I. Attendance / Opening Remarks / Call to Order

Jim Guglielmo

II. Approval of Past Council Meeting Minutes

- Motion: Ray, Second: Ben, Approved

Jim Guglielmo

III. Action Item Review

Jim Guglielmo

- Actions Still Open from November Meeting:
  - Jim Guglielmo:
    - Inquire about Dan Raymer, John Anderson, or astronauts for Dinner meetings in 2020.
  - Alec Herzog:
    - Read Article 8 (Finance Section) of the By-Laws before updating the Policies and Procedures.
    - Update Quicken to apply, in most cases, a linear spend plan to better track budget vs. actuals.
    - Match National & Sectional Tier 1 level Finance categories in Quicken, and use Tier 2 for breaking out subcategories specific to Section.
  - Nic Moffitt:
    - Look into any of the new 100 section members that are outside the St. Louis area, and have them unsubscribe to event notifications
    - Try to reach out to 20 or so members that have emails bouncing.
  - Committee Chairs:
    - Review budget requested for your committee to make sure the number is correct
IV. Council Officer Reports

a. Chairman Report
   Jim Guglielmo
   • Need to fill two Council positions: Webmaster & Membership Chair

b. Vice-Chairman Report – Policies & Procedures Document
   Mark Kammeyer
   • Latest draft on server: \SE\data\AIAA_STL_Section\01 - Council Files\01 - By-Laws and Policies & Procedures\Policies & Procedures
   • Received input from three committee chairs: Nic, Jackie, and John. Mark will contact the remaining committee chairs for more input. Committee chairs, please support this activity.
   • Regarding committees, my approach is to put only broad responsibilities in the document, and let the committees maintain their own specific details and check lists. But the P&P document is meant to be changed easily, so we can add as much detail as we want. Or we can reference external documents.
   • Jackie provided the link to the AIAA policy on social media, which is now included in that section.
   • The section on awards needs work. We want to spell out how we grant awards.
     o Goal is to send request for nominations earlier in the year—end of Jan.
   • Notes for how the election timeline was assembled are in blue text in the current draft.
     o Best effort to accelerate election timeline to allow for announcement of elected officials at May Dinner Meeting/Awards Banquet
   • The 2008 Bylaws included an option to article IV to elect the chairs of Membership and Public policy, which would make them Regular Members of the Council. Confirm that this is no longer desired.
     o Consensus of the council to not elect these positions

c. Region V Report
   Tom Rehmeier
   • On the RAC V call, no one had any policies or procedures related to social media. Instead they would like to see a copy of ours when finished to discuss.
   • Status on CAT III funded Project: (Srikanth)
     o We have not purchased any new hardware, and are continuing to work with our own drones/tablet
     o We have a version of scratch implementation that is capable of flying the drone on iOS (iPad)
     o We have another version that can fly the drones through a laptop, using python
     o We are currently working on implementing hard boundaries to define the drones could fly in
     o Once we have that completed, we will work on educational modules. I plan to meet with and discuss this with Jackie, once my fall semester comes to a close.

d. Secretary Report
   Ben Reuter
   • Nothing to report

e. Treasurer Report
   Alec Herzog
   • See Appendix I
   • Jackie approved 30 volunteer hours for Jim
   • Sent down payment for Jan Dinner Meeting to Ferguson Brewery
   • Sent down payment for Nov Dinner Meeting @ SLU

V. Advisor Reports
   Bob Dowgwillo, Srikanth Gururajan, Dave Peters, Chris Tavares
   • Nothing to report
VI. Committee Reports

