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| Meeting called by | Christie Pastor-Bars, AIAA N.O.S. Council Chair |
| Meeting Location | Building 5, Room 119 |
| Facilitator | Joe Connolly |
| Secretary | Jonathan Litt  |
| attenDEES  | Joe Connolly, Jonathan Litt, Ivan Martin, Jonathan Kratz, Ed Wong, Aaron Hensley, Vic Canacci, Bill Marshall (by phone), David Irwin (YSU) (by phone) |
| Guests |  |
| Approval Status | Draft for Council Review |

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

**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 (no new updates)
* STEM K-12/Outreach (YAD status)
* YP (no new updates –brainstorming for next event)
* University (no new updates)
* Local Student Sections
	+ CSU (No new updates)
	+ YSU
* Next Meeting – TBD
* Adjourn
* Welcome
* Send Litt bulleted status list for minutes
	+ Connolly moved, Wong seconded, approved
* Business
* Christie’s Notes
	+ Received AIAA promotional items, let Pastor-Barsi know if you need them
	+ Marshall mentioned that he still has the section banner in his office.
* Treasurer’s Report
	+ Connolly noted that we have a lot of money, people should spend money on their events.
	+ Made CANstruction donation
	+ YSU got money for their event
	+ YAD reimbursements completed
* Distinguished Lectures (verbal update)
	+ Cleveland Monsters flier went out, Family Day March 15, 3 pm followed by free skate. Group block of tickets is used up. Connolly suggested that AIAA sponsor some food.
	+ GLSC Family Day event will slip to April/May.
	+ Booked Dr. Winn to talk about aircraft in-flight break up
	+ Alice Bowman’s lecture on Mission to Pluto is shifted to March 25. Connolly is looking for a backup to provide introduction in case his return from travel is delayed. Gilland will be there, too.
	+ Plan to set up a Future Aerospace panel, will push it back to May. Canacci suggested getting a contact for Air Force Wind Tunnel 9.
* Technical
* Public Policy
	+ Reported on a contractor meeting that summarized to Congressional Staff about SLS/Orion and travel to moon then Mars, and importance of funding.
	+ Canacci signed up for CVD in March.
* Communications
	+ Completed proof of concept for live streaming of Distinguished Lecture.
	+ Used YouTube for demonstration showing speaker, charts, and live chat simultaneously. This is also recorded. It can be done with a laptop on wifi.
	+ Might want to invest in a video camera and a cable to convert from HDMI to USB. Canacci and Connolly think it would be a good investment. However Pastor-Barsi told Wong that Emily at AIAA does not want videos posted. Pastor-Barsi is supposed to follow up with Emily.
	+ Connolly asked if we can use another service, not YouTube. Wong replied that the software he used is compatible with many streaming services.
	+ Sent out multiple announcements for various events
	+ Wong needs write-ups for March newsletter. He will reach out to people after events take place.
* Membership (will report next month)
* Honors and Awards (no new updates)
* STEM K-12/Outreach (YAD status)
	+ Science Fairs coming up. Kratz is still looking for judges, especially for NWDSD, March 7. Connolly suggested offering judges lunch to encourage them to go to Toledo.
	+ NEOSEF will be at CSU on March 10 in the afternoon.
	+ Keeping nationwide essay contest on the radar for next year. Connolly suggested reaching out to Ashley about YAD participants
* YP (no new updates)
* University (no new updates)
* Local Student Sections
	+ CSU (No new updates)
	+ YSU
		- Glider competition was a great success, about 10 teams participating. Lots of spectators. About 50 people overall, picked up by local newspaper and AIAA Daily Launch.
		- Plan to have cookouts and other smaller events.
* Next Meeting – TBD
* Adjourn
1. **Additional notes**
	* + none
2. **Next meeting: TBD**
3. **Adjourned about 12:30 pm**
4. **Synopsized Accomplishments Submitted by Area**

