**Minutes for December 15, 2021 AIAA Tucson Section Leadership Council (LC) Meeting**

**REMINDERS & To Do List**

Please complete items before or during the next Leadership Council Meeting

1. Everyone – enter in your Monthly Progress Reports at: <https://forms.gle/FzRxFMV5jZSJazQg7>
This is a way to easily & efficiently update everyone ahead of our meetings, and you can also share updates on future activities you’re working on, including flagging where help is needed.
2. Everyone – submit an email with your Virtual Vote of Approval for November Meeting Minutes

**RESOURCES**

**CLICK the links – Everyone on the Council has at least VIEW access to all these files.**

* Minutes of LC Meetings – In the [Tucson AIAA Google Drive](https://drive.google.com/drive/u/2/folders/1-BQXlaFEnCIkplgcPbLcOJR299vQl8Lr) & [Archived in AIAA Engage](https://engage.aiaa.org/tucson/new-item3/ourlibrary)
* Meeting recording – *The online recording for this meeting is available on demand (ADD LINK HERE after the meeting).*
* Map of [AIAA 2021-2022 Tucson Section members](https://www.google.com/maps/d/u/1/edit?mid=1zvY7ushkeHIqd1Kmkue-jmE_4Pld1ZBL&usp=sharing) (non-attributable)

**UPCOMING EVENTS – AIAA Tucson Section**

| **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
| --- | --- | --- | --- | --- | --- | --- |
| **OCTOBER 31** AIAA UABranch DBF Proposals Due | **NOVEMBER1** | **2** | **3** | **4** | **5** | **6** |
| **7** | **8**LC Meeting | **9** | **10**  | **11** GALA Committee Mtg | **12** | **13**STEM CLUB |
| [**ASCEND (virtual)**](https://www.aiaa.org/events-learning/event/2021/11/08/default-calendar/ascend-2021) |
|  |  |  |
| **14** | **15** | **16** | **17** | **18** | **19** | **20**AWARDSGALA |
| [**ASCEND (virtual)**](https://www.aiaa.org/events-learning/event/2021/11/08/default-calendar/ascend-2021) **and** [**Hypersonic Conference**](https://www.aiaa.org/events-learning/event/2021/11/15/default-calendar/24th-aiaa-international-space-planes-and-hypersonic-systems-and-technologies-conference) |
|  |  | [**ASCEND (in person @ Las Vegas)**](https://www.aiaa.org/events-learning/event/2021/11/08/default-calendar/ascend-2021) |
|  |  |  |
| **21** | **22** | **23** | **24** | **25**Thanksgiving | **26** | **27** |
| **28** | **29** | **30** | **DECEMBER****1** | **2** | **3** | **4** |
| **5** | **6** | **7** | **8** | **9** | **10** | **11** |
| **12** | **13** | **14** | **15**LC Meeting | **16** | **17** | **18** |
| **19** | **20****Winter Holiday**  | **21Break** | **22** | **23** | **24** | **25** |
| **26** | **27** | **28** | **29** | **30** | **31** | **JANUARY****1**  |
| **2** | **3** [Jan 3-7 SciTech Forum](https://www.aiaa.org/events-learning/event/2021/10/21/default-calendar/aiaa-corporate-member-connect-the-new-normal-of-aerospace-cybersecurity-compliance) | **4** | **5** | **6** | **7** | **8** |
| [**Student Paper Competition**](https://www.aiaa.org/get-involved/students-educators/student-conferences?SSO=Y)Region VI - Conference Dates: 1-3 April 2022Conference Host: University of California, MercedAbstract Deadline: 5 February 2022 – [Submit Abstract](https://www.aiaa-awards.org/a/solicitations/1247/home)Manuscript Deadline: 5 March 2022 | [**26th Annual Design, Build, Fly Competition**](https://www.aiaa.org/dbf)21–24 April 2022 Wichita, KS (USA)Entries/Proposals Deadline: 31 October 2021 @ 5pm Eastern TimeNotification of Acceptance (top 110 proposals): 20 November 2021Design Report Deadline (if selected): 19 February 2022 @ 5pm Eastern |

