**2020/21 AIAA Orange County Section**

**December 2020 Executive Council Meeting**

Zoom Meeting

08 December 2020

**Minutes**

**Attendees:**

Martin, Jim -- Chair

Sutton, David – Treasurer

Welge, Bob – Membership

Rocha, Edward – STEM Programs

Pandey, Binay – STEM Programs

Koepke, Bob – Advisor Rockets

Koepke, Jann – Advisor Education

Kilik, Erol – Career and Professional Development

El-Bayoumy, Lotfi – Past Chair, Honors and awards

Hart, Jody -- Communications

1. **Open**  Chair Jim Martin

* Meeting was called to order at 6:10 PM.
* Colin Helms set up the Zoom meeting.

1. **Minute Taker, Record Minutes (temporary replacement)** Bob Koepke

**3.** **Old Business** Chair Jim Martin

* State Registration and Fed Filling Status (Chase Schulze).
  + Submitted $10 check to state with the form.
  + Chase was told by the state he needs to submit $20 total.
* Open Positions Chair Elect, Next Treasurer.
  + Chair Elect: Gene and Bob W. did discuss Chair Elect Position.
    - Bob W will send out emails.
  + Treasurer: David did discuss with AB (Abdulmageed).
    - AB has begun to familiarize with the process.
    - David will be available for guidance during and after the transition.
    - David will help with the audit.
    - David’s name has never been put on the bank account (he is in LA).
    - Only Gene Justin and Bob W. are on the account.
    - Only Gene Justin and Bob W have debit card and can sign checks.
    - David has only user name and password (may be the same for new treasurer with Council’s permission).
    - AB has not yet accepted the position of Treasurer.

1. **Approval of Minutes**  All

* Since Gene is not present, defer approval of minutes later.

1. **Financial Report**  David Sutton

* David presented the November Report, ending Checking Balance $17,155.54 and matches bank statement.
* Only activity was $3,487.83 Section Rebate CAT I and $650.00 Award Rebate CAT II.
* Amount agrees with dollar amount in email from Emily.
* Total of $4,137.83 is very close to the $4,150.00 Budgeted.
* Bob W. stressed the importance of submitting the annual report.
  + Submission is worth $650 (awards).
  + We do not receive the CAT I money (from membership numbers) unless we submit the annual report.
* Motion to approve made by David and 2nd by Lotfi – passed unanimously.

1. **Membership** Bob Welge

* Bob W. had two actions from last meeting.
  + Contact Doubletree regarding ASAT next year.
    - Doubletree is not yet accepting reservations – no food is being served yet.
    - Bob has summarized this in an email.
    - Bob W. will remain vigilant to make certain we get a reservation (if needed for in-person ASAT) when it opens up.
  + Second action was to meet with Gene regarding Chair Elect – this was already covered above under old business.

1. **ASAT 2020** Colin Helms

* Neither Colin nor Dino are present so no discussion.

1. **Around-the-Room**  All

* STEM Programs – Edward Rocha, Binay Pandey, Bob and Jann Koepke.
  + SLI is proceeding well.
  + SLI team will be launching a sub-scale test flight at Friends of Amateur Rocketry near Mojave on December 19th Ed and Binay will attend.
  + SLI team will be doing a parachute deployment test this Sunday 12/13 at Lucerne Dry Lake.
  + SLI team is working on their Critical Design Review, to be presented to engineers at MSFC via Microsoft Teams meeting.
  + SLI team is meeting safely in small groups outside for building sessions.
  + NC TARC team’s launch was cancelled due to Rain.
  + CA TARC team launched at Lucerne Valley.
  + No actions for council.
* Education Programs – Jann Koepke, Bob Koepke.
  + Jann sent emails to UCI and Cal State Fullerton leaders and students.
    - Reminding them that AIAA OC section is here for them.
    - Email listed competitions to consider for next year, including DBF and USLI.
* Public Policy – Kamal Shweyk.
  + Kamal is not present for discussion.
  + The CVD is going to be free and on line and we can sign up and attend remotely.
    - Jim has forwarded the invitation to the council.
* Career and Professional Development – Erol Kilik.
  + Erol is working on a few courses, including continuous development - going slowly.
* Communications – Jody Hart.
  + Mainly working on posting minutes.
* Past Chair – Lotfi El-Bayoumy.
  + Nothing to report.
* Honors and Awards – Lotfi El-Bayoumy.
  + No response from Lotfi’s emails.
  + Jim: People should not be bashful about nominating themselves.
  + Erol asked what is the basis for awards?
    - Includes all of: Past Achievements, Outstanding Paper, publications.
    - Varies by type of award.
    - Lotfi has sent out qualifications in his emails.
    - Lotfi will send email to Erol with qualifications.
    - Suggestion was made to post qualifications on the web site.
    - No action was requested of the Council.
* Programs (Vacant)
  + Jim invited anyone with an idea or wants to do something let him know.

1. **New Business** All

* Form 990N.
  + Annual On-Line IRS filing that David will take care of over the Christmas Holiday.
  + Emily informed David of the need.
  + Deadline is February.
* Erol asked if the Council would fund an AIAA short course in Hypersonics for $1,000.
* Bob W. Pointed out our budget is only $4,000 and $1,000 for a course is a large percentage of our budget.
* Jim pointed out the Council is not able to help individual members with the cost of these courses.
* Jim suggested that a college course might be more valuable to Erol.

1. **Next meeting**

* Next meeting, Tuesday, January 12, 2021 as it is further away from the New Year’s Holiday than other option which was the 5th.
* Jim will send an email to Colin asking him to set up the January meeting.

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1. **Adjourned** All

* The November AIAA OC Council Meeting was adjourned at 6:44 PM.

Recorded by: Bob Koepke