AIAA Northwest Florida Section

Council Meeting Minutes

**Date: 2018 October 5 (Friday)**

Time: 1100 - 1215

Location: Bamboo Sushi Bar & Hibachi Express
117 John Sims Parkway W, Niceville, FL 32578

Attendees: Chi Mai, Chairperson

 Angela Diggs, Secretary

 Kevin Diggs, Treasurer
 John Fay, Vice Chair & Regional STEM Chair

Ryan Sherrill, Career Enhancement Chair

Judith Sherrill, STEM Outreach Chair

Mike Kelton, Membership & Awards Chair

Conducted by: Chi Mai, Chairperson

Minutes by: Angela Diggs, Secretary

# Officer Reports

## Chairperson

* **Officers**
	+ **Chi**: talk to Matthew Clay about officer positions
	+ Ryan may switch with Mike for Membership & awards chair
	+ Daniel Bradley could be a potential YP Chair (starts job in November)
* **Meetings**
	+ Consider Fridays as an alternate when Mondays are holidays
	+ **All**: please cc nwf.aiaa@gmail.com on all correspondence.
* **Panama City interest**
	+ John will keep meetings with them, perhaps quarterly.
	+ Need a way to credit teachers with CEU points for dinner meetings.
* **AIAA “Engage” website**
	+ Site is live. Ready to add content. Works on base.
	+ Need to add photos
	+ Link to Google drive for STEM since all materials are already uploaded
* **AIAA Regional Leadership Conference**
	+ Chi & Ryan attended, lots of good ideas
	+ New award structure due out imminently, single excel sheet format for all awards
	+ **Ryan**: submit receipts for reimbursement
	+ **Ryan**: submit report for RLC

## Vice Chairperson

* No actions

## Secretary

* Goal for draft newsletter is 15 November.
* Annual planning on hold until new award structure is announced

## Treasurer

* **Checking account balance** as of September: $4038.56
	+ **Section Funding**: $4038.56
	+ **FLL Grant Funding**: $0

## Program Chair

* none

## Technical Chair

* none

## Career Enhancement/Young Professional Chair

* Lunch & Learn Speakers:
	+ Scott Morton –hypersonics talk
	+ **Angela**: Ping Scott Morton again
* Plan: Joint professional society mixer – focus of career mentoring
	+ October 18, 3-5pm
	+ Host at 3rd Planet Brewery
		- 2:30 – officers setup
		- 3:00 – arrival, purchases, social/ice breaker activities
		- 3:30 – keynote speech
		- 3:45 – 3-minute presentations by each society
		- 4:15 – mentoring activity
		- 5:00 – end to the event
	+ AIAA to pay for first drink for first 50 attendees (use tickets, coordinate with 3rd Planet)
	+ ASME, SWE, AFA Hurlburt, SETP interested
		- **Chi**: bring A/V equipment, make a flier
		- **All**: setup tables
		- **Kevin**: start tab with 3PB
		- **Angela**: setup up signup table and distribute tickets
		- **Angela**: make a sign-in sheet
		- **Judith**: run the membership table
		- **John**: bring/run the straw rocket activity
		- **Chi**: make the AIAA pitch
		- **Kevin**: be the event photographer
		- **Chi & Ryan**: event clean-up
		- **Angela**: contact AFA Hurlburt & SWE with details. SWE will bring snacks. Asked AFA Hurlburt about bringing drinks or snacks.
		- **Chi**: Contact SETP, would they provide a keynote speaker (General Dertien)?
		- **Ryan**: Contact ASME, would they provide a mentoring activity?
		- Will have a projector, each society could have a slide(s), 3-5 minutes
* Regional would like ideas for useful short courses or career enhancement
	+ **Judith**: print Eglin Academy classes
* Are we interested in a trip to FSU to see the magnet lab and aerospace labs?
	+ **Judith**: Jr Force interested in combining for event. AIAA needs to plan lunch with the student chapter and professors
* Greater Huntsville is hosting Next Gen Technical Symposium
	+ Formerly the Young Professional Symposium
	+ October 24-26 @ Springhill Suites by Marriott, Downtown Huntsville
	+ Abstracts due 17 September
* Lunch & Learn Monthly series
	+ Hold in Doolittle Auditorium.
	+ Rotate speakers with ASME, SWE, SETP, and AFA Hurlburt.
* “First Man” movie for Neil Armstrong biopic – anyone interested in setting up a movie event?

