



AIAA-Rocky Mountain Section

Leadership Meeting

October 28, 2023

Topic: AIAA Rocky Mountain Section 2023-24 Strategy

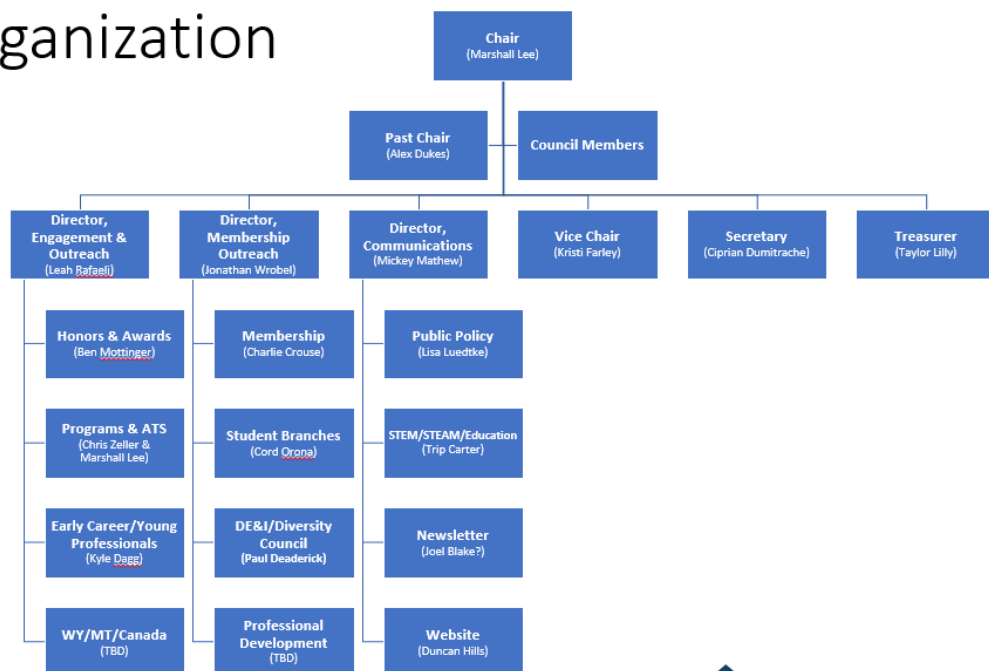
Marshall called meeting to order at 10:40am

Items on the agenda:

- I. Discuss organization structure & general strategy:

Organizational structure:

RMS Organization



Actions:

- Change from “Director of Engagement & Outreach” to “Director of Engagement and Development”
- WY/MT/Canada to be moved from “Engagement and Development” to “Membership and Outreach”
- Change “Director, Communications” to “Director of Communications and STEAM Research”

Challenges within the organization:

1. Technical content & Member Value

Action: Ciprian will work with Chris Zeller & Leah Raffaeli to revive technical seminar series



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Ideas discussed:

- We need to better leverage the Honors & Awards recipients. We should have them give a talk to the AIAA-RMS audience as part of their award acceptance. This will be a first step towards getting them more involved with AIAA-RMS.
- Establish a professional development program.

2. Outreach: Volunteer, Student & Corporate Participation

Ideas discussed:

- Have the student poster awardees from AIAA-ATS give a talk (maybe part of Alex and Kyle's young professional events).
- Try to better link universities and corporate via seminars. One idea was to explore CSU Spur campus which is in Denver – convenient location for this effort.
- Develop a volunteer portal which will also include testimonials of current&past volunteers.
- Plan to better engage with student chapters (idea discussed: co-host seminars and attend school events like: CSU E-days – at CSU).

3. Operations

Ideas discussed:

- Improve our communications through periodic newsletter and social media posts
Action: Marshall will connect Joel Blake and Amanda Camarata).
- Documenting events and projects (emphasis on STEM/Education).
- Sustainability and succession planning.

Action: Marshall and Alex will work on developing an onboarding procedure for new board members. More generally we need documentation of volunteers roles.

II. Planning Events & Activities

Events in which AIAA-RMS will be involved in the next year:

- Aerospace Day at the Capitol
- Joint Holiday Party
- CSBR Space Roundup
- Space Operations Forum
- GlobalMindED Conference
- TRAJECTORIES
- VECTORS

AIAA-ATS 2024:

Proposed Vote: To have AIAA-ATS 2024 organized at CSU (Marshall)

Called to vote by Ciprian, seconded by Leah.



