**Attendees**

Rusty Powell – Section Chair

Merri Sanchez – Chair Elect

Kevin “Morty” Mortensen – Secretary

Erik Elisen – Montana Vice Chair

Todd Nathaniel – Southern Vice Chair

Mark Kettles – Wyoming Vice Chair

Brandon Walls – Education

Marshall Lee – Membership

Adrian Nagle – Newsletter

Tracy Copp – Policy

Chris Zeller – Programs

John Grace – Webmaster

Brandon Tortorelli – Young Professionals

**Agenda**

Chair Opening

Roll Call

Treasurer Report

ATS 2018 Report

Policy Report

Programs Report

Honors and Awards Report

Newsletter Report

Membership Report

Webmaster Report

Education Report

Young Professionals Report

Professional Development Report

New Business

Next Council Meeting

Adjournment

Chair Opening

Rusty kicked off the meeting at 6:01 and welcomed everyone. Rusty congratulated the Council members on their new positions and provided a brief vision of what he wanted to accomplish during the 2018/2019 Section Year. Rusty stated we needed to get our budget finalized so everyone could managed their committees within their allocated funding limits. Rusty called upon Roger and Taylor for their help to get the budget finalized and in place. Rusty also spoke about the annual report that is due in two weeks and asked committee chairs to submit their inputs so they can be reviewed and integrated into the final report. Finally, Rusty mentioned he was looking for people to lead the Professional Development Committee and our Pre-College Outreach.

**Roll Call**

Morty conducted a roll call of members in attendance.

**Treasurer Report**

Each committee chair was provided the opportunity to advocate and provide rationale for increases to their budget that was above Section Year 2017/2018. Rusty thanked the Council for their help in getting this process done quickly and efficiently.

**ATS 2018**

Wes provided the following ATS committee report. The planning spreadsheet has been revised (see below) and includes many updates to this year’s event.

|  |  |
| --- | --- |
| Reserve Facility | 3/15/2018 |
| Negotiate Price w/University Support | 3/20/2018 |
| Review AIAA RMS Website |  |
| Make necessary updates to AIAA RMS Website | 3/21/2018 |
| Update ATS Website | 9/21/2018 |
| Solicit sponsors | 3/19/2018 |
| Send out call for abstracts | 4/1/2018 |
| Save the Date | 4/1/2018 |
| Find ATS 2019 Chair | 4/1/2018 |
| Choose Location for 2019 ATS | 4/1/2018 |
| Reminder for abstracts | 5/1/2018 |
| Registration website and paypal setup | 5/15/2018 |
| Official Event Invite/ Registration opens | 6/1/2018 |
| Catering decision | 8/1/2018 |
| Send out abstract notifications | 8/1/2018 |
| Create Program and arrange speakers, panels, and keynote |  |
| Finalize Keynote | 8/1/2018 |
| Order Appreciation plaques for Sponsors | 8/15/2018 |
| Finalize Panels | 8/21/2018 |
| Notify and Finalize Speaking/Poster Slots | 8/21/2018 |
| Finalize Sponsorships | 9/1/2018 |
| Finalize Conference Schedule | 9/1/2018 |
| Design ATS Doc | 9/1/2018 |
| Price Increase for Event Invite | 9/1/2018 |
| Review and finalize ATS Doc | 9/17/2018 |
| Reserve Facilities for 2019 | 9/18/2018 |
| Send ATS Docs to print | 9/18/2018 |
| Registration Closes | 9/21/2018 |
| Finalize Catering | 9/15/2018 |
| Appreciation Night | 9/20/2018 |
| ATS Date | 9/21/2018 |
| Thank you messages (photos, surveys, links) | 9/22/2018 |
| Send out surveys | 9/22/2018 |
| Post ATS Article Submission | 10/5/2018 |

**Policy Report**

Tracy provided the Council the following Policy Committee update:

- Events:

* Recent: No events held since last council meeting.

