**Council Meeting Minutes**

**8 November 2022, 6:00 pm – 7:00 pm**

**Hybrid – virtual via Zoom and in-person at Tec-USA**

**Council Members Present**

|  |  |
| --- | --- |
| Chair – Tracie Prater | Education – Behzad Babamiri |
| Vice Chair – Mark Becnel | K-12 Outreach – Robin Osborne |
| Vice-Chair (Mobile) - vacant | Liaison to Student Branches – Ian Slamen |
| Treasurer – | YP Director – Christopher Kitson |
| Secretary – | Liaison to Professional Societies – |
| Marketing – | Special Projects – |
| Honors & Awards – Joe Majdalani | Public Policy – Roy Hartfield |
| Membership – | Webmaster - |
| Immediate Past Chair – |  |
| Assistant Webmaster – Jason Pullias |  |

**Council Members Not Present**

|  |  |
| --- | --- |
| Treasurer – Alan Lowrey | Special projects – Linda Krause |
| Secretary – Len Naugher | Liaison to professional societies – April Potter |
| Immediate past chair – Theresa Jehle | Special projects – Linda Krause |
| Marketing – Denver Powell |  |
| Membership – Bob Tramel |  |

**Others Present**

**Chair**

Past events/activities:

* 10/19: “Perspectives in US Hypersonics” with Dr. Colin Tucker (Aerojet Rocketdyne)
  + South Huntsville Library
* 10/22: Von Braun Astronomy Day
  + Dr. Alice Bowman, AIAA distinguished speaker
  + AIAA GHS booth
* 10/28: Huntsville GhostWalk
* 10/29: STEAMFest
* 7 entries in pumpkin carving contest
  + Winners selected via Facebook voting
* First Flight Drawing and Essay Contest (ongoing through November 18th)

Upcoming events/activities:

* 11/29: Professional Lecture with Tinesha Ross, ULA
  + Downtown public library, 6 PM
* Tinsel Trail decorating (social) – 11/19
* Galaxy of Lights Volunteer Night – 12/7
  + Need 4-6 volunteers (currently have 3 sign-ups)
* Associate Fellow Recognition Dinner at Burritt on the Mountain – 12/12 at 6 PM
  + Dr. Roger Launius
* Space policy talk: Ellis Brazeal on 12/13 at 12 PM
  + Virtual lecture
* January professional lecture: Dr. Seyyed Salehian of Tuskegee University
* Systems engineering short course (TBD)
* ULA tour (TBD)

Matthew Hitt resigned as governance advisor for council.

**Vice-chair/Program**

No update

**Secretary**

No update

**Special Projects Director**

No Update

**Membership Director**

June:

Professional members 750

Student members 243

Educator associates 153

Total 1146

July

Professional members 741 (-9)

Student members 241 (-2)

Educator associates 40 (-113)

Total: 1022

August

Professional members 735 (-6)

Student members 277 (+36)

Educator associates 48 (+8)

Total 1060

September

Professional members 736 (+1)

Student members 251 (-26)

Educator associates 50 (+2)

Total 1037

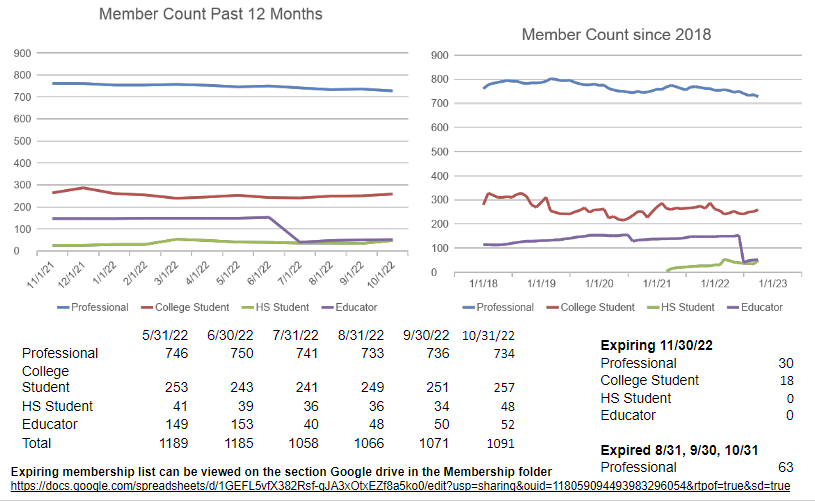
October:

Professional 728 (-8)

College student 259 (+8)

HS Student 48

Educator 52 (+2)



**Liaison to Student Branches**

No Update

**Treasurer**

* Balances as of 10/31/2022
  + Money Market Balance:  $26,157.30
* (YTD dividend:  $41.29)

