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](mailto: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](mailto: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
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  + **Kevin**: be the event photographer
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  + **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