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| Meeting called by | Christie Pastor-Barsi, AIAA N.O.S. Council Chair |
| Meeting Location | Zoom meeting |
| Facilitator | Christie Pastor-Barsi |
| Secretary | Jonathan Litt |
| attenDEES | Christie Pastor-Barsi, Jonathan Litt, Aaron Hensley, Jonathan Kratz, Dan Londrico, Chris Pestak, Joe Connolly, Bill Marshall, Al Juhasz, Cynthia Calhoun (all by phone) |
| Guests | Jeffrey Dorazewski |
| Approval Status | Draft for Council Review |

1. **Meeting called to order around 11:34 EDT**

**Agenda**

* Welcome
* Send Litt bulleted status list for minutes
* Business
* Christie’s Notes
* Treasurer’s Report
* Distinguished Lectures
* Technical
* Public Policy
* Communications
* Membership
* Honors and Awards
* STEM K-12/Outreach (YAD status)
* YP
* University
* Local Student Sections
  + CSU
  + YSU
* Next Meeting – TBD
* Adjourn
* Welcome
* Jeffrey Dorazewski from Parker-Hannifin in Avon introduced himself, he is interested in Diversity and Inclusion
* Send Litt bulleted status list for minutes
  + Pestak motioned, Hensley seconded, approved
* Business
* Christie’s Notes
  + Diversity and Inclusion position open, let Connolly and Pastor-Barsi know if interested
  + Litt to post minutes in Library section of Engage as way to address new by-laws.
  + Will need to formalize election process based on new by-laws.
  + Pastor-Barsi will start drafting policies and procedures
  + Votes to approve new bylaws
    - Christie Pastor-Barsi--yes
    - Jonathan Litt--yes
    - Aaron Hensley--yes
    - Jonathan Kratz--yes
    - Dan Londrico--yes
    - Chris Pestak--yes
    - Joe Connolly--yes
    - Bill Marshall--yes
    - Al Juhasz—aye
  + Pastor-Barsi will send an email to Council-at-large to get votes
  + Litt to send list of voters in meeting to Pastor-Barsi
  + Insurance policy came to Pastor-Barsi, she will touch base with Eliason about paying it
  + Diversity and Inclusion executive order impacts NASA, so it may impact NASA members of AIAA. This makes Dorazewski’s interest very timely.
  + Pastor-Barsi mentioned that AIAA is reorganizing some sections, we are not impacted.
* Treasurer’s Report
  + Audit budget report completed and sent to HQ
  + Renewed website
  + Planning to renew CTSC membership
* Distinguished Lectures
  + First Distinguished lecture with Cheryl Bowman scheduled for next week
  + Put together a flyer with Wong and set up event in Engage
  + Pestak provided a list of speakers
  + Connolly and Kratz provided a write up to Wong about a talk on Electrified Aircraft Propulsion
  + Pestak mentioned that Robert Wegeng, an expert on solar thermochemical fuels is interested, Pestak will follow up to get him in early December. Potential dates are December 1, 2, 3, 8, 9, or 10
  + Pastor-Barsi mentioned that Steve Lee of AIAA offered to do a cybersecurity talk (possibly a technical lecture). Organizers should reach out to him.
* Technical
* Public Policy
* Communications
  + Sent out announcement of Bowman lecture, will send out a reminder on 11/3
  + Lucy Blodgett, AIAA Engage guru, reorganized NOS engage page
  + Newsletter postponed to November but has received input form everyone.
* Membership
* Honors and Awards
  + Marshall is making progress on Scholarship Committee; one volunteer has stepped up
  + Will coordinate will AAIA to make sure we are not overstepping bounds.
  + Plan to get criteria established by March for scholarship award for fall.
* STEM K-12/Outreach (YAD status)
  + Spring outreach article sent to Wong for newsletter
  + Still planning student essay contest, possibly post-holiday
  + Kratz suggested potentially partnering with a STEM resource company to provide free material in exchange for using the product, Pastor-Barsi thinks we have enough money to buy what we need. PB suggests that Kratz talk to Melcher about working with specific products (may seem like promoting a product while representing NASA)
* YP
  + Londrico attended Mid-Atlantic Section YPSE Young Professionals Students and Educators conference, it was a nice outreach event. Perhaps NOS could sponsor a similar event
* University
* Local Student Sections
  + CSU
  + YSU
* Next Meeting – TBD
* Adjourn

