AIAA Cape Canaveral Section

Executive Council Meeting Minutes

April 14, 2022, in person at the CCTS conference room and via Zoom

Attending: Matt Zuk, Kimberly Demoret, David Fleming, Kevin Johnson, Melissa Sleeper, Kineo Wallace.

Matt called the meeting to order at 6:30PM, and noted that he will on travel from May 8 through the end of May. The AIAA fiscal year ends May 31, and the annual report is due then.

Treasurer: There was no formal treasurer’s report. Three checks for science fair winners are still pending.

Matt noted that the secretary is required to send an announcement to the membership seeking nominations for council positions. He sent Dave a draft of such an announcement. Dave said he will review it and send it back with any corrections, after which Matt will distribute to the membership on his behalf.

**Nomination Committee:**

Matt noted the need for a nominating committee, and that he previously emailed Dave and Roni asking them to serve. Matt noted that he is overloaded at the moment and needs to step back. Requirements are to provide one nominee for each of the major positions and as many nominees for the other committee positions as possible. Self nominations are not permitted by the bylaws. Nominations are due by April 29. Matt made a draft slate on Survey Monkey to be used with the nominations. Dave agreed to serve as the nominations committee. Those present were asked for nominations.

Kineo nominated Kimberly Demoret for membership chair, and Kimberly accepted the nomination.

Kimberly nominated Kineo Wallace as Young Professional chair, and he accepted.

Kimberly suggested that Kevin Johnson would be a good nominee, but did not specify a position. It was noted that Kevin was previously Vice Chair in a different section.

Matt suggested Elizabeth Balga as a possible nominee.

Kimberly suggested tapping into KSC networks as a possible source of nominees.

**Upcoming Dinner Meetings:**

The Florida Tech Dinner Meeting is scheduled for April 19.

Central Florida Section Dinner Meeting is scheduled for May 4

Matt suggested having a dinner meeting in May, in a Titusville locations featuring a speaker from Jacobs, with the topic probably Artemis. Given the limited time for planning though, it might be necessary to push it into June. This means it would be part of the next fiscal year and contribute to the current annual report. Possible dates during the week of June 6, such as Thursday June 8 were floated. Kevin will work on solidifying the speaker, and he and Elizabeth will work on the flyer. Kimberly brought up the issue of sponsors, such as Boeing or other SLS principals. It was suggested that Jacobs should be asked first if interested in being a sponsor in addition to providing the speaker. Location is proposed to be the Titusville Ramada. Kevin submitted a preliminary request to the Ramada but did not receive any follow-up from them. Matt will check in with them. Matt will invite science fair winners to this dinner, but given the length of time before the event, he will also mail checks to the winner directly rather than waiting to present them during the dinner.

**Annual Report**

Matt reviewed the annual report spreadsheet form. Kimberly asked whether it is worthwhile to fill in optional sections if there is not chance to win. Matt responded that it is better to do so if possible. In conjunction with the report, Dave needs to update SharePoint site to make sure all minutes are posted there.

**Committee Reports:**

Dave (FL Tech Student Branch): The Florida Tech student branch had a highly successful trip to the Region 2 Student Conference, winning prizes in multiple categories including 2nd and 3rd in the Teams competition, all 3 prizes in the Freshman/sophomore open category, and 2nd for branch activities. The student branch is holding a dinner meeting on April 19 which will feature AIAA distinguished lecturer Nahum Melamud on the subject of Planetary Protection. The event will be held on the Florida Tech campus, and will have student project on display during the social hour.

Kimberly (Membership): As of the March 2022 AIAA data available, we have 319 professional members (of these, 4 new, 2 rejoins, and 4 about to expire). Reminder emails have been sent to three “about to expire” folks (#4 was no longer in the database). We also have 72 Educator Associates, 128 University students, and one high school student member. Overall, membership has been stable over the past year.

Dave had to leave the meeting at 7:30 PM, and thus additional committee reports are not part of this record.

Respectfully submitted,

David Fleming