a. Career Workforce Development  
   • Nothing to report  
   Paul Bent
b. Education / College Outreach  
   • Nothing to report  
   Charlie Svoboda
c. History  
   • Nothing to report  
   Colin Thiele
d. Honors & Awards  
   • Jackie Blumer was nominated for the 2020 AIAA Educator Achievement Award. Results will be communicated in January/February of 2020  
   Chelsea Fuller
e. Membership  
   • See Appendix II  
   Nic Moffitt
f. Programs – Dinner Meetings  
   • All set for December Member Appreciation  
     o Ray confirmed participation of panelists  
     o Boeing bag purchased for raffle item  
     o Donation to Toys for Tots will earn extra ticket for raffle  
   • January collaboration w/ REACH  
     o Searching for speaker - Looking into Distinguished Lecturer, WashU, & SLU  
   • February Student Project Showcase  
   • March Educator Associates Recognition @ Challenger Learning Center  
   • April TBD  
     o Distinguished Lecturer? Chet Nelson  
   • May Awards Banquet  
   • Look into using Google Forms for RSVPs  
     o Trial runs for January Events  
   Bob Dowgwillo
g. Programs - Technical Specialist Meetings  
   • The November 21 meeting on “A Practical Guide to Wind Tunnel Testing” was very successful. We had 70+ attendees, and the audience was engaged throughout Mat Rueger’s excellent talk. The Part 1 / Part 2 idea with the wind tunnel talk followed by the PSWT tour seems to have struck a chord with the membership; as of today, there are 114 RSVPs to the December 10 tour. We will cap this at 80 attendees, giving priority to the 30 non-Boeing employees first since they do not normally have an opportunity to tour the facility. I am drafting an itinerary document which will dictate operations day-of. This should be ready for Mark Kammeyer’s review before the council meeting.  
   • I do not yet have a January Tech Spec speaker, however I am pursuing a few leads. I spoke with Ed Whalen, and he is amenable to doing a Part 1 / Part 2 event in April / May for active flow control and a tour of the AFC lab that he runs.  
   John Schaefer
h. Public Policy  
   • Frank, Brad, & Alec have registered for Congressional Visit Day (CVD), purchased plane tickets, and applied for subsidies from AIAA National  
   Frank Youkhana
i. Publicity  
   • Tom emailed Eric on the Facebook page for the section, and will pass along any response he receives.  
   • Charlie has a draft of the STL Section business card ready for review, minus the QR code. Does anyone have experience with getting a QR code for a website?  
     o Add email address to business card  
   Andrea Martinez
j. Retirees
   • Nothing to report
   Ray Cosner

k. Service Projects
   • Toys for Tots drive during December Dinner Meeting
   • Science Fair judging in April
   Brad Sexton

l. STEM
   • Completed Event: Nov 13-15 - Present at IETC - Illinois Education Technology Conference - went well over 30 teachers attended. Handied out pamphlets and talked about AIAA.
   • Upcoming Event: Jan 6th - AIAA Academy- "Soaring into STEM" Follow up training.
   • Working On: Higher Orbits - STEM event for kids - I spoke with Elena - a parent who was interested in the program. We are looking to try to do this in the summer, but it may be a bit harder to get going than we thought, due to logistics.
   • Other: ISS contact with Science center - I have a phone conference scheduled with them to look at doing this for the next cycle. They didn't want to do it this time. I think they were having some issues with staff figuring out who to work with me. Phone conference Jan 16 with staff.
   • Other: Approved 50 volunteer hours
   Jackie Blumer

m. Strategic Planning
   • Recommend getting calls for award nominations out in January
   • Start considering the slate for the next Council Year
   Larry Brase

n. Young Professionals
   • Organizing Career Development Panel for January 29th
   Stephen Clark

VII. Misc
a. Newsletter
   • Please submit newsletter articles by COB 12/13.
   • Hard-copies of newsletters distributed at events.
   Abby Sevier

b. Website
   • Mission & Goals updated.
   • December announcements updated.
   • Council minutes and newsletters posted, and links set up on home page.
   • Student Brach contacts updated. Still need focals for SLU and UofM verified.
   Jim Guglielmo

c. Misc Topics (Old/New Business, Transitions, etc.)
   All

VIII. Next Meetings and Upcoming Events
a. Tech Specialist Meeting (Boeing Polysonic Wind Tunnel Tour, Mark Kammeyer): December 10th
   Jim Guglielmo

b. Dinner Meeting – Member Appreciation & Toys for Tots: December 12th

c. January 2020 Council Meeting: Move to January 15th (After SciTech)?
   • January 15th confirmed