1. **Additional notes**
   * + none
2. **Next meeting: TBD**
3. **Adjourned about 12:31 pm**
4. **Synopsized Accomplishments Submitted by Area**

**Council Action Log:** (updates to past items, new items added)

* Let Connolly and Pastor-Barsi know if interested in Diversity and Inclusion position
* Pastor-Barsi to start drafting policies and procedures to address new by-laws
* Pastor-Barsi to send an email to Council-at-large for votes on new by-laws, Litt to collect and forward
* Pastor-Barsi will touch base with Eliason about paying insurance policy
* Pestak to follow up with Robert Wegeng about date for Distinguished Lecture
* Connolly to reach out to Steve Lee of AIAA about giving a Distinguished Lecture on cybersecurity
* Wong to send out reminder of Bowman Distinguished Lecture
* Marshall to coordinate will AAIA on Scholarship to ensure the approach it is within our purview

| **No.** | **Assigned** | **Assigned to:** | **Action** | **Status** |
| --- | --- | --- | --- | --- |
| 2020.10-01 | 10/29/20  [Oct mtg] | All | Let Connolly and Pastor-Barsi know if interested in Diversity and Inclusion position | **Ongoing** |
| 2020.10-02 | 10/29/20  [Oct mtg] | Pastor-Barsi | Draft policies and procedures to address new by-laws | **Ongoing** |
| 2020.10-03 | 10/29/20  [Oct mtg] | Pastor-Barsi and Litt | Send an email to Council-at-large for votes on new by-laws, and collect responses | **Ongoing** |
| 2020.10-04 | 10/29/20  [Oct mtg] | Pastor-Barsi | Touch base with Eliason about paying insurance policy | **Ongoing** |
| 2020.10-05 | 10/29/20  [Oct mtg] | Pestak | Follow up with Robert Wegeng about date for Distinguished Lecture | **Ongoing** |
| 2020.10-06 | 10/29/20  [Oct mtg] | Connolly | Reach out to Steve Lee of AIAA about giving a Distinguished Lecture on cybersecurity | **Ongoing** |
| 2020.10-07 | 10/29/20  [Oct mtg] | Wong | Send out reminder of Bowman Distinguished Lecture | **Ongoing** |
| 2020.10-08 | 10/29/20  [Oct mtg] | Marshall | Coordinate will AAIA on Scholarship to ensure the approach it is within our purview | **Ongoing** |
| 2020.09-01 | 9/29/20  [Sep mtg] | Connolly and Pastor-Barsi | Send out a message seeking candidates to fill vacant council positions | **Ongoing** |
| 2020.09-02 | 9/29/20  [Sep mtg] | Connolly | Schedule a meeting with Pastor-Barsi to go over new by-laws | **Ongoing** |
| 2020.09-03 | 9/29/20  [Sep mtg] | Connolly and Pastor-Barsi | Go over by-laws, tailor them, and send out for approval | **Ongoing** |
| 2020.09-04 | 9/29/20  [Sep mtg] | Connolly | Go to the bank in October to get the correct names on the bank account | **Ongoing** |
| 2020.09-05 | 9/29/20  [Sep mtg] | Eliason | Renew CTSC membership | **Ongoing** |
| 2020.09-06 | 9/29/20  [Sep mtg] | Connolly | Reach out to Cheryl Bowman about giving a Distinguished Lecture | **Ongoing** |
| 2020.09-07 | 9/29/20  [Sep mtg] | Juhasz | Consider GRC presenters at recent conferences for future Technical Lectures | **Ongoing** |
| 2020.09-08 | 9/29/20  [Sep mtg] | Connolly and Kratz | Discuss putting together a talk on Electrified Aircraft Propulsion | **Ongoing** |
