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

1. **Meeting called to order around 4:02 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
* Send Litt bulleted status list for minutes
	+ Pastor-Barsi motioned, Wong seconded, approved
* Business
* Christie’s Notes
	+ Still vacant council positions, no updates. Connolly and Pastor-Barsi will send out a message seeking candidates to fill positions.
	+ Need to vote on new by-laws. There are general by-laws as well as a tailorable portion for each section. Connolly and Pastor-Barsi will go over by-laws, tailor them, and send out for approval. Connolly will schedule a meeting with PB to go over them
	+ Went over actions and deleted many old ones, all should go through the remainder
* Treasurer’s Report
	+ On-line banking issue resolved. People can be added and removed from account, but it must be done in person. Connolly will try to get to bank in October to take care of it. A little over $22K in bank account.
	+ Audit budget report will be signed soon
	+ Eliason will renew CTSC membership
* Distinguished Lectures
	+ Connolly attended Cheryl Bowman’s ARMD Technical talk on establishing Electrified Aircraft Propulsion concepts and thinks that would be a good Distinguished Lecture.
	+ Connolly talked to Pestak about possible presenters, including Mark Lewis and other heavy hitters
	+ Connolly asked for input on possible presenters, and hearing none, will reach out to Bowman first, then see about others
* Technical
	+ Presentation on terrestrial power had been prepared, but Juhasz wants to do it in person once we return to work.
	+ Juhasz invites volunteers to present.
	+ Connolly suggests that Juhasz look at recent conferences to see who from GRC presented, and reach out to them to see if they will present.
	+ Connolly and Kratz will discuss putting together a talk on Electrified Aircraft Propulsion.
	+ Pastor-Barsi suggests a tag up with Juhasz, Pestak, and Connolly to discuss setting up technical meetings.
* Public Policy
* Communications
	+ Sent out reminders by email and social media
	+ Preparing next newsletter, will send out a list to contributors requesting input.
	+ Kratz will follow up with Jason Fan’s mother to get quotes and write up an article.
	+ Anyone who wants to contribute an article should let Wong know.
* Membership
	+ Membership has stayed pretty level, just under 600 members, bit of a downtick in students, but hope that will go up as school restarts
	+ General downturn in Educator memberships
	+ Tesny will reach out to lapsed NOS Educator members to see why.
	+ Wong suggests that Tesny gather names every month or two of lapsed members to encourage them to rejoin. They will coordinate.
* Honors and Awards
	+ Virtual Honors and Awards picnic held. Good attendance
	+ Working on scholarship; still need to reach out to one volunteer. Hensley has started to reach out to universities
	+ Associate Fellow Class of 2021 announced, NOS had three including Peggy Cornell and Joe Connolly
	+ Marshall needs to send a write-up on picnic to Wong for newsletter
* STEM K-12/Outreach (YAD status)
* YP
* University
	+ Hensley is trying to understand status of all student chapters, how they are doing, how often they meet
	+ Looking for University members of scholarship subcommittee.
	+ Hensley wants to know if there are any limitations on student chapters (what types of schools are allowed to have sections). Connolly thinks that there are no restrictions for individual schools. Connolly suggested that a chapter could invite someone from a school thinking of starting a chapter to see what is involved.
	+ Genevieve Timmerman should be CWRU chair but has not confirmed. Hensley will reach out to Case to find out who is chapter chair.
* Local Student Sections
	+ CSU
		- Hard to keep students motivated.
		- Using monthly newsletters rather than zoom meetings
	+ YSU
		- YSU will not have student officers this school year
		- Faculty advisor will act as POC for student membership benefits.