IX. Go-Backs

X. Adjournment
   Jim Guglielmo
AIAA St. Louis Section Council Meeting Minutes
05 December 2019
4:30 pm to 6 pm

- **Action Items:**
  - **Jackie Blumer:**
    - Set up Google Forms for Event RSVPs
  - **Jim Guglielmo:**
    - Send hardcopies of November & December newsletters to WashU & SLU
    - Add email address and QR Code to AIAA Section Business Card
    - Update January Council meeting notice to the 15th
    - Inquire about Dan Raymer, John Anderson, or astronauts for Dinner meetings in 2020
  - **Alec Herzog:**
    - Send out official Treasurer Report to be included in the minutes
    - Look into electronic payment options (Venmo for nonprofit orgs)
    - Send out email to committee chairs to review 2019/2020 budgets
    - Read Article 8 (Finance Section) of the By-Laws before updating the Policies and Procedures.
    - Update Quicken to apply, in most cases, a linear spend plan to better track budget vs. actuals.
    - Match National & Sectional Tier 1 level Finance categories in Quicken, and use Tier 2 for breaking out subcategories specific to Section.
  - **Alec Herzog & John Schaefer:**
    - Evaluate increasing Tech Spec budget
  - **Mark Kammeyer:**
    - Send out latest draft of Policies & Procedures
  - **Nic Moffitt:**
    - Look into any of the new 100 section members that are outside the St. Louis area, and have them unsubscribe to event notifications
    - Try to reach out to 20 or so members that have emails bouncing.
  - **Tom Rehmeier:**
    - Follow-up with Eric Murray about AIAA St. Louis Section Facebook Site
  - **Colin Thiele:**
    - Search media to look for award nominations
Appendix I – December Treasury Report (Alec Herzog)

➢ Current Account Actuals:

<table>
<thead>
<tr>
<th>Actuals as of December 5th, 2019</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Checking</td>
<td>$9,150.18</td>
</tr>
<tr>
<td>Savings</td>
<td>$12,441.10</td>
</tr>
</tbody>
</table>

➢ Budgets from Quicken:

Budget Snapshot from Quicken Updated on: December 5th, 2019

<table>
<thead>
<tr>
<th>Category</th>
<th>6/1/2019 Actual</th>
<th>12/5/2019 Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INCOME</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contributions &amp; Donations</td>
<td>14,261.54</td>
<td>2,041.38</td>
</tr>
<tr>
<td>Dinner Programs Income</td>
<td>5,200.00</td>
<td>-108.29</td>
</tr>
<tr>
<td>Dinner Programs Income</td>
<td>1,423.00</td>
<td>-15.06</td>
</tr>
<tr>
<td>Raffle Tickets</td>
<td>143.00</td>
<td>-15.06</td>
</tr>
<tr>
<td>Interest</td>
<td>5.45</td>
<td>-</td>
</tr>
<tr>
<td>National Rebate</td>
<td>6,433.09</td>
<td>-33.09</td>
</tr>
<tr>
<td>Category I</td>
<td>2,733.09</td>
<td>-</td>
</tr>
<tr>
<td>Category II</td>
<td>2,900.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Category III</td>
<td>800.00</td>
<td>800.00</td>
</tr>
<tr>
<td>Section Travel Income</td>
<td>1,200.00</td>
<td>600.00</td>
</tr>
</tbody>
</table>

| **EXPENSES**                          |                 |                      |
| Bank Charges                          | 816.46          | 3,752.07             |
| Dinner Programs                       | 110.23          | 305.90               |
| Raffle and Door Prize Expense         | 176.82          | 2,523.18             |
| Education                             |                 |                      |
| Education Programs                    | 176.82          | 1,523.18             |
| Student Activities & Branch...        | 0.00            | 0.00                 |
| STEM                                  | 0.00            | 0.00                 |
| Honors & Awards                       | 0.00            | 0.00                 |
| Membership Promotions                 | 0.00            | 0.00                 |
| Postage                               | 16.50           | 33.50                |
| Public Policy Programs (Exp)          | 854.10          | 1,000.00             |
| Scholarships Awards                   | 0.00            | 0.00                 |
| Section Council Meetings              | 262.50          | 237.50               |
| Section Travel                        | 1,493.87        | -93.87               |
| Supplies                              | 260.45          | 539.55               |
| Technical Programs                    | 100.67          | 199.33               |
| Young Members                         | 0.00            | 300.00               |
| Personal Expenses (Everything Else)   | 34.65           | -34.65               |