- Budget:

* Budget: $2500 for 2018/2019 Council Year
  + This is an increase of $700 from the current budget of $1800
  + Increase requested to better support CVD attendance in the future
  + Likely to cap CVD attendance at 12 people from CO (hard to accommodate more than that at the individual meetings with the Congressional delegation)
  + With $100 set aside for the Aerospace Day event, the remaining $2400 would be dedicated to CVD attendance – this works out to up $200 per person in support if 12 people attend
  + The $200 per person value is in line with the amount of travel subsidies typically awarded by AIAA National
  + Rationale: Sending people to CVD increases connections between AIAA and the CO delegation helping to further strengthen the CO aerospace economy and connections
  + CO has a unique aerospace economy with the close relationships between industry, academia, organizations like AIAA, CSBR, CSC, and with the legislature both locally and in DC
  + This is a strength that should be continued to be developed and we can leverage this participation into other conversations about AIAA’s piece of the CO aerospace economy
  + It can serve as a springboard to build bridges between organizations
  + This is a unique event for students to participate in and it can really help bolster membership in AIAA both while the students are in school and potentially help retain them as professional members after graduation
  + This event could also be leveraged to increase membership of professionals, educators, legislators
  + Participating in this event increases connections to other parts of Region V, which raises the visibility of RMS section events and could increase participation in RMS events like ATS

**Programs Report**

Chris provided the following Programs update:

Program Plan 2017/18

• January31: Gerald Murphy: Design Net Engineering Metro State ~70 attended Lots of Metro State Students

• February 21: H Levison & T Halbrook Lockheed Martin Lucy ~70 attended

• March: None

• April: April 4 ULA Vulcan Mark Peller

• NSS April 16 - 19, Banquet April 27

In Planning 2018-19:

• September: John Roth: Sierra Nevada Dream Chaser

• September 21 ATS

• October: Robert Zubrin: Pioneer Astronautics/ Mars Direct

• November: SkySentry: Charlie Lambert Aerostats Colorado Springs

• January: Lockheed Martin Orion Roger McNamara

• February: Ball Aerospace IXPE Bill Deinenger

• March: Vestas Wind Turbine Plant Northern Colorado/Wyoming,

• April: Mark Bailey, Eric Ruhl MMA Design

• April Banquet

• May: Planet IQ Chris McCormick (In planning)

Budget Request for 2018-19: 8 Programs ~$150 ea. Food and speaker gift = $1200

**Honors and Awards**

Rusty opened up the Honors and Awards committee report by congratulating Taylor for an excellent Annual Awards banquet. The feedback has been great and the speaker, Lt Col Tucker “Cinco” Hamilton, an Experimental Fighter Test Pilot, phenomenal.

**Newsletter**

Adrian briefed the following Newsletter update:

The next newsletter will be sent out first week of June. Topics expected to be included:

\* Outgoing Chair comments (Sears)

\* Young Professional movie event summary (Tortorelli)

\* Honors and Awards Banquet summary with election results (Lilly)

\* Essay contest winners with winning essays (Brandon W.)

\* ULA speaker program event summary (Zeller/Nagle/Marshall?)

\* STEM Expo outreach (Nagle/Janssen)

**Membership**

Marshall provided the following committee report:

1) RMS membership continues trending downward now at 1,341 in total. Our peak at 1,399 in October could be attributed to Student memberships rising. Contributing factors could be semester start and interest generated at Colorado School of Mines following the TRAJECTORIES 2017 event on 9/8/18.

2) AIAA participated in a kick-off meeting of Mines Aerospace Interest Group (MAIG), which is again supportive of holding TRAJECTORIES 2018 this fall at Colorado School of Mines. RMS AIAA will also provide support through funding as well as staffing through the Membership Committee. For consistency, MAIG has proposed that Friday, September 7, 2018 be the date for this year’s event, which coincides with complimentary CSM events. This timing needs to be coordinated with the Programs Committee. MAIG did understand that ATS is September 21st, but didn’t believe it would impact participation for either event. The next task for MAIG will be securing speakers and ensuring the facility is reserved and these topics will be discussed at the mid-June MAIG meeting.

3) Our committee is following up with names gathered at the 3rd Annual CU Aerospace Summit on March 22 (6 contacts) and the Young Professionals Movie Night – Hidden Figures on May 10 (4 contacts).

4) With several folks offering support and participation with the Membership Committee, we will begin kicking off several initiatives focused on increasing membership and membership retention, which include:

* TRAJECTORIES 2018 event organization, promotion and support.
* Outreach to our membership in terms of email follow-up on rejoins and “drops”.
* Rocky Mt Section membership materials (marketing collateral & potential website work)
* Volunteers staffing membership table at our programs and other professional collaborative events (CSBR’s Space Roundup, Aerospace Day at the Capitol, CU Aerospace Summit, etc.)
* Coordination with the University Branches for recruiting students
* Program around recruiting/communicating with our Professional Members at the top 10 Aerospace companies in our Section (e.g. Lockheed, Ball, ULA, SNC, etc.)