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Results of the vote:

Marshall – Yes

Leah – Yes

Kristi – Yes

Ciprian – Yes

Motion passes with 4/7 votes.

III. Budget

Original proposal:

Planning Events/Activities

Event/Activities	Date	Funding
Annual Technical Symposium	Sep	
Honors & Awards Banquest	Apr/May	\$ 5,000
EC/YP Movie Night	Apr/May	\$ 2,000
Joint Holiday Party	5-Dec	\$ 1,500
Space Operations Forum	Feb	\$ 2,000
Aerospace Day	Mar	\$ 2,500
STEM Education		
Pints & Policies		
Technical Speaker Series		
Student Branches		\$ 9,000
TRAJECTORIES	Oct	\$ 500
VECTORS	Spring	\$ 2,000
Professional Development		\$ 1,000
Schwagg		\$ 2,000
Booth Display		\$ 1,000
CSU DBF		\$ 2,000
Total		\$ 30,500

Current Budget - Current Year 2023-06-01 through 2024-05-31 Using 2024 Rev. 02			
Category	Actual	2024 Budget	Difference
INCOME	56,008.74	56,007.77	0.97
IFY_START	24,422.86	24,422.86	0.00
Cat 1 - Inc	0.00	0.00	0.00
Cat 2 - Inc	0.00	0.00	0.00
Cat 3 - Inc	0.00	0.00	0.00
FY2024 - Inc	31,572.91	31,572.91	0.00
ATS 2023 - Inc	31,572.91	31,572.91	0.00
HKA 2023 - Inc	0.00	0.00	0.00
Other FY2024 - Inc	0.00	0.00	0.00
Interest - Checking	3.46	6.00	-2.54
Interest - Money Market	9.51	6.00	3.51
RLC - Inc	0.00	0.00	0.00
EXPENSES	336.45	51,279.33	50,933.88
IFY_END	0.00	22,500.00	22,500.00
Cat 3 - Exp	0.00	0.00	0.00
Chair's Discretion	0.00	100.00	100.00
Council Meetings	0.00	470.00	470.00
Dir. - Comm.	0.00	500.00	500.00
Communications	0.00	100.00	100.00
Public Policy Progs.	0.00	100.00	100.00
Webmaster	0.00	300.00	300.00
Dir. - E&O	336.45	636.45	300.00
Honors & Awards	336.45	336.45	0.00
Lunch & Dinner Progs.	0.00	100.00	100.00
Technical Progs.	0.00	100.00	100.00
Young Prof. Progs.	0.00	100.00	100.00
Dir. - Member	0.00	400.00	400.00
Educational Progs.	0.00	100.00	100.00
Membership	0.00	100.00	100.00
Prof. Dev. Progs.	0.00	100.00	100.00
Student Activities	0.00	100.00	100.00
FY2024 - Exp	0.00	26,663.88	26,663.88
ATS 2023 - Exp	0.00	26,663.88	26,663.88
Other FY2024 - Exp	0.00	0.00	0.00
RLC - Exp	0.00	0.00	0.00
Section Travel	0.00	0.00	0.00
Net Difference:	55,672.29	4,737.44	50,934.85

Action: Ciprian and Marshall will propose the revised budget allocation and change the structure of the budget to match the RMS organizational structure.

Proposed vote: Allocate \$2500 for the Aerospace Day @ Capitol (Marshall).

Called to vote by Ciprian, Kristi seconded the motion.

Results of the vote:

Marshall – yes

Leah – yes

Kristi – yes

Ciprian – yes

Motion is passed with 4/7 votes.



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- IV. Improving communication across various directorates
Action: Marshall & Kristi will organize a comms specific meeting (will have Debra as a facilitator) to improve communications. Invited: Amanda Camarata, Jeol Blake, Duncan Hill, Mickey Mathew, Kristi Farley.
Audit: How members receive their mail (e.g., Leah does not receive her newsletter and comms from AIAA-RMS).
- V. Growing Membership/Improve Recruitment
- What is the goal? Reach 2,000 members. In particular, focus on increasing professional membership.
 - Kristi proposed we sponsor student chapters for coming to AIAA-ATS (so that we get stronger participation outside of the organizing university).
 - Leah proposed we include T-shirts/polo for schwagg
- Action:** Marshall & Kristi to work on engagement with corporate.

Adjournment

Marshall adjourned at 14:37

Present at the meeting:

Board: Marshall Lee, Ciprian Dumitrache, Leah Raffaelli, Kristi Farley

Facilitator: Debra Wilcox (CSBR)