



AIAA St. Louis Section Council – Meeting Attendance

Chairman*	Jim Guglielmo	P	Membership	Nic Moffitt	P
Vice Chair*	Mark Kammeyer	E	Newsletter	Abby Sevier	E
Secretary*	Ben Reuter	P	Programs – Dinner Meetings	Bob Dowgwillo	P
Treasurer*	Alec Herzog	P	Programs – Tech Specialist	John Schaefer	E
Advisor*	Bob Dowgwillo	P	Public Policy	Frank Youkhana	P
Advisor*	Srikanth Gururajan	E	Publicity	Andrea Martinez	E
Advisor*	Dave Peters	P	Retirees	Ray Cosner	P
Advisor*	Chris Tavares	P	Service Projects	Brad Sexton	P
Region V Rep*	Tom Rehmeier	E	STEM	Jackie Blumer	P
Career Workforce Development	Paul Bent	E	Strategic Planning	Larry Brase	P
Education & College Outreach	Charles Svoboda	P	Webmaster	Jim Guglielmo	P
History	Colin Thiele	E	Young Professionals	Stephen Clark	P
Honors & Awards	Chelsea Fuller	A			

P = Present, E = Excused, A = Absent

** **Bold Blue Text** = Elected Officers*

I. Attendance / Opening Remarks / Call to Order

Jim Guglielmo

II. Approval of Past Council Meeting Minutes

Jim Guglielmo

- Motion: Ray, Second: Ben, Approved

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.
 - 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.
 - 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.
 - 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)
 - We have not purchased any new hardware, and are continuing to work with our own drones/tablet
 - We have a version of scratch implementation that is capable of flying the drone on iOS (iPad)
 - We have another version that can fly the drones through a laptop, using python
 - We are currently working on implementing hard boundaries to define the drones could fly in
 - 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 Dowgillo, Srikanth Gururajan, Dave Peters, Chris Tavares

- Nothing to report



VI. Committee Reports

- a. Career Workforce Development Paul Bent
 - Nothing to report
- b. Education / College Outreach Charlie Svoboda
 - Nothing to report
- c. History Colin Thiele
 - Nothing to report
- d. Honors & Awards Chelsea Fuller
 - Jackie Blumer was nominated for the 2020 AIAA Educator Achievement Award. Results will be communicated in January/February of 2020
- e. Membership Nic Moffitt
 - See Appendix II
- f. Programs – Dinner Meetings Bob Dowgwilllo
 - All set for December Member Appreciation
 - Ray confirmed participation of panelists
 - Boeing bag purchased for raffle item
 - Donation to Toys for Tots will earn extra ticket for raffle
 - January collaboration w/ REACH
 - Searching for speaker - Looking into Distinguished Lecturer, WashU, & SLU
 - February Student Project Showcase
 - March Educator Associates Recognition @ Challenger Learning Center
 - April TBD
 - Distinguished Lecturer? Chet Nelson
 - May Awards Banquet
 - Look into using Google Forms for RSVPs
 - Trial runs for January Events
- g. Programs - Technical Specialist Meetings John Schaefer
 - 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.
- h. Public Policy Frank Youkhana
 - Frank, Brad, & Alec have registered for Congressional Visit Day (CVD), purchased plane tickets, and applied for subsidies from AIAA National
- i. Publicity Andrea Martinez
 - 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?
 - Add email address to business card



-
- j. Retirees Ray Cosner
- Nothing to report
- k. Service Projects Brad Sexton
- Toys for Tots drive during December Dinner Meeting
 - Science Fair judging in April
- l. STEM Jackie Blumer
- **Completed Event:** Nov 13-15 - Present at IETC - Illinois Education Technology Conference - went well over 30 teachers attended. Handed 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
- m. Strategic Planning Larry Brase
- Recommend getting calls for award nominations out in January
 - Start considering the slate for the next Council Year
- n. Young Professionals Stephen Clark
- Organizing Career Development Panel for January 29th

VII. Misc

- a. Newsletter Abby Sevier
- Please submit newsletter articles by COB 12/13.
 - Hard-copies of newsletters distributed at events.
- b. Website Jim Guglielmo
- 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.
- c. Misc Topics (Old/New Business, Transitions, etc.) All

VIII. Next Meetings and Upcoming Events

Jim Guglielmo

- a. Tech Specialist Meeting (Boeing Polysonic Wind Tunnel Tour, Mark Kammeyer): December 10th
- 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



➤ **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:**

<i>Actuals as of December 5th, 2019</i>	
Checking	\$9,150.18
Savings	\$ 12,441.10

➤ **Budgets from Quicken:**

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

Category	6/1/2019 Actual	- Budget	12/5/2019 Difference
▼ INCOME	14,261.54	12,220.16	2,041.38
Contributions & Donations	5,200.00	4,483.87	716.13
▼ Dinner Programs Income	1,423.00	1,531.29	-108.29
Raffle Tickets	143.00	158.06	-15.06
Interest	5.45	5.00	0.45
▼ National Rebate	6,433.09	5,600.00	833.09
Category I	2,733.09	2,700.00	33.09
Category II	2,900.00	2,900.00	0.00
Category III	800.00	0.00	800.00
Section Travel Income	1,200.00	600.00	600.00
▼ EXPENSES	4,016.02	12,522.63	8,506.61
Bank Charges	0.00	50.00	50.00
▼ Dinner Programs	816.46	4,568.53	3,752.07
Raffle and Door Prize Expense	110.23	416.13	305.90
▼ Education	176.82	2,700.00	2,523.18
▼ Education Programs	0.00	1,000.00	1,000.00
Student Activities & Branch...	0.00	0.00	0.00
STEM	176.82	1,700.00	1,523.18
Honors & Awards	0.00	0.00	0.00
Membership Promotions	0.00	400.00	400.00
Postage	16.50	50.00	33.50
Public Policy Programs (Exp)	854.10	1,854.10	1,000.00
Scholarships Awards	0.00	0.00	0.00
Section Council Meetings	262.50	500.00	237.50
Section Travel	1,493.87	1,000.00	-493.87
Supplies	260.45	800.00	539.55
Technical Programs	100.67	300.00	199.33
Young Members	0.00	300.00	300.00
Personal Expenses (Everything Else)	34.65	0.00	-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

Transaction Name	Budget	Amount
December Dinner Meeting	Dinner Programs	\$1775.00
Dec. Meeting Raffle Prize	Dinner Programs	\$72.00
CVD Reimbursement	Public Policy	\$1210.80
Council Mtg. Reimbursement	Section Council Mtgs.	\$60.00
Tech Spec Reimbursement	Tech Programs	\$ 312.00
Jan Dinner Mtg Deposit	Dinner Programs	\$ 100.00
ASCEND STEM Event	STEM	\$700.00
November Dinner Meeting	Dinner Programs	\$704.20

b. Deposits

Transaction Name	Budget	Amount
December Dinner Meeting	Dinner Programs	\$908.00
December Raffle Prize	Dinner Programs	\$42.00
Oct. Dinner Meeting Absentee	Dinner Programs	\$40.00
Nov. Dinner Mtg Income	Dinner Programs	\$310.00
Nov Dinner Mtg Student Payment	Dinner Programs	\$125.00



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.

	Oct	Nov	Change
Professional	313	316	+ 3
e-Members	6	6	+ 0
Members	68	71	+ 3
Senior Members	148	148	+ 0
Associate Fellows	77	77	+ 0
Fellows	14	14	+ 0
Student Members	136	123	- 13
Educator Associates	121	122	+ 1
Total	570	561	- 9