**Webmaster Report**

John provided the following Webmaster report:

**General**

• Please keep the Equipment Page current for the location of publicity materials.

HINT: broadcast emails to the Council list reach 50 addresses when only a few members need to be contacted. Please be judicious!

• The SharePoint replacement system is called “Engage” (engage.aiaa.org). The Rocky Mountain homepage (microsite) is established, but is visible only to Administrators, during setup and familiarization. There is also a microsite for RMS Officers and RMS Community. Our microsite will be open to the public when Engage is ready (still working out a few bugs).

• The AIAA contractor, Contivity, transferred our old SharePoint data (dating back to 2009) and I am reviewing what should be uploaded to Engage. SharePoint will be available most likely into 2019, but new content will not be transferred.

**Support**

• Website hits - Apr: 973

• Registrations: Honors & Awards – 51, Hidden Figures – 187 (31 were AIAA members)

• We successfully used Eventbrite as the registration/payment system for the Honors & Awards Dinner and the YP Event-Hidden Figures. Eventbrite does not charge for free events such as monthly programs.

• Need to evaluate ATS registration on Engage vs. Eventbrite. If Eventbrite, then I recommend the ATS fee be increased $5 or pass the additional fees to the registrant.

**Email Lists**

• Updated the AIAA-RM email list (aiaa-rm@aiaa-rm.org) on May 1, 2018. AIAA-RM has 1326 email addresses (down slightly from 1363 in November). Was 1173 in January 2017!

* Council has 50 email addresses (2 belong to Space Foundation)

**Education Report**

Brandon W. presented the following education committee report:

Recent achievements:

- April 6th was the STEM Expo in Edwards where AIAA RMS had supported a booth. The event engages ~350 high school students with aerospace career discussions, along with educators and the public.

- April 5-7 was the Colorado State Science Fair, which we supported and Mark Kettles coordinated. We provided Arduino micro controller kits as prizes as well.

Upcoming Events:

- May 18: Girls Exploring STEM (GESTEM) event and AIAA RMS will be hosting the "Good Vibrations" workshop.

- June 3: Denver Museum of Nature and Science Space Day, with Karolyn Evans coordinating the Gum Drop Landers activity. She will be looking for volunteers for 3 blocks of time through the day to support this activity, and those who volunteer get the other parts of the day to visit the museum. E-mail forthcoming to request volunteers.

Author Talk Opportunity?

From Sunny Tsiao, the author of Piercing the Horizon (2017): Sunny reached out to me about whether we (AIAA Rocky Mountain Section) might be interested in doing an author talk as he lives in Centennial, and I said I would discuss the opportunity with the council to determine who might be able to coordinate the event. Piercing the Horizon is a biography of Tom Paine, the NASA luminary and space visionary who led America's charge to the moon on Apollo. More book information can be found on Amazon, but I'm not so sure EO is the correct committee to run it, nor do I have much bandwidth this coming month, so I'm looking for feedback on the event and who might be able to coordinate.

Additional Support Requests in forthcoming e-mail.

- Opportunity from Poti Doukas: Community Resources, Inc. is looking for classroom speakers, mentors, science fair judges, and more, across the school district. They generate a catalog of speakers with short topic summaries that teachers can use to connect the right people to visit their students. I think this was a general request for more help.

- Opportunity from Poti Doukas: Jefferson County Schools operate two mountain camps for Outdoor Lab. The staff conducts evening programs for visiting students each week, and one night is aimed at astronomy, but Poti believes if we had someone with interest, we might be able to expand the program to also include space exploration. Not sure about this request.

- Opportunity from Adrian Nagle: A mentor is needed to support high school students in completing a capstone project. The three students are interested in mechanical/aerospace, and need a mentor to help for a 40 hours of logged time on a research project, design project, or case study with the students. They will ultimately prepare a technical paper, poster, and presentation of the work completed. We can discuss this one at the council meeting, but it seems like a cool opportunity.

