AIAA Northwest Florida Section

Council Meeting Minutes

**Date: 11 March 2019 (Monday)**

Time: 1100 - 1215

Location: Bamboo Sushi Bar & Hibachi Express
117 John Sims Parkway W, Niceville, FL 32578

Attendees: Chi Mai, Chairperson

 Angela Diggs, Secretary

 Ryan Sherrill, Young Professional Chair

 Kevin Diggs, Treasurer

 Daniel Bradley, Social Media Chair

 Eugen Toma, Programs Chair

 Judith Sherrill, STEM Outreach Chair

Conducted by: Chi Mai, Chairperson

Minutes by: Angela Diggs, Secretary

# Officer Reports

## Chairperson

* **Annual Report**
	+ **All:** Submit questions about annual report rubric to Chi
	+ **Angela:** Compile notes from annual report meetings
* **New section bylaws**
	+ All sections to have identical bylaws. Tailoring for each local section to be done in a Policies & Procedures (P&P) document; P&P example to be created by READ.
	+ Bylaws indicate clearer distinction between officers and committee chairs. Bylaws stipulate 1-year term for Chair. All other terms to be stated in P&P document
	+ All council members w/ voting privileges (all officers; committee chairs as designated in P&P doc) must be voted on by section members. Quorum is number of votes received.
	+ Section bylaws must be voted on in next section election.
	+ **Chi:** Send bylaw template to officers
* **Officers**
	+ **All**: Please cc nwfl.aiaa@gmail.com on all correspondence.
	+ 2019-2020 section council elections
		- Balloting to start 1 April.
			* **Chi:** Send list of council positions and descriptions to Ryan
			* **Ryan**: Send email for nominations and balloting.
		- **Chi**: Appoint nominating and tellers committee members.
		- Plan to install new officers during 14 May Section dinner.
* **AIAA “Engage” website**
	+ Site is live. Ready to add content. Works on base.
	+ **Chi**: Add photos to Engage site
	+ **Chi/Judith**: Link to Google drive for STEM since all materials are already uploaded
* **Internal/External News**
	+ Doolittle Th!nk Thursday: Unexpected Inspiration: Rodney Mullen
		- **Daniel**: Post on social media

## Vice Chairperson

* none

## Secretary

* **Angela**: Feb/March newsletter with STEM focus:
	+ Teacher of the Year awards
	+ Science Fair Awards
	+ FIRST teams
	+ Advertise space essay

## Treasurer

* **Checking account balance** as of March: $4140.84
* Approved expenditures:
	+ Cake for Engineers Week (Judith Sherrill)
	+ SETP keynote lunch (Ryan Sherrill)
	+ SETP keynote gift (Chi Mai)
	+ FLL Jr Expo (Rick Soria)
* Cat III request for FAMU-FSU trip lunch was approved. Check is in the mail.

## Program Chair

* **Trip to FAMU-FSU** to see the magnet lab and aerospace labs and lunch w/ AIAA FAMU-FSU student branch in February went very well.
	+ **Chi/Judith**: Post write-up to the Google Drive
* Social: **Apollo 11** at the AMC in Destin – Friday, 15 March at 1620.
* Plan: **Distinguished Lecture**
	+ April: Zimmerman. Request an event for professionals (11:30-12:30) and another event for students (3:30-4:30)
	+ June: Fleeman. Request an event for professionals (11-12) and a straw rocket competition for all ages (1:00-4:00)
* Plan: **End of the Year Banquet**
	+ Lulu’s in Destin, Tuesday 14 May (changed from 7 May)
		- 1700-1730: social
		- 1730-1900: dinner and program
	+ Program
		- Announcements: section introductions, officer introductions
		- Programs: recap
		- STEM: recap, recognize STEM TOY and Science & Engineering Fair awards
		- Membership: recognize new members, those with 5/10/15/20/25/30+
		- Honors & Awards: Scott Morton, membership upgrades, advertise the Engineer of the Year
		- Succession of Officers

## Technical Chair

* **Ryan:** Add SETP Southeast Section Symposium de-brief to the Google Drive

## Career Enhancement/Young Professional Chair

* Monthly **career development lunch-and-learn sessions**
	+ Notional plan to schedule on 2nd Thursday, 1130-1200
	+ Carolyn Fries is agreeable to hosting at Doolittle Institute in the Outer Loop
	+ 25 April: Chris Molek to discuss ways to couple Outlook and OneNote to increase productivity
	+ 2 May: Kaitlin Fair & Jennifer Talley to discuss intern mentoring
	+ 6 or 20 June: Janet Wolfson to discuss work/life balance
	+ X July: Networking Tips, TBD
	+ Other topics: notebook organization, stress & anxiety management, ethics: gov/ctr relations, etc

## Membership Chair

* Membership Report
	+ Note that of the 25 student members, only 12 are from FSU (others have home addresses in the region, but go to schools outside of the region)
	+ Several professional memberships expired (11) or expiring (6)
	+ **Mike**: Call members who dropped or are about to drop.

## Honors & Awards Chair

* **Angela & Chi**: Follow up with those eligible for senior member and associate fellow
* On hold: HQ timeline says we solicit Engineer of the Year award 1 July

# Pre-College Outreach Chair

* 9 March **FLL Regional Competition** in Pensacola: Judith set-up and Ryan judged.
* OCSD article posted with **Regional Science and Engineering Fair awards ceremony**
* 14 March **FLL Jr Expo** sponsored by AIAA
* 6 April High School Aerospace Robotics Competition
* Angela & Judith supported **AIAA Foundation Educator Achievement Awards reviews**
* **SSTC Space Essay contest**
	+ **Judith:** Advertise in the local mid-week newspapers (Bay Beacon, Destin Log, Crestview Bulletin)
	+ Section awards: 1st place $50, 2nd place $30, 3rd place $20
* Daniel Bradley has coordinated an **AIAA UWF student branch kickoff meeting** with the mechanical engineering department’s chair, Dr. Michael Reynolds
	+ Tuesday, April 2, 4:00 pm
	+ UWF Emerald Coast Campus (Fort Walton Beach)
* Info: **Region II Student Conference**
	+ Thu-Fri, 4-5 April 2019, Cocoa Beach, FL
	+ Co-hosted by FIT and ERAU

# Spring Events Summary

* April: UWF student branch kickoff
* April: Regional Student Conference
* April: OneNote Lunch-and-Learn
* May: Mentoring Lunch-and-Learn
* May: End-of-Year Banquet (14 May, Lulu’s, 5:00-7:00 pm)
* June: Eugene Fleeman distinguished lectures

# Action Items

* **All:** Submit questions about annual report rubric to Chi
* **Angela:** Compile notes from annual report meetings
* **Chi:** Send bylaw template to officers
* **All**: Please cc nwfl.aiaa@gmail.com on all correspondence
* **Chi:** Send list of council positions and descriptions to Ryan
* **Ryan**: Send email for nominations and balloting
* **Chi**: Add photos to Engage site
* **Chi/Judith**: Link STEM content from Google drive
* **Daniel**: Post Th!nk Thursday on social media
* **Angela**: STEM-focused newsletter
* **Chi/Judith**: Post FAMU-FSU trip write-up to the Google Drive
* **Ryan:** Add SETP Southeast Section Symposium de-brief to the Google Drive
* **All:** Follow up on senior member promotions and associate fellow nomination
* **Mike**: Call members who dropped or are about to drop.
* **Judith:** Advertise SSTC Space Essay Contest in the local mid-week newspapers (Bay Beacon, Destin Log, Crestview Bulletin)