Checking Account Balance:  $21,456.23

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Description | Amount | Balance |
| 10/24/2022 | Check #1556: Check  To: Jason Pullas  Constant Contact reimbursement. | -$294.00 | $21,456.23 |
| 10/18/2022 | Check #1554: Check  To: Burritt on the Mountain  Site reservation for Asso. Fellows Dinner. | -$2,200.00 | $21,750.23 |
| 10/13/2022 | Check #1550: Check  To: Christopher Kitson  Trivia contest gift card reimbursement. | -$100.00 | $23,950.23 |
| 10/07/2022 | Deposit  $2,500 from Jacobs.  $55 check from Arab High School | $2,555.00 | $24,050.23 |
| 10/04/2022 | Check #1551: Check  To: NAQT  Buzzword Aerospace / Aviation Challenge | -$1,000.00 | $21,495.23 |
| 10/03/2022 | Electronic Deposit  PAYPAL / TRANSFER | $5,808.80 | $22,495.23 |
| 09/30/2022 | Credit Dividend | $0.69 | $16,686.43 |
| 09/20/2022 | Check #1548: Check  To: Amanda Epstein  Chamber of Commerce event reimbursement | -$5.00 | $16,685.74 |
| 09/20/2022 | \* Descriptive Deposit  DEBIT CARD / DISPUTE PROVISIONAL CREDIT | $0.02 | $16,690.74 |
| 09/20/2022 | \* Descriptive Deposit  DEBIT CARD / DISPUTE PROVISIONAL CREDIT | $2.00 | $16,690.72 |
| 09/15/2022 | Check #1549: Check  To: Arloe Mayne  GoDaddy support reimbursement | -$36.16 | $16,688.72 |
| 09/12/2022 | \* International Fee International /  Fee US Funds | -$0.02 | $16,724.88 |
| 09/12/2022 | \* Point Of Sale Withdrawal /  CATHEDRALE STE TRINITE PARIS FR Card #2126 | -$2.00 | $16,724.90 |
| 09/02/2022 | Electronic Deposit ERCINC - / EFT 13329 | $1,000.00 | $16,726.90 |
|  |  |  |  |
| \* Debit Card was “hacked”.  Card has been replaced and lost funds restored. | | | |

**Mobile Chapter**

No Update

**Marketing Director**

No Update

**Education Director**

No Update

**Newsletter Editor**

This position is open

**Honors & Awards Director**

No update

**Liaison to Professional Societies**

No Update

**K-12 Outreach Director**

No update

**Public Policy Director**

No Update

**YP Director**

No Update

**Webmaster**

* **Key Accomplishments**
  + **Constant Contact Email Marketing**
    - Received reimbursement from Treasurer for Constant Contact Email Marketing
    - Tracie and Robin sent emails to section email list
    - 1091 contacts (918 current members, 77 former members, 101 non-members or carried over from GoDaddy list)
      * 665 members near Huntsville – targeted list for local volunteer opportunities
    - 621 recipients have viewed at least one email in the past 30 days
    - 7 unsubscribes in October (students)
  + **Eventbrite**
    - Completed Ghost Walk Event – Funds should be deposited by Nov 9
    - Tickets on sale for Associate Fellow Recognition Dinner
  + **Engage / Section Web Site**
    - No updates – Continuing to list section events in Engage
  + **Domain Registration**
    - hsv-aiaa.org expires 12/12/2022 – Planning to transfer domain name from GoDaddy to Google. Cost of < $20 / year is part of annual budget
  + **Section Mailbox –** [distribution@hsv-aiaa.org](mailto:distribution@hsv-aiaa.org)
    - Investigate migrating from Outlook 365 (procured through GoDaddy) to Google for security, usability improvements and annual cost savings.
  + **Policies and Procedures**  - Provided input for Policy and Procedures document on Webmaster duties.

**Motions Made, Seconded and/or Carried**

Motion # 1

**I, Tracie Prater, motion to approve council meeting minutes from October 2022.**

Second the motion –

Yes - 7 No - 0 Abstain - 1

Motion passed

Motion # 2

**Motion to approve $150 in prizes for holiday social media contest ($50 for adult category, $50 for age 12-18, and $50 for children under 12).**

Rationale:  Last year the section ran a Valentine’s Day contest on social media where we asked for aerospace-themed Valentine’s Day card submissions.  This was an incredibly popular engagement, with over 70 cards submitted.  Motion is to continue the competition this year, but re-theme as a call for aerospace-themed holiday cards.  Winners are determined by “likes” on AIAA GHS Facebook.  1st place in each category is a $25 gift card, 2nd place is $15 and 3rd place is $10.

Second the motion – Robin Osborne

Yes – 8 No – 0 Abstain – 0

**Other:**

Policies and procedures document walkthrough and discussion

\*Mobile chapter – has historically been difficult to fill vice chair position, but overall council wants to maintain Mobile chapter and try to encourage more engagement from professional members in this area

\*balancing elections – currently more council positions are elected in even years vs. odd years. Balancing election slate in terms of number of candidates would require some directors to volunteer to serve a 1 year term vs. a 2 year term and run for their position again in an odd year. Desire to balance slate between years was brought up in policies and procedures committee.

\*Roles and responsibilities – current descriptions of positions are not very specific. Action to council members to add more detail on their position and expectations.

\*Honors and awards – discussion of honors and awards policies as written in P&P currently. Policies and procedures committee had added more detail on the process. Joe Majdalani will look at this section and make suggested edits.

\*election section updated by policies and procedures committee with realistic dates for election milestones based on history.

**Council Internal Updates**

N/A

**Concerns / Requests**

N/A

**Action Items and Suspense’s**

Previous Council Meeting open actions: (See Action Item List on Google)

|  |  |  |
| --- | --- | --- |
| **Action** | **Assigned To** | **Date Assigned** |
|  |  |  |

Next Council Meeting 8 November **|** Meeting ended at 20:00 (8 PM)