



AIAA Adelaide Section Council

Meeting Minutes – Tuesday, 2nd of November 2021,

06:19pm to 07:42pm

Zoom Meeting ID 949 3569 4545

Distribution: Council members: Mahdy Alhameed (MA), Scott Beinke (SB), Rey Chin (RC), Alice Gorman (AG), Natalie Hayman (NH), Samuel Moyes (SM), Patrick Neumann (PN), Melanie Ward (MW) CC: Emily Springer (Director, Communities Support), Cees Bil (CB Region VII Director), Ian Tuohy (Past Chair), Lindsay Mitchell (Programs Manager, Regions & Sections), Dawn Hui (Sydney Section Chair), Mark Bateup (MB)

1. Welcome & apologies Attending (PN)

- Attending: MA, RC, PN, SM, NH, AG, MB
- Apologies: MW, SB
- SB has expressed to step down from council due to work, newborn and spending much of his time doing various site visits outside of town.

2. Introduction of council members (PN)

None.

3. Acceptance of minutes from last meeting and action summary (PN)

ACTION 3.1 (PN) OPEN – Contact the South Australian Science Teachers Association to publicise free educator associate and high school AIAA memberships.

- PN has been continuing that.

ACTION 3.2 (RC) Closed – Follow up on possible AIAA table at Science Week and Science Alive events.

- RC said he sent an email with attachment to fill up items to contribute and have a list finalised a week prior to the event on the 18th of November to setup booth.
- PN said he will be forwarding the email to those who didn't respond. Fleet and Southern launch are both interested, Inovor has too much on. Spoke to Nicole Russo at Myriota if she will be coming to speak about the sale side of things haven't heard back yet, Mat Pearson who was at Fleet, is now focusing on the airspeed, he said they have nothing to show. AYAA respectively declined due to exam period. Some stuff from Neumann and from AIAA corporate. Plan is to have a square meter of table for each. PN dropped some of the info to table groups at ingenuity but haven't heard back from them.
- MA said the Rover team is unable to come due to the timing and presence. PN suggested if we could borrow the rover and to speak to Adept if we could borrow the Rockets for display.

ACTION 3.2.1 (MA) OPEN – Discuss with Henry and ADEPT if borrowing the rover and the rockets is feasible.

- AG suggested Fleet has a large astronaut "face in" at Flinders Uni.

ACTION 3.2.2 (AG) ask about astronaut "face in" and see if we could borrow it for science alive.

- AG said they have a inflatable space shuttle at Flinders university and will bring it to science alive.

ACTION 3.2.1 (MW) OPEN - Check with clubs/ societies at Flinders to see if any could contribute to science alive.

ACTION 3.3.2 (RC) Closed – Circulate science alive information pack and running sheet to committee, so committee can forward onto people talking to.

ACTION 3.4 (AG) OPEN – Check with research team if there are any potential visuals that could be utilised.

ACTION 3.5 (PN) CLOSED – Arrange flyer for Dr. Jason Held's presentation.

- PN said it has been post-poned because travel was done outside of Sydney, he would be in the air when event would be happening, he would be in Colorado by the end of the year. Event will be rescheduled for next year.

ACTION 3.5 (PN) OPEN – Contact Boeing about giving presentation.

- PN gave them another ping, haven't replied yet.

ACTION 3.6 (MW) OPEN– Contact colleague for making contact with the SA Aviation Museum.

- MW not present.

ACTION 3.7 (PN) OPEN – Contact DSTG staff about small satellite presentation.

ACTION 3.8 (MW) OPEN – Contact Ecojet to organise presentation date.

- MW not present.

ACTION 3.9 (AG) OPEN – Approach Will Anthony to become AIAA member

ACTION 3.10 (PN) OPEN - Speak to Cass for Category 3 funding for Space forum & science alive

- PN to send Cass an email. Asked what information is required other than amount, Cass said there is some sort of form that needs to be completed – basically how much is needed and what will it be used for (value proposition). RC said he has the form.

