**Council Meeting Minutes**

 **18 October 2022, 6:00 pm – 7:00 pm**

**Virtual meeting via Zoom**

**Council Members Present**

|  |  |
| --- | --- |
| Chair – Tracie Prater | Education –  |
| Vice Chair –  | K-12 Outreach – Robin Osborne |
| Vice-Chair (Mobile) - vacant | Liaison to Student Branches – Ian Slamen |
| Treasurer – Alan Lowery | YP Director – Christopher Kitson |
| Secretary –  | Liaison to Professional Societies –  |
| Marketing –  | Special Projects –  |
| Honors & Awards –  | Public Policy – Roy Hartfield |
| Membership – Bob Tramel | Webmaster - |
| Immediate Past Chair –  | Governance Advisor –  |
| Assistant Webmaster – Jason Pullias |  |

**Council Members Not Present**

|  |  |
| --- | --- |
| Vice chair – Mark Becnel | Education – Behzad Babamiri |
| Secretary – Len Naugher | Liaison to professional societies – April Potter |
| Immediate past chair – Theresa Jehle | Special projects – Linda Krause |
| Marketing – Denver Powell | Webmaster – Arloe Mayne |
| Governance advisor – Matthew Hitt |  |

**Others Present**

**Chair**

Past events

* 9/28: “Zapping all the Things” with Gabe Xu
	+ Collaborative lecture with Astronomy on Tap at Innerspace Brewing
* 10/6 Huntsville Area Technical Societies (HATS) awards announcements
	+ AIAA GHS won professional of the year and society of the year
* Aerospace-themed pumpkin carving contest (submissions due 10/25)
* Ghost Walk tickets (open for purchase through 10/21)
* First Flight Drawing and Essay Contest opened (ongoing through 11/18)
* Reserved Burritt on the Mountain for Associate Fellow Recognition on 12/12

Upcoming events

* October lecture: Perspectives in US Hypersonics with Dr. Colin Tucker of Aerojet
	+ October 19th at South Huntsville Public Library: 6 PM
* VBAS Astronomy Day on October 22nd at Monte Sano
	+ 1 PM to 5 PM – GHS booth
	+ 7 PM – AIAA Distinguished Speaker, Alice Bowman of the New Horizons Mission
* STEAMFest at Von Braun Center on October 29th
	+ GHS booth
* GhostWalk Halloween social 10/28 at 6 PM
* November and December professional lectures - TBD
* Tinsel Trail decorating (social) – 11/19
	+ Will send out call for participation and volunteers to section
* Galaxy of Lights Volunteer Night – 12/7
	+ Need 4-6 volunteers (will send out call for volunteers in November)
* Associate Fellow Recognition Dinner at Burritt on the Mountain – 12/12 at 6 PM
	+ Dr. Roger Launius confirmed as guest speaker
* Systems engineering short course (TBD)

**Vice-chair/Program**

No update

**Secretary**

No update

**Special Projects Director**

No Update

**Membership Director**

June:

Professional members 750

Student members 243

Educator associates 153

Total 1146

July

Professional members 741 (-9)

Student members 241 (-2)

Educator associates 40 (-113)

Total: 1022

August

Professional members 735 (-6)

Student members 277 (+36)

Educator associates 48 (+8)

Total 1060

September

Professional members 736 (+1)

Student members 251 (-26)

Educator associates 50 (+2)

Total 1037

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 5/31/22 | 6/30/22 | 7/31/22 | 8/31/22 | 9/30/22 |
| Professional | 746 | 750 | 741 | 733 | 736 |
| College Student | 253 | 243 | 241 | 249 | 251 |
| HS Student | 41 | 39 | 36 | 36 | 34 |
| Educator | 149 | 153 | 40 | 48 | 50 |
| Total | 1189 | 1185 | 1058 | 1066 | 1071 |

|  |  |
| --- | --- |
| **Expiring 10/31/22** |  |
| Professional | 32 |
| College Student | 34 |
| HS Student | 2 |
| Educator | 0 |
|  |  |
| **Expired 7/31, 8/31, 9/30** |
| Professional | 65 |