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

* Let Pastor-Barsi know if you need AIAA promotional items
* Connolly to check if AIAA can sponsor food at the Cleveland Monsters Family Day
* Connolly needs a backup to introduce Distinguished Lecturer on March 25
* Pastor-Barsi will follow up with Emily about posting AIAA-related videos
* Wong will reach out to people after events take place for articles for March newsletter

| **No.** | **Assigned** | **Assigned to:** | **Action** | **Status** |
| --- | --- | --- | --- | --- |
| 2020.02-01 | 2/24/20[Feb mtg] | All | Let Pastor-Barsi know if you need AIAA promotional items | **Ongoing** |
| 2020.02-02 | 2/24/20[Feb mtg] | Connolly | Check if AIAA can sponsor food at the Cleveland Monsters Family Day | **Ongoing** |
| 2020.02-03 | 2/24/20[Feb mtg] | All | Volunteer to be Connolly’s backup to introduce Distinguished Lecturer on March 25 | **Ongoing** |
| 2020.02-04 | 2/24/20[Feb mtg] | Pastor-Barsi | Follow up with Emily about posting AIAA-related videos | **Ongoing** |
| 2020.02-05 | 2/24/20[Feb mtg] | Wong | Reach out to people after events take place for articles for March newsletter | **Ongoing** |
| 2020.01-01 | 1/24/20[Jan mtg] | Kratz | Confirm availability of NEOSEF and NWDSD Special Award prize money | **Complete** |
| 2020.01-02 | 1/24/20[Jan mtg] | Kratz | Request larger budget in future to accommodate AIAA middle schooler essay contest | **Ongoing** |
| 2020.01-03 | 1/24/20[Jan mtg] | Pastor-Barsi | Reach out to people to distribute promotional items | **Ongoing** |
| 2020.01-04 | 1/24/20[Jan mtg] | All | Let Connolly know if interested in Cleveland Monsters game on 3/15 | **Ongoing** |
| 2020.01-05 | 1/24/20[Jan mtg] | Connolly and Wong | Work on a flier for another GLSC Family Day event | **Ongoing** |
| 2020.01-06 | 1/24/20[Jan mtg] | Connolly | Get in touch with OAI to schedule dates for Distinguished lectures | **Complete** |
| 2020.01-07 | 1/24/20[Jan mtg] | All | Send ideas to Juhasz for technical talks | **Ongoing** |
| 2020.01-08 | 1/24/20[Jan mtg] | All | Give Pastor-Barsi suggestions a new Public Policy chair | **Ongoing** |
| 2020.01-09 | 1/24/20[Jan mtg] | All | Get in touch with Kratz to be a science fair judge | **Complete** |
| 2020.01-10 | 1/24/20[Jan mtg] | Kratz | Work with Wong on call for Science Fair judges and with Eliason on award money | **Complete** |
| 2020.01-11 | 1/24/20[Jan mtg] | YSU (Irwin?) | Needs to contact Eliason and cc Pastor-Barsi and Connolly to obtain Glider event prize money | **Complete** |
| 2020.01-12 | 1/24/20[Jan mtg] | YSU (Irwin?) | Should provide Wong pictures and videos of Glider event | **Complete** |
| 2019.11-01 | 11/25/19[Nov mtg] | All | Renew AIAA membership | **Complete** |
| 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** |
| 2019.10-05 | 10/17/19[Oct mtg] | Wong | Will send out invitation for Livestream test | **Complete** |
| 2019.10-07 | 10/17/19[Oct mtg] | Tesny | Look how far NOS extends since Columbus section disbanded | **Ongoing** |
| 2019.10-08 | 10/17/19[Oct mtg] | Pastor-Barsi | Forward Martin’s e-mail about promotional material to Tesny | **Ongoing** |
| 2019.09-02 | 9/25/19[Sep mtg] | Pastor-Barsi | Write an article by early next week on new council position | **Ongoing** |
| 2019.09-03 | 9/25/19[Sep mtg] | Marshall | Put in newsletter that he wants help with Honors and Awards | **Ongoing** |
| 2019.09-07 | 9/25/19[Sep mtg] | Eliason | Will order new checks | **Ongoing** |
| 2019.09-08 | 9/25/19[Sep mtg] | Connolly | Will start reaching out to Inclusion in Aerospace panelists | **Ongoing** |