ACTION 3.10.1 (RC) – Fill up form and send to Cass

ACTION 3.10.2 (CB) – Send funding form to council to make sure it is the most updated version.

ACTION 3.11 (AG) OPEN- AG, PN & SM to have lunch with Alex Grant to discuss membership opportunity.

- MB recommended Mark Ramsay potential person.

ACTION 3.12 (AG & MW) OPEN- Investigate a membership recruitment event for SA businesses-targeted at CEO's to take up corporate membership (Hitlist of companies)

- AG to still do.
- PN suggested space startups and more established space mobs like speed cast, and other more aero focused in maintenance, general engineering, general aviation. MB suggested Lockheed.
 - **ACTION 3.12.1 (AG)** – Speak to SB about Lockheed and anyone else
 - **ACTION 3.12.2 (MB)** – Drop an email to AG about a potential hitlist.

ACTION 3.15 (NH) Closed – Finalise date for student AGM.

ACTION 3.13 (MW) OPEN - Speak to Lindsay or Lucy for a section or corporate .org email for two emails, a professional and student branch email address.

ACTION 4.1 (PN) Closed - Read and distribute by-laws.

- PN read and distributed.

ACTION 4.2 (PN) Closed – To call for judges.

- PN sent out couple of emails to people who might be interested.

4. Correspondence (incoming from AIAA and external) (PN)

a) Section By-laws

- PN said few years back the section by-laws got harmonised, at the time the Australian sections were thinking cooperating, they decided it's not for us, as more effort than what it is worth. PN spoke to Emily to potentially harmonise the standard section by-laws. PN forwarded it to council and various other members. PN said most of it is ok, though may need to change some stuff, as a student member cannot be a voting member, thus hold a position in the council. PN would like to clarify by-laws, e.x. when it says committee, can it be a committee of one person. PN said we have a committee of sixty compared to others that are over one thousand.
- PN said in region 7 it is only us and Sydney.
- PN said would like to double check by-laws and asked if anyone else would like to do the same.
- PN said amendments to by-laws are available.

ACTION 4.1 (PN) – To double check and distribute by-laws to Mark

ACTION 4.2 (PN) – To check with Emily about committee's of one and young professionals as voting members

b) Region VII Student Conference (PN)

- PN said its coming along well, under Simon Barraclough's chair & Cees. There have been correspondences going out for judges. The papers to be judged will be allocated some time soon. The judging shifts for watching the actual presentations will be coming out at some point after Lindsay has finalised the numbers of students and Simon when students are presenting, thus, to assess session times. PN said across the two days there will be two parallel sessions, where forty or so students will be joining in.
- PN asked CB if wanted to add anything more to it, CB said forty for national region is really good, not sure about submissions, had someone check them all to see for eligibility
- RC asked if this will be for masters and undergraduates as well, PN said yes. Where there are about fourteen out of forty Australians.

c) Science Alive

- Discussed in previous action update.

ACTION 4.3 (MA) – To organise a time to hand banners for AIAA/ goodies to PN before science alive

5. Treasurer report (RC)

- RC said there were a few transactions last month, \$300 and reimbursement to RC.
- RC said still waiting for invoice from NH, PN suggested it would be easier to just check bank statement and find out the amount spent on pizza's and write up a statutory declaration for the amount spent.
- RC said balance is currently \$2878.15.
- PN said should be getting category 3 funding soon (about \$900) depending on membership number, category one and category two are for doing so well in the section awards.
- MA asked how the balance is used, RC said for activities, events, AIAA projects.

6. Membership report (PN)

- PN said he does not have the number yet for the November report, though the October report came out just before last meeting. Membership is slightly up from before.