| 2020.09-09 | 9/29/20  [Sep mtg] | Pastor-Barsi | Arrange tag up with Juhasz, Pestak, and Connolly about setting up technical meetings | **Ongoing** |
| 2020.09-10 | 9/29/20  [Sep mtg] | Wong | Send out a list of requested input to contributors to newsletter | **Ongoing** |
| 2020.09-11 | 9/29/20  [Sep mtg] | Kratz | Follow up with Jason Fan’s mother to get quotes and write up a newsletter article | **Ongoing** |
| 2020.09-12 | 9/29/20  [Sep mtg] | All | Let Wong know if you want to contribute an article to the newsletter | **Ongoing** |
| 2020.09-13 | 9/29/20  [Sep mtg] | Tesny | Reach out to lapsed NOS Educator members to see why they let their membership lapse | **Ongoing** |
| 2020.09-14 | 9/29/20  [Sep mtg] | Wong and Tesny | Regularly gather names of lapsed members and encourage them to rejoin | **Ongoing** |
| 2020.09-15 | 9/29/20  [Sep mtg] | Marshall | Send a write-up on picnic to Wong for newsletter | **Complete** |
| 2020.09-16 | 9/29/20  [Sep mtg] | Hensley | Reach out to Case to find out who the chapter chair is | **Complete** |
| 2020.08-01 | 8/28/20  [Aug mtg] | All | Provide suggestions to Pastor-Barsi for open Public Policy and Diversity council positions | **Ongoing** |
| 2020.08-02 | 8/28/20  [Aug mtg] | Pastor-Barsi | Respond to Emily about updates to section bylaws | **Ongoing** |
| 2020.08-03 | 8/28/20  [Aug mtg] | Eliason | Go through Audit Budget report | **Ongoing** |
| 2020.08-06 | 8/28/20  [Aug mtg] | Eliason | Check gmail account regarding money transferred into YSU student chapter account | **Ongoing** |
| 2020.08-07 | 8/28/20  [Aug mtg] | Wong | Investigate recording distinguished lectures and making them available | **Ongoing** |
| 2020.08-08 | 8/28/20  [Aug mtg] | All | Log into Engage regularly to participate | **Ongoing** |
| 2020.08-11 | 8/28/20  [Aug mtg] | All | Help Marshall recruit for and form scholarship subcommittee | **Ongoing** |
| 2020.08-12 | 8/28/20  [Aug mtg] | Marshall | Populate Awards tab of Engage | **Ongoing** |
| 2020.08-13 | 8/28/20  [Aug mtg] | Pastor-Barsi | Help Kratz navigate through Engage | **Ongoing** |
| 2020.08-14 | 8/28/20  [Aug mtg] | Hensley | Follow up with Marshall on Scholarship idea and Londrico on YP outreach | **Ongoing** |
| 2020.08-15 | 8/28/20  [Aug mtg] | Eliason | Check statements to see if the missing YSU check was cashed | **Ongoing** |
| 2020.07-02 | 7/31/20  [Jul mtg] | All | Use the budget document to list events to hold in support of goal | **Ongoing** |
| 2020.07-03 | 7/31/20  [Jul mtg] | All | Think of a couple of things that can be done virtually in your area | **Ongoing** |
| 2020.07-04 | 7/31/20  [Jul mtg] | Marshall, Pastor-Barsi, and Wong | Develop a call for a scholarship | **Ongoing** |
| 2020.07-05 | 7/31/20  [Jul mtg] | All | Familiarize yourselves with AIAA Engage | **Ongoing** |
| 2020.07-06 | 7/31/20  [Jul mtg] | Pastor-Barsi | Talk to Juhasz about virtual technical lectures | **Ongoing** |
| 2020.07-09 | 7/31/20  [Jul mtg] | All | Make suggestions on Section theme or goal for the year | **Ongoing** |
| 2020.07-12 | 7/31/20  [Jul mtg] | Pastor-Barsi | Provide information to Marshall on unlimited AIAA zoom link | **Ongoing** |