**Liaison to Student Branches**

No Update

**Treasurer**

No update

**Mobile Chapter**

No Update

**Marketing Director**

No Update

**Education Director**

No Update

**Newsletter Editor**

This position is open

**Honors & Awards Director**

No update

**Liaison to Professional Societies**

No Update

**K-12 Outreach Director**

Buzzword winners announced; trophies will be mailed

**Public Policy Director**

No Update

**YP Director**

No Update

**Webmaster**

* **Key Accomplishments**
	+ **Constant Contact Email Marketing**
		- Purchased Constant Contact annual subscription on Sept 25, 2022 – total cost $294
		- Implemented nightly roster auto sync from AIAA roster excel sheet to Constant Contact
		- Developed GHS email template
		- Wrote GHS guide to using Constant Contact to send emails, available on GHS Google Drive
			* AIAA GHS Council Team Drive > 2022-2023 AIAA GHS Council > Web Services
		- Provisioned account for Tracie
			* 4 emails sent as of 10/16, 5 scheduled
		- Email deliverability and open rate is similar to GoDaddy (33%-36% open rate) ~ 300 members opening
			* Ghost Walk email targeted only to members near Huntsville – saw slightly higher open rate
		- Opportunities remain for automated welcome email for new members and automated membership expiration emails if the section chooses to use this capability.
	+ **Section Web Site (Engage)**
		- Simplified home page
			* Moved past event writeups 2014-2022 (GHS eMAG) to archives page
		- Cleaned up the Engage files library
			* All files prior to 2022 (mostly council minutes) moved to section Google Drive
				+ AIAA GHS Council Team Drive -> Historical Archive
	+ **Eventbrite**
		- Selling tickets to Ghost Walk on Eventbrite
* **Upcoming Activities**
	+ Continue to support council with Constant Contact, Engage web site, AIAA Roster, and Eventbrite as needed. Contact Jason@aiaaghs.org

**Motions Made, Seconded and/or Carried**

Motion # 1

**I, Tracie Prater, motion to approve council meeting minutes from September 2022**

Second the motion – Alan Lowrey

Yes - 7 No - 0 Abstain - 0

Motion passed

Motion # 2

**I, Tracie Prater, motion to increase previously approved budget ($1500) for associate fellow recognition dinner by $1300.**

**The venue Burritt on the Mountain was $1200. Preferred catering quote is $25.95 per person and section will be covering dinner for 9 attendees (7 awardees + speaker and guest) for a total of $233.55. Delivery cost is $30, total labor cost to support event is $150, tax is $116.78, and disposable plates/utensils/cups are $100.00. Current assumption on ticket costs is $25 for members and guests of members and $30 for non-members. GHS will subsidize EventBrite transaction fees and $0.95 per ticket for members. We typically provide a tip of 10% (~$170 if we have 50 attendees).**

**Tablecloth rental is estimated based on last year’s event as $14/tablecloth with 7 tables ($98). Award frames are approximately $30/each. Since speaker is traveling from Auburn, we would also reimburse mileage at 0.585/mile (GSA rate) for 420 miles (round trip) for $245.70.**

|  |  |
| --- | --- |
| Item | Cost |
| Venue | $1200 |
| Dinners for awardees, speaker, and guest\* | $233.55 |
| Delivery cost  | $30 |
| Labor cost | $150 |
| Tax | $116.78 |
| Plates/utensils/cups | $100.00 |
| Tablecloths | $98.00 |
| Tip | $170.00 |
| Award frames\* | $210.00 |
| Mileage reimbursement for speaker\* | $245.70 |
| Subsidized ticket costs for members and guests ($0.95/each + $3.09) | $165.64 |
|  | $2719.67 (round to $2800) |

Seconded by: Alan Lowrey

Yes - 11 No - 0 Abstain - 0

Motion passed

Motion #3

**Motion to allocate $350 to support award at Future Cities competition.**

**Event is Saturday, 1/21 at Auburn University and sponsored by IEEE. This is a project-based learning experience in which middle school students imagine, design, and build cities of the future. Students research and write solutions to an engineering problem and build tabletop scale models of ideas with recycled materials, then present ideas before judges and other local attendees.**

**Action if approved: Need volunteers to choose an award title and criteria for judging with simple scoresheet.**

Motion not voted on. May not have adequate bandwidth and volunteers to support. Some will be traveling to AIAA SciTech the weekend of this competition.

*Motion #4*

**I, Roy Hartfield, motion to allocate $150 to purchase a memorial brick for Dr. Rhon Jenkins.**

Seconded by: Tracie Prater

Yes -7, No -0, Abstain – 0

Motion passed

**Other:**

Policies and procedures document

-goal of voting on an update at January meeting

-Please review and make suggestions/edits (we will walkthrough this during the November meeting)

**Council Internal Updates**

N/A

**Concerns / Requests**

N/A

**Action Items and Suspense’s**

Previous Council Meeting open actions: (See Action Item List on Google)

|  |  |  |
| --- | --- | --- |
| **Action** | **Assigned To** | **Date Assigned** |
|  |  |  |

Next Council Meeting 8 November **|** Meeting ended at 20:00 (8 PM)