* Next Meeting – TBD
* Adjourn
1. **Additional notes**
	* + none
2. **Next meeting: TBD**
3. **Adjourned about 5:10 pm**
4. **Synopsized Accomplishments Submitted by Area**

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

* Connolly and Pastor-Barsi to send out a message seeking candidates to fill vacant council positions
* Connolly to schedule a meeting with Pastor-Barsi to go over new by-laws
* Connolly and Pastor-Barsi to go over by-laws, tailor them, and send out for approval
* Connolly to go to the bank in October to get the correct names on the bank account
* Eliason to renew CTSC membership
* Connolly to reach out to Cheryl Bowman about giving a Distinguished Lecture
* Juhasz to consider GRC presenters at recent conferences for future Technical Lectures
* Connolly and Kratz to discuss putting together a talk on Electrified Aircraft Propulsion
* Pastor-Barsi to arrange tag up with Juhasz, Pestak, and Connolly about setting up technical meetings
* Wong to send out a list of requested input to contributors to newsletter
* Kratz to follow up with Jason Fan’s mother to get quotes and write up a newsletter article
* Anyone who wants to contribute a newsletter article should let Wong know
* Tesny to reach out to lapsed NOS Educator members to see why they let their membership lapse
* Wong and Tesny to regularly gather names of lapsed members and encourage them to rejoin
* Marshall to send a write-up on picnic to Wong for newsletter
* Hensley to reach out to Case to find out who the chapter chair is

| **No.** | **Assigned** | **Assigned to:** | **Action** | **Status** |
| --- | --- | --- | --- | --- |
| 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 | **Ongoing** |
| 2020.09-16 | 9/29/20[Sep mtg] | Hensley | Reach out to Case to find out who the chapter chair is | **Ongoing** |
| 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** |
| 2020.08-04 | 8/28/20[Aug mtg] | Connolly | Follow up with Eliason about getting access to bank account | **Complete** |
| 2020.08-05 | 8/28/20[Aug mtg] | Eliason and Connolly | Contact bank about how to do on-line banking and report back to council | **Complete** |
| 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** |
| 2020.08-09 | 8/28/20[Aug mtg] | Tesny | Make full membership charts for next meeting | **Complete** |
| 2020.08-10 | 8/28/20[Aug mtg] | Marshall | Schedule a year-end recognition event by late September | **Complete** |
| 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** |
| 2020.07-01 | 7/31/20[Jul mtg] | Connolly | Send budget document out for feedback | **Complete** |
| 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** |
| 2020.07-07 | 7/31/20[Jul mtg] | Pastor-Barsi | Explore Engage page to see what features it has | **Complete** |
| 2020.07-08 | 7/31/20[Jul mtg] | Pastor-Barsi | Try to make entire council administrators of Engage site | **Complete** |
| 2020.07-09 | 7/31/20[Jul mtg] | All | Make suggestions on Section theme or goal for the year | **Ongoing** |
| 2020.07-10 | 7/31/20[Jul mtg] | Marshall | Work up an agenda for Honors and Awards virtual picnic | **Complete** |
| 2020.07-11 | 7/31/20[Jul mtg] | All | Email Marshall and cc Pastor-Barsi with any comments on Honors and Awards virtual picnic | **Complete** |
| 2020.07-12 | 7/31/20[Jul mtg] | Pastor-Barsi | Provide information to Marshall on unlimited AIAA zoom link | **Ongoing** |
| 2020.07-13 | 7/31/20[Jul mtg] | Pastor-Barsi | Contact Wong about the STEM Challenge | **Complete** |
| 2020.07-14 | 7/31/20[Jul mtg] | Kratz and Wong | Meet about the results of the STEM Challenge | **Complete** |
| 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** |
| 2020.05-04 | 5/29/20[May mtg] | Connolly and Pastor-Barsi | Establish draft budgets | **Complete** |