**MINUTES of the Meeting**

**Attendance – AIAA Tucson Section Leadership Council**

| **Position Title** | **Name** | **Email** | **Attended** |
| --- | --- | --- | --- |
| Chair | Teresa Clement | teresa.clement@gmail.com  |  |
| Vice-Chair | Steve Herman | steve.a.herman@gmail.com  | X |
| Treasurer | Dan Rouhani | rouhanidxb@yahoo.com  | X |
| Secretary | Steven J Smith Sr | stevenjsmithsr@icloud.com | X |
| Membership | Robert Michalak | micha306@umn.edu |  |
| Aerospace & Societies | Peter Olejnik | olejnikpr@gmail.com | X |
| Pre-college Outreach  | Michelle Rouch | artworkbyrouch@gmail.com |  |
| Public Policy | Robert Tagtmeyer | rtagtmeyer@gmail.com |  |
| RAC Representative | Jeff Jepson | jeffrey\_k\_jepson@raytheon.com |  |
| Young Professional | Peter Olejnik | olejnikpr@gmail.com | X |
| Webmaster | Hunt Gazecki | gazecki.hunt@gmail.com | X |
| Technical Programs | Stefan Wernz | Stefan\_wernz@raytheon.com |  |
| Career Enhancement | Alexis Hepburn | alexismMFHepburn@gmail.com |  |
| Honors and Awards | Corey Bullens | cbullens2010@yahoo.com |  |
| Section Gmail account | N/A | tucsonaiaa@gmail.com | N/A |
| **Additional**  |  |  |  |
| Regional Public Policy | Matt Angiulo | matt@angiulo.com |  |
| Regional STEM | Elishka Jepson | robyriker@aol.com |  |

**AIAA University of Arizona (UA) Student Branch Leadership**

| **UA AIAA Position** | **Name** | **Email** | **Attended** |
| --- | --- | --- | --- |
| Student Branch Gmail | N/A | ua.aiaa@gmail.com | N/A |
| President | Elijah Greenfield | egreenfield01@email.arizona.edu | - |
| Vice President | Jordan Tichenor | jtichenor@email.arizona.edu | - |

**Additional Members Attending**

| **Name** | **Position** | **Attended** |
| --- | --- | --- |
| None  | AIAA Member | - |

**Leadership Council Meeting**

*Secretary (Steve Smith)* – Roll Call

**Detailed Reports**

**Chair Report**

*Chair (Teresa Clement)*

* Action Items:
* New Report:
1. Nothing to report.

**Vice Chair Report***Vice Chair (Steve Herman)*

* Action Items:
1. Complete – On Nov. 20, 2021, organized the AIAA Tucson Section 2021 Awards Banquet at Catalina BBQ Co. with 14 attendees
* New Report:
1. On Nov. 19, 2021, attended a Hypersonic Wind Tunnel Tour at U of A
2. On Nov. 21, 2021, attended a meeting to discuss hosting events for AIAA members with ITAR content
3. On Dec. 10, 2021, chaperoned a 3rd grade tour of Kartchner Caverns and the Bisbee Copper Queen Mine

**Treasurer Report**

*Treasurer (Dan Rouhani)*

**Bank Balance**

|   | 11/10/21 |   |  |  BAL from LAST REPORT |   | $14,687.42 |
| --- | --- | --- | --- | --- | --- | --- |
| Debit | 11/03/21 | Payment | Constant Contact | Communication Expenses | E13 | $21.22 |
| Debit | 11/19/21 | Payment | JW Marriott | Dinner Event | E13 | $250.00 |
| Debit | 11/24/21 | Payment | JW Marriott | Dinner Event | E13 | $1,303.87 |
| Income | 11/29/21 | Deposit | Eventbrite | LC Dinner Tickets | I10 | $60.00 |
|  |  |  | 12/15/2021 | ENDING BANK BALANCE |  | $13,151.11 |

**Secretary Report**

*Secretary (Steve Smith)*

* Action Items:
* New Report:
1. Nothing to report.

**Membership Report**

*Membership Chair (Rob Michalak)*

* Action Items:
1. New – Ask Paragon to provide food for approximately 40 people. Note: Possibly more if Paragon employees are invited that are not AIAA members.
* New Report:
1. This is the highest professional membership the AIAA Tucson Section has had throughout the history of the report (back to June 2019, early COVID). However, this isn't the highest overall membership.
2. The AIAA Tucson Section membership is down 24 educator members over that same period from its peak. The Section is continuing to grow overall though.
3. Respond to a few Vail School District emails to set up a speaking event there, with the goal of establishing more educator and high school members through this opportunity.
4. Working with Paragon Space Development Corporation to host a meeting in February 2022 at their Tucson office in order to:
	* Highlight AIAA to Paragon employees as a valuable organization
	* Showcase a local aerospace employer to AIAA members
	* Allow for a speaker to present on a topic

**Aerospace & Societies Report**

*Aerospace & Societies Chair (Peter Olejnik)*

* Action Items:
* New Report:
1. Nothing to report.