| 2020.07-15 | 7/31/20  [Jul mtg] | Pastor-Barsi | Forward the request from Cornell for Region III K-12 STEM position nominees | **Ongoing** |
| 2020.05-01 | 5/29/20  [May mtg] | All | Please send any requested information for Section annual report to Pastor-Barsi | **Ongoing** |
| 2020.05-02 | 5/29/20  [May mtg] | All | Please provide suggestions for Public Policy and YP chairs | **Ongoing** |
| 2020.05-03 | 5/29/20  [May mtg] | All | Please make suggestions for future distinguished lectures | **Ongoing** |
| 2020.05-05 | 5/29/20  [May mtg] | Wong | Send link for role playing tutorial video for Technical Session Chairs to Cornell | **Ongoing** |
| 2020.04-03 | 4/30/20  [Apr mtg] | Eliason | Let Pastor-Barsi know if no word on Audit Budget by mid-May | **Ongoing** |
| 2020.04-06 | 4/30/20  [Apr mtg] | Pastor-Barsi | Let people know if AAIA requests to record speakers lectures | **Ongoing** |
| 2020.04-07 | 4/30/20  [Apr mtg] | Wong | Make STEM activities a permanent item on webpage | **Ongoing** |
| 2020.04-08 | 4/30/20  [Apr mtg] | All | Provide Marshall any suggestions for alternatives to Honors and Awards picnic | **Ongoing** |
| 2020.04-09 | 4/30/20  [Apr mtg] | Kratz | Put out announcement about deadline for best video response to YAD-like activity | **Ongoing** |
| 2020.03-04 | 3/17/20  [Mar mtg] | Pastor-Barsi and Wong | Pastor-Barsi will send name of the AIAA Auto Show attendee to Wong so he can solicit write-up | **Ongoing** |
| 2020.03-05 | 3/17/20  [Mar mtg] | Pastor-Barsi | Set up a group in TEAMS or similar to promote virtual engagement | **Ongoing** |
| 2020.03-06 | 3/17/20  [Mar mtg] | All | Recommend speakers for individual technical talks, send to Pastor-Barsi and Connolly | **Ongoing** |
| 2020.3-10 | 3/17/20  [Mar mtg] | All | Provide Kratz with STEM ideas for next year | **Ongoing** |
| 2020.03-12 | 3/17/20  [Mar mtg] | Tesny | Get Kratz a list of educator members | **Ongoing** |
| 2020.03-13 | 3/17/20  [Mar mtg] | Londrico | Let council us know if there are any potential technical lecturers among faculty | **Ongoing** |
| 2020.02-01 | 2/24/20  [Feb mtg] | All | Let Pastor-Barsi know if you need AIAA promotional items | **Ongoing** |
| 2020.02-04 | 2/24/20  [Feb mtg] | Pastor-Barsi | Follow up with Emily about posting AIAA-related videos | **Ongoing** |
| 2020.01-08 | 1/24/20  [Jan mtg] | All | Give Pastor-Barsi suggestions for a new Public Policy chair | **Ongoing** |
| 2019.10-03 | 10/17/19  [Oct mtg] | Wong | Check with Gilland about privacy of event in EventBrite | **Ongoing** |
| 2019.10-04 | 10/17/19  [Oct mtg] | Pastor-Barsi | Will try to think of Aero topics for Technical Talks | **Ongoing** |
| 2019.09-07 | 9/25/19  [Sep mtg] | Eliason | Will order new checks | **Ongoing** |
| 2019.08-01 | 8/15/19  [Aug mtg] | Pastor-Barsi | Start a Google Doc for people to post suggestions | **Ongoing** |
| 2019.08-06 | 8/15/19  [Aug mtg] | Pastor-Barsi | Reach out to Gilland to set up meetings with congressional delegates through OAI | **Ongoing** |
| 2019.08-08 | 8/15/19  [Aug mtg] | Pastor-Barsi | Discuss with Wong having a Chair’s Corner Column in newsletter | **Ongoing** |