**Young Professionals**

Brandon provided the following committee report:

* Tons of positive feedback from attendants, Dr. Darden & family, and from Alamo Staff
* ~170 Attendants
  + 125 General Admission
  + 25 Sponsor
  + 10 Walk-Ins
  + 10 Reserved (Dr. Darden & Family, Event Organizers)
* So far looks like at least 5 very interested new AIAA YP members (hopefully more after follow-up email sent on 5/14)
  + Marshall and Brandon will track/update in near future
  + John Eiler announced discount offer for any new members who join and mention this event
* Financial Breakdown:

Note: There are several items in Brandon T. financial breakdown below where he mentions expenses that he wasn’t seeking reimbursement for. Rusty thanked Brandon for the offer but directed him to file for reimbursement through the treasurer.



* Lessons Learned
  + General
    - Avoid May if possible, especially around graduation (lots of students did not attend due to this)
    - Alamo Drafthouse is great host but expensive. Peak Rental hours made this event significantly more expensive. Aim for non-peak hour rental and maybe smaller theater in future to save expenses (also didn’t quite reach capacity, but had the perfect amount of empty seats so couples could sit as they wished)
    - Be wary of hidden staffing fees/taxes. Day before event venue informed me that we had to pay for 20% staffing fee and 7.25% tax on food vouchers rather than just original agreed upon $12 per person cost. I argued against this and luckily during the event the host confirmed that was a mistake made by the venue rep because that cost is covered by the attendants.
    - Food/drink at Alamo is cheaper than we expected, so could use smaller food & drink voucher (if any) at future events. $8-$10 per person. Maybe higher voucher for sponsors but lower or none for general admission
    - Eventbrite is well worth the cost, but make sure to plan for Eventbrite cut when deciding ticket sale costs (we did not originally plan on using Eventbrite until we had already advertised ticket costs and thus, in conjunction with food/drink voucher, we actually lost money per ticket sale. But it was still close to breaking even.)
    - Should have asked if an AIAA member during the ticket purchase.
    - If a discount membership is offered, have a handout when folks check-in (we were not prepared by the Eiler announcement)
  + Sponsor tickets:
    - Good way to go, but sponsors need to put in more work to have their tickets claimed
      * Publish a deadline 7 days before the event then open to general admission…no exceptions.
    - Promote them weekly (Sunday night/Monday morning)
  + General Admission:
    - Promote weekly (via separate email) on Sunday evening/Monday morning.
    - End online sales 24 hours prior.  May end earlier if promotions work
    - No shows appear to be 10+% even when folks pay in advance.
    - Refunds are a good idea (I think we had 6) – and some people did not attend but did not ask for refund
    - Walk-Ins should pay more!
  + Name Badges:
    - Do not include the salutation - it concatenates with the first name if using Eventbrite badges.
    - Print after sales end, separate in advance, and group alphabetically (by last name) so they are easier to find
  + Check-in:
    - Arrive 1 hour before the event (we were a bit late and attendants were early). Be ready to go 30 mins before the event starts
    - Ideally place the table perpendicular to the wall before folks reach the door… or use 2 tables and make an “L" – However, Alamo did not really allow this at this specific theater location
    - Scanning the QR code, voucher handout went well with multiple people having Eventbrite app

**New Business:**

* Annual Report: Rusty reiterated to Committee Chairs to look at the Annual Report template and to provide inputs right away.
* Rusty echoed the discussion earlier in the meeting about cross-collaboration between professional societies. Many of our Council members are involved with other organizations and we should continue to work with them to support each other’s activities.
* Rusty asked for someone to continue the discussion with CU-Boulder as the host of ATS 2019; Chris Zeller volunteered. Rusty also asked Todd to consider the USAF Academy as a host.
* Rusty asked Mark Kettles and Erik Eliasen to consider activities in Wyoming and Montana, respectively, which we can host.
* Rusty asked for thoughts on how we can better engage student chapters, specifically the chapters at UCCS and CSU that seem to have waning support/participation. Merri recommended that we contact the chapter presidents instead of the advisors.
* Rusty discussed outreach. Brandon W suggested two separate groups – college and pre-college. We’ll continue the discussion at the next Council meeting.
* Proposed Council Dates for August through December: Rusty stated he’d like to plan ahead for Council meetings and offered the following opportunities:
  + Aug – 15
  + Sep – 5, 26
  + Oct – 17, 24
  + Nov – 14
  + Dec – 12

**Next Council Meeting**

The next Council meeting will be August 15th, at 6pm, in Golden, CO (projected to be held at Table Mountain Inn).

**Adjournment**

Rusty adjourned the meeting at 7:56 pm.

Respectfully submitted,

Kevin Mortensen

Secretary, AIAA RMS