7. Adelaide Uni Student Branch update (NH)

- NH said they had the AGM in October with a new committee. MA is the new president for the student branch, NH will be vice-president until they find one in O'week as NH will be graduating by the end of the year. Harry Rowton will be the secretary, Angus Mills will still be the treasurer.
- MA has recruited three people to fill in committee roles, hoping to get sixty to one hundred signups in O'week.
- MA wants to bring back the Design, Build and Fly competition as it was ran a couple of years ago and stopped continuing, though will not join the DBF for this year as found out about the time table only recently where it

required a long proposal in under two weeks, requiring a lot of pre planning, such as the team finalised idea and write up though the rules and regulations are available so they will use this as advertisement for the club to get students to join for practical experience.

- MA will try to run the DBF as a trial without entering to prepare a proposal for the next one and gain some experience beforehand.
- PN said it is a fantastic idea, it will give more value to student members as well as contacting professionals.
- RC asked if there is any funding support, he said there is a lot of planning to do, so that will determine how much funding is required and then they will look for support. MA says this will be done throughout the year that way to prepare for the next one and have everything together by the next one. NH said can apply up to \$3000 as a club and apply for funding through the professional branch.
- PN said to keep professional branch informed, if need additional sponsorship and head out to various industry, let branch know that way can aid in budgeting/ materials.
- RC asked when the next meeting/ activity is for the student branch, MA said he is planning to have a meeting soon with the new committee and those he recruited to meet the rest of the committee and go over what kind of events they want to do for next year. He said the focus of the design, build and fly will either be to plan throughout the year or starting it, MA said something will definitely be done.
- PN said he will update the agenda template to have MA as the contact person rather than NH and also add MA into the Adelaide section branch officer as the university liaison person, though may not be necessary as the current secretary of the professional branch.

ACTION 4.4 (PN) – To update the agenda template to MA as the contact person.

8. Website / Marketing (MW)

- MW sends apologies.

9. Speaker Program/ event program (PN)

a. Dr Jason Held Talk (PN)

- Post-poned. PN said probably organise something in the new year.

b. Student Project Presentation (PN)

- PN said the presentations was well received by audience, one person dialled via zoom, had about five people other then project groups. All groups had interesting and curious questions.

c. Science alive – (PN)

- Spoken about.

d. Space4Women (MW)

- MW sends apologies.

e. Boeing Loyal Wingman (PN)

- Kept open.

f. Rej Carruther (PN)

- PN said AG had sent an email as Reg Carruthers as a suggested speaker, PN likes the idea, as Rej has a lot of experience in the aero side of things and the space side of things as he used to be the officer in charge at Woomera. AG asked if she could pitch something to Rej about what he might be interested in talking about.
- PN asked AG if she would be interested in being the interviewer.

ACTION 9.1 (AG) – Pitch to Rej Carruther on style and type of speaking event.

- PN said Rej possibly a thing for next year. Hasn't heard back from Fred – Axiom precision as he said to come speak to him at Space forum about the idea to have a site tour of the facility as a thing for AIAA memberships, PN suggested to have that as a kickoff for December meeting, meetup at Axiom at 5:30pm or 6pm, have a look for an hour, then head to a local establishment for a pub dinner and do the meeting. PN waiting for a reply from Fred. RC asked what the backup plan is, PN said head to somewhere near the University. RC asked if there is a cutoff date of the decision, PN said he is thinking two weeks, so science alive.

ACTION 9.2 (PN) – Notice on decision with Axiom.

10. Any Other Business (PN)

- PN to speak to folk at agency and to see if we could run a panel similar to the space mission.
- PN might get in touch with Doctor Salazar.
- AG said AIAA has a subscription with the engineering technology and history wiki, and they want to justify the subscription by having people write for it.
- PN said MB got Woomera added to the AIAA list of historic site, so should do more for Australian technology history.

11. Next meeting: 6pm, Tue 7th of December at.. **TBD**

12. Close (PN)

- Meeting closed at 7:42pm

Event	Location	Date
Science Alive	Adelaide Showground	19-21 st November
Space4Women	TBD	TBD.

Amendments or corrections to the minutes

- Please advise the secretary of any corrections to the minutes of this meeting within seven days of the release of the minutes.

Mahdy Alhameed, 2nd of November 2021