| 2019.09-09 | 9/25/19[Sep mtg] | Pastor-Barsi | Will provide Eventbrite login information | **Ongoing** |
| 2019.09-11 | 9/25/19[Sep mtg] | Connolly | Will send a Google calendar link to Wong for posting | **Ongoing** |
| 2019.09-12 | 9/25/19[Sep mtg] | Wong | Will set up a time and link for a streaming beta test for presentations | **Complete** |
| 2019.09-13 | 9/25/19[Sep mtg] | Wong | Will reach out to Toledo about streaming after beta test completed | **Ongoing** |
| 2019.09-15 | 9/25/19[Sep mtg] | All | Consider nominating colleagues for awards | **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** |
| 2019.07-04 | 7/18/19[Jul mtg] | All | Send ideas for Technical Talks to Juhasz | **Complete** |
| 2019.07-05 | 7/18/19[Jul mtg] | All | Interested people (OAI especially, not civil servants) should reach out to Canacci about involvement in Public Policy | **Ongoing** |
| 2019.07-08 | 7/18/19[Jul mtg] | All | Engage e-mail notifications should be turned on by Council members | **Ongoing** |
| 2019.07-12 | 7/18/19[Jul mtg] | Hensley | Follow up with outreach to local university chapters | **Ongoing** |
| 2019.07-14 | 7/18/19[Jul mtg] | Hensley | Check is there is a University of Toledo AAIA Student Chapter | **Ongoing** |
| 2019.06-04 | 6/25/19[Jun mtg] | Connolly | Follow up with someone from HQ for a tutorial on how to use Engage for calendar invites | **Ongoing** |
| 2019.06-08 | 6/25/19[Jun mtg] | All | Check if AIAA site takes a cut for hosting on-line payments | **Ongoing** |
| 2019.06-09 | 6/25/19[Jun mtg] | All | Let Wong know if you volunteer to help post on various social media | **Ongoing** |
| 2019.04-02 | 4/22/19[Apr mtg] | Canacci and Kratz | Invite Representatives to public events such as YAD | **Ongoing** |
| 2019.02-04 | 2/26/19[Feb mtg] | Tesny | Advertise E-Membership on Today@Glenn | **Ongoing** |
| 2019.02-05 | 2/26/19[Feb mtg] | Tesny | Send out dates for Associate Fellow upgrade through Listserv | **Complete** |
| 2018.11-10 | 11/20/18[Nov mtg] | Pastor-Barsi | Investigate how to do an on-line survey and follow up raffle drawing | **Ongoing** |
| 2018.09-01 | 09/27/18[Sep mtg] | Eliason | Follow up IEEE YP lead about potential joint event | **Ongoing** |
| 2018.09-02 | 09/27/18[Sep mtg] | Eliason | Forward relevant AIAA events to advertise in CTSC newsletter | **Ongoing** |
| 2018.05-10 | 05/30/18[May mtg] | Wong | Evaluate switching to Engage or keep the website we have | **Ongoing** |
| 2018.04-01 | 04/13/18[Apr mtg] | Eliason | Include information on items not in statement for monthly meetings | **Ongoing** |
| 2018.04-14 | 04/13/18[Apr mtg] | Tokars | Forward e-mail about how Section can pay for memberships to Tesny | **Ongoing** |
| 2018.04-15 | 04/13/18[Apr mtg] | Tesny | Run a membership survey | **Ongoing** |
| 2018.04-18 | 04/13/18[Apr mtg] | All | Please check location of meeting each month, since it moves around | **Ongoing** |
| 2018.03-01 | 03/20/18[Mar mtg] | Eliason | Send a monthly email with budget updates | **Ongoing** |
| 2018.03-08 | 03/20/18[Mar mtg] | Cornell | Provide an “about” section for website | **Ongoing** |
| 2018.03-09 | 03/20/18[Mar mtg] | All | E-mail upcoming events Wong and Psaras for posting in “events” section of website | **Ongoing** |
| 2018.02-11 | 02/20/18[Feb mtg] | Cornell and Pastor-Barsi | Discuss how to develop a chart on web presence for Council meetings | **Ongoing** |
| 2016.03-01 | 3/22/16[Mar mtg] | All | Review the status of assigned action items and report the status to Litt | **Ongoing** |