## Membership Chair

* Membership Report
	+ Minimal changes to membership report
	+ **Mike**: continue to ask email bounce-backs to update email address
	+ **Mike, Chi**: Review membership to look for folks eligible for senior member status
	+ **Mike**: Call members who dropped or are about to drop
	+ **John**: contact Savage (PC person?) about recent drop
	+ **Judith**: contact Capt Lagrange about recent drop
	+ **Angela**: contact Scott Nivison about recent drop

## Honors & Awards Chair

* Plan Engineer of the Year award.

# Pre-College Outreach Chair

* FIRST grant – expended all grant funds
	+ **Angela**: Close-out report for FIRST grant
* **Angela**: Ask Rick and Lauren for pictures of summer events
* **Judith**: event write-up for Kennedy trip, accept thank you
* **Judith**: set up recurring monthly meeting (Wednesday lunch?) with Rick, Lauren, and Angela to plan STEM events
* Idea from regional: Find an FSU alum to mentor the FSU student branch (Daniel Bradley?)
* Chi: Continue to work with Derrick Brauneis (IS4S) for potential UWF student branch

# Fall Events Summary

* ??: Lunch & Learn with Dr. Scott Morton and/or Russ Cummings
* October: Professional Society mixer
* November: Blue Angels Homecoming Air Show
* February: Field trip to FSU

# Action Items

* **Chi**: talk to Matthew Clay about officer positions
* **All**: please cc nwf.aiaa@gmail.com on all correspondence
* **Ryan**: submit receipts for reimbursement
* **Ryan**: submit report for RLC
* **Action Items for 3rd Planet Brewing Event**
	+ **Chi**: bring A/V equipment, make a flier
	+ **All**: setup tables
	+ **Kevin**: start tab with 3PB
	+ **Angela**: setup up signup table and distribute tickets
	+ **Angela**: make a sign-in sheet
	+ **Judith**: run the membership table
	+ **John**: bring/run the straw rocket activity
	+ **Chi**: make the AIAA pitch
	+ **Kevin**: be the event photographer
	+ **Chi & Ryan**: event clean-up
	+ **Angela**: contact AFA Hurlburt & SWE with details. SWE will bring snacks. Asked AFA Hurlburt about bringing drinks or snacks.
	+ **Chi**: Contact SETP, would they provide a keynote speaker (General Dertien)?
	+ **Ryan**: Contact ASME, would they provide a mentoring activity?
* **Angela**: ping Scott Morton again for hypersonic talk
* **Judith**: print Eglin Academy classes
* **Judith**: continue to work with Jr Force for a February trip to FSU to see the magnet lab and aerospace labs.
* **Mike**: continue to ask email bounce-backs to update email address
* **Mike, Chi**: Review membership to look for folks eligible for senior member status
* **Mike**: Call members who dropped or are about to drop
* **John**: contact Savage (PC person?) about recent drop
* **Judith**: contact Capt Lagrange about recent drop
* **Angela**: contact Scott Nivison about recent drop
* **Chi:** Plan a local version of the junior and senior Engineer of the Year Award
* **Angela**: Close-out report for FIRST grant
* **Angela**: Ask Rick and Lauren for pictures of summer events
* **Judith**: event write-up for Kennedy trip, accept thank you
* **Judith**: set up recurring monthly meeting (Wednesday lunch?) with Rick, Lauren, and Angela to plan STEM events