqAnv7Uwh57mSYIPdrx04NS8unJfwQF60k/edit?usp=sharing>
2. Updates to Prior Action Items
  - a. **Susan:** Research Udvar-Hazy tour (talk with Bruce and Bob)
    - i. Not discussed
  - b. **David:** Research concourse table for SpaceBall
    - i. Discussed above
  - c. **Dave:** Work with LTA TC on Policy Event at LM
    - i. Not discussed
  - d. **Dave** to send invite to officers to spaceball
3. Are we going to do a spring/summer event (discussed last time: thanking judges, Virginia Happy Hour but nonalcoholic)
  - a. July sounds good, but tabled for now
  - b. Susan has not heard back, discussed below
4. Space Ball - need to decide today on way forward
  - a. Does someone want to take the lead on photo op/meet and great?
  - b. Steve - not sure if it's worth the effort
  - c. It would be really awesome to run this event one day
  - d. Could we wear something? This is probably a next year issue
  - e. Just social media
5. **ACTION Andrew** Future City - Andrew to work with Bruce on formalizing a process
6. Event Planning Discussion
  - a. Steve - would be good to come up with checklist on how we approach national events/conferences in general

## Updates: Student Branches

1. Updates to Prior Action Items
  - a. N/A
2. GWU - placed 45th in DBF national competition, we supported them
  - a. Having event this Saturday, Steve will go on our behalf
3. UMD - Alan (chair) will already be there

4. GWU has 2 seniors graduating, asked about stoles,
  - a. \$25/per item.
  - b. David - what's the criteria for getting one? Member, officer, leading DBF
  - c. If we can figure out soon, we can hand them out at Gala
  - d. Would be a nice thing to build relationship with student branches, we have the money this year
5. **DECISION - we will provide stoles to those students are involved which we're defining as Officers, project leadership like DBF, or scholarship recipient**
  - a. Michael - could make a quick application for this
  - b. Add some money to the budget for this going forward
  - c. David - Could also leave to the discretion of the faculty advisors
6. **Action Andrew** to pick up some from AIAA National
7. Need to make sure
8. **VOTE:** David made a motion to purchase 20 stoles for distribution at the Gala and then have them for future years. Steve verified we have the money in the Student Branch line item. Dave 2nd. **Vote passes 5-0.**

## Updates: VP Operations

1. Updates to Prior Action Items
  - a. **Dave** to send bylaws to AIAA National
    - i. Discussed above
2. What from our discussion with Robin do we want to take action on now?
  - a. There's a lot to figure out here, need to figure out how to make it effective and meaningful. We'll keep it on the table for now.
  - b. We should do a sidebar on this

## Updates: STEM/K-12

1. Updates to Prior Action Items
  - a. N/A
2. S2L Event
  - a. No idea how signup is going, not sure what level is. Getting a big pushback from schools - it's testing time.
3. July 25/26 GSFC Science Fair Winner Event
  - a. Have heard from 28 of 30 students.
  - b. **ACTION Susan** to give list of 30 students to David
  - c. **ACTION David** to write checks and give them to Susan on the 18th
  - d. **ACTION Dave** to call Kathy to follow-up to get answers on plan for the event
4. Science Fair Report -  $\frac{2}{3}$  done working
5. FIRE Judging - one judge went and observed, really enjoyed it, blown away by level of detail, passion the kids had

6. JWST Essay contest - 2 entries so far. Some other sections did prizes, maybe we do that next year.
7. Still working on judges thank-you event at Udvar Hazy and for students, not getting called back
  - a. **Action** Bruce says Susan should "become a nuisance" and try Rose Soldano
8. Susan recommends people attend the Humans To Mars summit May 16-18
9. **ACTION - Susan and Andrew** to work on making a process/schedule for science fairs

### Updates: Treasurer

1. Updates to Prior Action Items
  - a. N/A
2. David now has a debit card, it works
3. We have about \$50k in the bank, in good health
4. Quicken was purchased
5. Annual Report - Dave will take first cut at report, David is collecting other forms
6. Probably want a sidebar on the budget
  - a. We should look at ways to raise income from outside of rebates
  - b. Luncheons with corporate tables was how we raised a lot of money in the past
  - c. We would need to check with HQ before taking any action (Mary Scott is corporate membership lead at HQ)
  - d. Maybe run things with HQ? Would take a lot of effort to get that stood up
7. **ACTION - Susan** will tell her we'll provide up to \$1000, she'll provide us with actuals after the event for reimbursement

### Updates: Honors and Awards

1. Updates to Prior Action Items
  - a. **Dave:** Send out list of national awards to group
    - i. Complete
  - b. **Dave** to followup with Norm again and email council, Council to make 2023 award go/no decision over email before May meeting
    - i. Complete, Norm wants to work on this for 2024, Dave asked him to work with Andrew.
    - ii.
  - c. **David** to talk to Mary Snitch, we could team her with a younger person
2. **ACTION Andrew and Norm** to work on making a schedule/process
3. **ACTION Andrew** to look for old documents on schedules and stuff

### Updates: Communications

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1. Updates to Prior Action Items
    - a. **Michael** Plan time with Andrew to figure out social media platforms
    - b. **Michael** Q2 Email
  2. **ACTION - Andrew** to send our logo to AIAA for updating
  3. Q2 Email
    - a. S2L
    - b. Thanks to Fellow/GALA
    - c. SpaceBall

## Next Meeting

Meeting adjourned at 9:45PM