Net Difference: 10,245.52 - $302.47, 10,547.99

** Unused Budget Categories for 2019-2020: Professional Dev. Programs, Field Trips, Communications, Insurance, Employment
Upcoming Transactions

a. Withdrawals

<table>
<thead>
<tr>
<th>Transaction Name</th>
<th>Budget</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>December Dinner Meeting</td>
<td>Dinner Programs</td>
<td>$1775.00</td>
</tr>
<tr>
<td>Dec. Meeting Raffle Prize</td>
<td>Dinner Programs</td>
<td>$72.00</td>
</tr>
<tr>
<td>CVD Reimbursement</td>
<td>Public Policy</td>
<td>$1210.80</td>
</tr>
<tr>
<td>Council Mtg. Reimbursement</td>
<td>Section Council Mtgs.</td>
<td>$60.00</td>
</tr>
<tr>
<td>Tech Spec Reimbursement</td>
<td>Tech Programs</td>
<td>$312.00</td>
</tr>
<tr>
<td>Jan Dinner Mtg Deposit</td>
<td>Dinner Programs</td>
<td>$100.00</td>
</tr>
<tr>
<td>ASCEND STEM Event</td>
<td>STEM</td>
<td>$700.00</td>
</tr>
<tr>
<td>November Dinner Meeting</td>
<td>Dinner Programs</td>
<td>$704.20</td>
</tr>
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</table>

b. Deposits

<table>
<thead>
<tr>
<th>Transaction Name</th>
<th>Budget</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>December Dinner Meeting</td>
<td>Dinner Programs</td>
<td>$908.00</td>
</tr>
<tr>
<td>December Raffle Prize</td>
<td>Dinner Programs</td>
<td>$42.00</td>
</tr>
<tr>
<td>Oct. Dinner Meeting Absentee</td>
<td>Dinner Programs</td>
<td>$40.00</td>
</tr>
<tr>
<td>Nov. Dinner Mtg Income</td>
<td>Dinner Programs</td>
<td>$310.00</td>
</tr>
<tr>
<td>Nov Dinner Mtg Student Payment</td>
<td>Dinner Programs</td>
<td>$125.00</td>
</tr>
</tbody>
</table>
Appendix II – Membership Report (Nic Moffitt)

Status:

- Membership overall is down, but that is because the Student numbers are down.
  - 3 new members
  - *Will check Drops list when released by Emily (in the next week).*

- Official notice is out for AIAA Assoc Fellow class of 2020. Todd Michal and Rene Woszidlo will receive their honor (and membership upgrade) at SciTech 2020. *(Newsletter article)*
  - These two are already included in the AF numbers at the right, so there are two people missing, which need to be found…

- Nic is stepping down in January (or soon after) as Membership Chair.
  - If you have any suggestions for the next chair, please let Nic or Jim know.
  - Suggestions so far:
    - Nathan Hemming
    - Alex Friedman
  - Nic will stay on the committee to help out the next chair during the coming months.

<table>
<thead>
<tr>
<th></th>
<th>Oct</th>
<th>Nov</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional</td>
<td>313</td>
<td>316</td>
<td>+ 3</td>
</tr>
<tr>
<td>e-Members</td>
<td>6</td>
<td>6</td>
<td>+ 0</td>
</tr>
<tr>
<td>Members</td>
<td>68</td>
<td>71</td>
<td>+ 3</td>
</tr>
<tr>
<td>Senior Members</td>
<td>148</td>
<td>148</td>
<td>+ 0</td>
</tr>
<tr>
<td>Associate Fellows</td>
<td>77</td>
<td>77</td>
<td>+ 0</td>
</tr>
<tr>
<td>Fellows</td>
<td>14</td>
<td>14</td>
<td>+ 0</td>
</tr>
<tr>
<td>Student Members</td>
<td>136</td>
<td>123</td>
<td>- 13</td>
</tr>
<tr>
<td>Educator Associates</td>
<td>121</td>
<td>122</td>
<td>+ 1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>570</td>
<td>561</td>
<td>- 9</td>
</tr>
</tbody>
</table>