October 18, 2018

**Meeting Minutes For:** AIAA Cape Canaveral Executive Council Members

October 17, 2018 Council Meeting Minutes, 5:30pm to 6:30pm

**Council Members in Attendance**

Chairman: Matthew Zuk

Vice Chairman: Rachel Mocini

Treasurer: Taylor Dacko

Secretary: Holly Petrucci

Programs Officer: Dennis Dali

Honors & Awards Officer: Dr. Razvan Rusovici

Communications Officer: Jacob Shiver

Education Officer: Dr. Dave Fleming

STEM K-12 Officer: Taylor Fazzini

Young Professional Officer: Elizabeth Balga

Public Policy Officer: Sharif Abdel-Magid

Technical Officer: Dhuree Seth

Career and Workforce Development Officer: Naveen Sri Uddanti

Start: 5:33 pm

1. **Minutes**
* September 20, 2018 Meeting Minutes
* Matt delayed the vote to accept the meeting minutes to give council members more time to review and provide feedback. Minutes will be distributed via e-mail and will be voted on electronically. October Treasure Report
	+ Taylor was unable to provide an October treasurer’s report. Matt stated there has been little activity; just the expenses in support of the dinner meeting. Taylor will send out the report once completed.
* Fall Dinner Meeting Planning
	+ Rachel to check out the Tides venue when she drops off check. Rental fee $375. Meal cost $21.99 plus service fee is $28.
	+ Chicken w goat cheese or Potato crusted salmon. 3rd option is vegan.
	+ $28 student mem. $35.00-member $45 non-member.
	+ 220 capacity in ballroom.
	+ New flooring.
	+ Sponsorship letter needs finalizing. Matt took an action to update and distribute.
	+ Boeing was recommended as a possible sponsor, Matt and Elizabeth will contact them.
		- Matt will reach out to Lockheed martin for sponsorship as well.
	+ Jim Hansen author of “First Man” Bio of Neil Armstrong, honorarium was orgainlly$2000.00 but has been negotiated to $1000.00.
	+ Kick off the Apollo 11 – 50th anniversary edition.
	+ Rachel is working the gift for the speaker
	+ Engage Registration website: does not allow non-members to register for event
		- It will be used to provide a summary of the dinner and PayPal link which will cause amextra click to register.
	+ Weiss school will be contacted by Matt
	+ Decorations Action Item – Rachel.
	+ Activities ?
		- Apollo 11 trivia: people can write their answers down
	+ Company Sponsorship
		- Level 1 - $250 which includes 2 tickets and mention of your organization from the podium
		- Level 2 - $500 which includes 4 tickets, mention of your organization from the podium, and including your name or logo on event advertising
		- Level 3 - $1,000 which includes 8 tickets, reserved seating in the ballroom, mention of your organization from the podium, including your name or logo on event advertising, and available demonstration or exhibit space within the Tides Club.
	+ Elizabeth would like to rally with the YPs about 30 minutes prior. Use the beach front balcony.
	+ Bar is cash bar. Bar with bartender. 5-5:30 encourage the YPs to get there at 5:00. Totally new to a place to have encourage more participation. Add to the flyer.
	+ Durhee is doing the flyer
	+ Dennis will put together Slide Show from Apollo 11 –
		- double check the contract about paying for audio visual?
		- Dennis stated we have our own
	+ Elizabeth mentioned passing out postcard or flyers to table at Space Coast Games event being held on KSC (Boeing and Lockheed).
		- Matt mentioned the possibility of mailing out postcards
	+ Contact Florida Today newspaper to the word out for this event? Holly
		- Florida Today editor. Subject: Kick off - 50th Anniversary celebration of Apollo 11.
	+ One or two autographed books as a prize for the winner of trivia.
* Astro Pak Event
	+ New class 1 cleaning facility. Story Musgrave and other significant politicians will attend for ribbon cutting. AIAA will set up table. Open house event. Anticipated 500 people. Tuesday October 30th. 4-7. Register at Event Bright.
* Committee Reports
	+ Rachel is heading up this Apollo 11 event. Thank you, Rachel, for contacting all the necessary people and coordinating this event.
	+ FIT Student Facilit6y advisor
		- Region II Student Conference
			* Dr. Fleming mentioned the venue selection isdown to two locations.
			* April 4th or 5th. Or April 8th or 9th.
			* Planning for the student leader sponsors.
			* FIT student branch activities are doing tutorials on cad skills.
	+ Matt is on the schedule to come to talk to the student branch.
		- comments from Dr. Dave attend meetings CCTS teleconference needs appointed person 2nd Wednesdays at 5:30 (not sure or 6:00)
	+ K-12 STEM
		- Taylor Fazzini is working out the bylaws review and should be done mid next week.
	+ STEM from Dennis (rolling calendar from Dennis) looking for previous STEM stuff to pass on to her. YP

Elizabeth targeting YP’s.

* + Lot of interest in developing a YP symposium. Such as, Next GEN similar to Puget Sound/Texas council to put together a YP symposium next year in summer. Partnering with internship.
	+ Elizabeth requests a small committee with 2 or 3 people to move forward?

End meeting: 6:24