| 2020.05-05 | 5/29/20[May mtg] | Wong | Send link for role playing tutorial video for Technical Session Chairs to Cornell | **Ongoing** |
| 2020.05-06 | 5/29/20[May mtg] | Wong | Send out reminders about STEM video competition | **Complete** |
| 2020.05-07 | 5/29/20[May mtg] | Londrico | Reach out if interested in YP position | **Complete** |
| 2020.04-01 | 4/30/20[Apr mtg] | Pastor-Barsi | Send emails requesting help if needed to fill out any sections of the annual report | **Complete** |
| 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** |
| 2020.03-07 | 3/17/20[Mar mtg] | All | Email Marshall with preference for indoor or outdoor Honors and Awards event, and ideas | **Complete** |
| 2020.03-08 | 3/17/20[Mar mtg] | Kratz | Return the NEOSEF prize money (cash) to Eliason | **Complete** |
| 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** |
| 2020.01-02 | 1/24/20[Jan mtg] | Kratz | Request larger budget in future to accommodate AIAA middle schooler essay contest | **Complete** |
| 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** |
| 2019.10-07 | 10/17/19[Oct mtg] | Tesny | Look how far NOS extends since Columbus section disbanded | **Complete** |
| 2019.10-08 | 10/17/19[Oct mtg] | Pastor-Barsi | Forward Martin’s e-mail about promotional material to Tesny | **Complete** |
| 2019.09-07 | 9/25/19[Sep mtg] | Eliason | Will order new checks | **Ongoing** |
| 2019.09-15 | 9/25/19[Sep mtg] | All | Consider nominating colleagues for awards | **Complete** |
| 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** |
| 2019.07-12 | 7/18/19[Jul mtg] | Hensley | Follow up with outreach to local university chapters | **Complete** |
| 2019.07-14 | 7/18/19[Jul mtg] | Hensley | Check is there is a University of Toledo AAIA Student Chapter | **Complete** |
| 2019.06-08 | 6/25/19[Jun mtg] | All | Check if AIAA site takes a cut for hosting on-line payments | **Complete** |
| 2019.06-09 | 6/25/19[Jun mtg] | All | Let Wong know if you volunteer to help post on various social media | **Complete** |
| 2019.04-02 | 4/22/19[Apr mtg] | Canacci and Kratz | Invite Representatives to public events such as YAD | **Complete** |
| 2019.02-04 | 2/26/19[Feb mtg] | Tesny | Advertise E-Membership on Today@Glenn | **Complete** |
| 2018.11-10 | 11/20/18[Nov mtg] | Pastor-Barsi | Investigate how to do an on-line survey and follow up raffle drawing | **Complete** |
| 2018.09-01 | 09/27/18[Sep mtg] | Eliason | Follow up IEEE YP lead about potential joint event | **Complete** |
| 2018.09-02 | 09/27/18[Sep mtg] | Eliason | Forward relevant AIAA events to advertise in CTSC newsletter | **Complete** |
| 2018.05-10 | 05/30/18[May mtg] | Wong | Evaluate switching to Engage or keep the website we have | **Complete** |
| 2018.04-01 | 04/13/18[Apr mtg] | Eliason | Include information on items not in statement for monthly meetings | **Complete** |
| 2018.04-14 | 04/13/18[Apr mtg] | Tokars | Forward e-mail about how Section can pay for memberships to Tesny | **Complete** |
| 2018.04-15 | 04/13/18[Apr mtg] | Tesny | Run a membership survey | **Complete** |
| 2018.04-18 | 04/13/18[Apr mtg] | All | Please check location of meeting each month, since it moves around | **Complete** |
| 2018.03-01 | 03/20/18[Mar mtg] | Eliason | Send a monthly email with budget updates | **Complete** |
| 2018.03-08 | 03/20/18[Mar mtg] | Cornell | Provide an “about” section for website | **Complete** |
| 2018.03-09 | 03/20/18[Mar mtg] | All | E-mail upcoming events Wong and Psaras for posting in “events” section of website | **Complete** |
| 2018.02-11 | 02/20/18[Feb mtg] | Cornell and Pastor-Barsi | Discuss how to develop a chart on web presence for Council meetings | **Complete** |
| 2016.03-01 | 3/22/16[Mar mtg] | All | Review the status of assigned action items and report the status to Litt | **Complete** |