December 19, 2018

**Meeting Minutes For:** AIAA Cape Canaveral Executive Council Members

December 19, 2018 Council Meeting Minutes, 7:00 pm to 8:00 pm

**Council Members in Attendance**

Chairman: Matthew Zuk

Vice Chairman: Rachel Mocini

Secretary: Holly Petrucci

Treasurer: Taylor Dacko

Education Officer: Dr. Dave Fleming

Start: 7:03 pm

1. **Minutes**

* October 17, 2018 & November 14, 2018 meeting minutes were posted to the Engage website under the Cape Canaveral Section community library.
* The December 2018 Treasurer’s report was received. Taylor Dacko will post to the Engage website under the Cape Canaveral Officers community library after the meeting.
* Fall Dinner Recap
  + 75 people total included professional and non-members and students from F.I.T. & ERAU
  + Some Feedback Received: Attendees would have rather heard more about the moon landing than the film itself.
  + Matt recognized Rachel for here effort in executing the meeting, Great Job Rachel! Great gift idea.
  + Dennis has post pictures on the Google Drive and will work to post on the Engage site
  + Speaker honorarium comments: $1,000 honorarium fee.
* We received notification from AIAA HQ that local chapter are not supposed to any honorarium fee when requesting reimbursement of travel funds.
* A 1099 tax form must be filed, Taylor Dacko will complete this task.
* Holiday Social Recap
  + Coordinated by Jake and hosted at the Playalinda Brix Project
  + 7 people members attended
  + Event advertisement posted on Engage, Facebook, and Twitter.
  + $100 spent on food and nonalcoholic beverages. Matt paid cash which he width drew from bank account.
  + Social Conversation: Booster landing in water. Couple new faces. No pics.
* Brevard Country Regional Science Fairs
  + Organizer: Loren Kingsley from school district
  + Scholarships are $200 for the a single senior high school winner at each fair ($600 total)
  + Email and post on Engage to solicit for judges.
  + 1 fair per weekend Feb 2nd , 9th, & 23rd
  + A school official will announce the winner at each the award night.
* Region II Student Conference April 4th - 5th.
  + International Palms in Cocoa Beach.
  + FIT and ERAU Student Branches will co-host.
  + Director Kurt Polzin needs support from local section.
    - Local section to support on site judges.
    - Don’t have to go to the conference; paper submission judges
    - Planning committee is meeting regularly, Matt and Dave are a part of it
    - Matt has provided contacts from 7 companies to gain some sponsorship.
  + Dave Fleming suggests arranging a tour at Blue Origin or KSC.
    - Tours may not accept foreign national students.
    - Coordinate a lot earlier for Students to get on a tour.
    - End of registration 18 February for conference.
    - Time needed to vet foreign nationals
* CCTS Engineering Technology Showcase
  + Matt received correspondence from CCTS.
    - Inquiry for someone to chair the event.
    - We could help plan the event.
    - Matt contacted Naveen (Officer) and YP’s.
  + Joint Technical Society to have speakers to get P.D. Units.
    - Cross-functional Training.
    - Needs a chair.
    - Planning stages.
* Divine Mercy Space Day. February 14th, 2019.
  + Reach for the Stars rocket competition
  + Past 2 years we have provided STEM support (mostly man power to execute activity)
  + Matt and Taylor think this is a good STEM outreach event
    - We agreed on a $250 donation to help buy rocket competition supplies
  + Pitched to integrate for 7 and 8 graders for the entire day.
  + Member participation is important, Kurt wants participation for this event.
  + Bob Cabana is invited to be the speaker.
  + P.O.C. is Doug Moore to supervise/execute the competition. Holly has contact info.
  + Planning meeting – Matt & Doug spoke with RFTS coordinator to get insight on the competition
    - Local winner gets a trip to Huntsville and a week at Space Camp.
* Bylaws, Annual Award Template/Matrix
  + We have a new bylaws template.
  + Taylor Fazzini reviewed it on behalf of the section , no issued noted
  + Years past we do an annual report plus an award.
    - Now we have a Rubric.
  + Go to Engage - My Communities - Section Officers. “Library” under forms.
* CAT III funding
  + Region II has received the 2018-2019 rebate from AIAA national.
  + Kurt is advocating for each section to submit 3 submissions by the end of the year.
  + $400-600 dollars for a new idea that will benefit the members to submit a Cat III request.
* Committee Reports
  + Taylor – Remove “Bill McDonald” from bank account, Possible death certificate required?
  + Dr. Fleming. Email for the AIAA Essay contest Taylor Fazzini should have received an email.
    - Advisory board for the 2 student branches.
    - F.I.T & ERAU Alumni needed for an advisory board. 3-5 people to communicate to the student branches.
    - Rachel might support?
  + Matt. Appreciated Jim Hansen as Guest Speaker.
    - Matt get ahold of Sharif for bio cellular for payment information.

End of meeting. 7:36