**Pre-College Outreach Report**

*STEM Outreach Chair (Michelle Rouch)*

* Action Items:
1. Complete – Obtained an access badge for the University of Arizona
* New Report:
1. On Nov. 13, 2021, successfully conducted November STEM Club meeting at Pima Air and Space Museum.
2. On Nov. 16, 2021, supported as Chair at ASCEND SAT-02 for the Society and Technology IOC
3. On Nov. 17, 2021, supported the Astronaut Scholarship Foundation in Tucson, Arizona with guest speaker Colonel Fred Gregory to award recipient at University of Arizona who received the scholarship, and met again Daniel Hernandez for Congress, who assisted in helping find students for Higher Orbits.
4. On Nov. 26 – 28, 2021, offered story-time for Children’s Book at Pima Air and Space Museum. Handed out approximately 10 Student membership brochures, and was interviewed by a student from Cienega High School to support his Aerospace senior exit project.
5. Successfully supported Go for Launch with Higher Orbits. They conducted the event on December 4 and 5, 2021 with 12 students.
6. On Nov. 16, 2021, attended first Institute of Electrical and Electronics Engineers (IEEE) meeting as a representative from AIAA Tucson Section and offered to collaborate with them on any upcoming STEM events, and they welcomed the opportunity.

**Public Policy Report**

*Public Policy Chair (Robert Tagtmeyer)*

* Action Items:
* New Report:
1. Nothing to report.

**RAC Representative Report**

*Regional Activities Council (RAC) Representative to Region VI (Jeff Jepson)*

* Action Items:
* New Report:
1. Nothing to report.

**Young Professional Report**

*Young Professional Chair (Peter Olejnik)*

* Action Items:
1. New – Look into setting up a tour at Davis-Monthan Air Force Base for AIAA members
* New Report:
1. Hosted a Holiday party at Barrio Brewing Co. on 12/04/2021 with 10 members. While the turnout was lower than hoped for (10 vs. the hoped for 30+), those who attended had a very good time.
2. Student's have finals this week and are going into Winter break, so activity will be limited from the student chapter for the rest of the month.
3. While discussing other professional societies, it was noted that the AIAA annual fees are relatively low in comparison to other societies

**Communications / Webmaster Report**

*Guru of Information Conveyance (Hunt Gazecki)*

* Action Items:
1. New – Setup Google calendar
2. New – Look into Google for Nonprofit
3. New – Publish End of Year (EOY) newsletter (to include wrap-ups/follow-ups on Christmas party and awards ceremony)
* New Report:
1. Nothing to report.

**Technical Programs Report**

*Technical Programs Chair (Stefan Wernz)*

* Action Items:
* New Report:
1. Nothing to report.

**Career Enhancement**

*Career Enhancement Chair (Alexis Hepburn)*

* Action Items:
* New Report:
1. Nothing to report.

**Honors and Awards Report**

*Honors and Awards Chair (Corey Bullens)*

* Action Items:
1. New – Meet with Teresa to sign the Associate Fellows certificates then send them to the recipients
2. New – Obtain the names of the Honorary Fellows and Fellows award winners, and significant anniversaries, then send certificates to the recipients
3. New – Request reimbursement for award certificates
4. New – Request nominations for membership advancements and awards by February 1, 2022
5. New – Request ideas from the AIAA Leadership Council for tangible gifts to send to award recipients (e.g. AIAA polo with Honorary Fellow, Fellow, etc. embroidered on it, acrylic plaque, certificate for a nice dinner, or something similar to supplement the annual Honors and Awards dinner)
6. New – Determine if there is a limit on the award amount for award recipients (e.g. $25)
* New Report:
1. Completed printing and framing of the Associate Fellows certificates

**UA AIAA Student Branch – University of Arizona**

*President, UA AIAA Student Branch (Elijah Greenfield)*

*Vice President, UA AIAA Student Branch (Jordan Tichenor)*

* Action Items:
* New Report:
1. Nothing to report.