



AIAA St. Louis Section Council – Meeting Attendance

Chairman*	Jim Guglielmo	P	Membership	Nic Moffitt	E
Vice Chair*	Mark Kammeyer	P	Newsletter	Abby Sevier	E
Secretary*	Ben Reuter	E	Programs – Dinner Meetings	Bob Dowgwillo	P
Treasurer*	Alec Herzog	P	Programs – Tech Specialist	John Schaefer	P
Advisor*	Bob Dowgwillo	P	Public Policy	Frank Youkhana	E
Advisor*	Srikanth Gururajan	A	Publicity	Andrea Martinez	P
Advisor*	Dave Peters	E	Retirees	Ray Cosner	P
Advisor*	Chris Tavares	A	Service Projects	Brad Sexton	P
Region V Rep*	Tom Rehmeier	P	STEM	Jackie Blumer	P
Career Workforce Development	Paul Bent	A	Strategic Planning	Larry Brase	P
Education & College Outreach	Charles Svoboda	P	Webmaster	Tom / Jim	P
History	Colin Thiele	E	Young Professionals	Stephen Clark	P
Honors & Awards	Chelsea Fuller	A			

P = Present, E = Excused, A = Absent

** **Bold Blue Text** = Elected Officers*

I. Attendance / Opening Remarks / Call to Order

Jim Guglielmo

II. Approval of Past Council Meeting Minutes

Jim Guglielmo

- October council meeting minutes approved, with the correction of Boeing Gift Match reimbursements corrected from quarterly to monthly.

III. Action Item Review

Jim Guglielmo

IV. Council Officer Reports

a. Chairman Report

Jim Guglielmo

- Annual Report: Revised template released and:
 - Posted on server: 01 - Council Files\03 - Annual Reports\2019-2020)
 - Recommend updating worksheets each month instead of waiting until the end of the year.
- Photo Consent Form for Minors:
 - Form posted on server: 01 - Council Files\99 - Misc\Photo Consent Forms

b. Vice-Chairman Report – Policies & Procedures Document

Mark Kammeyer

- We have a template from National to start with
- Initial draft of document put together – needs review and updates by committee chairs
- This will be a living document that is continuously updated and approved by the Council officers
- Requesting each committee chair review and update their section (roles, responsibilities, timelines, etc.)



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- c. Region V Report Tom Rehmeier
- Monthly call on Friday, November 8th
 - \$800 in CAT III funds received for Srikanth's project (\$1565 requested). Can request remainder of funds after the first of the year. Need to report on progress of project.
- d. Secretary Report: Ben Reuter
- Not present – nothing to report
- e. Treasurer Report (Accounts, Pending Deposits/Withdrawals, Misc) Alec Herzog
- Tags and display names are not working properly (i.e. not active) in Boeing Gift Match database. The connections need to be enabled by the software vendor (date TBD)
 - Need each committee chair to review thier budget for 2019-2020 to make sure it is correct
 - Alec will update Quicken to apply a linear spend plan to better predict if we are over or under budget each month. The exception will be such areas as Honors & Awards, where the budget is not needed until a specific time of the year.
 - CAT II funding increase from an expected \$900 to \$2400
 - Currently, the Finance catgories do not match National at the Tier 1 level. Alec will update to be consistent, and use Tier 2 level sub-categories for finer granularity.
 - So far, only Bob, Mark, Alec, and Jim have entered Boeing Gift Match requests (>10 hrs needed per request). Other Boeing Council members, please remember to track and submit your volunteer hours.
 - Dinner Programs:
 - Nine dinner meetings per year (June 1st through May 31st).
 - For 2019-2020, budget is \$10k, where it was \$4k in past years.
 - As a Council, we are accepting approximately a \$5k loss for 2019-2020 (\$5k expected income and \$10k expected expenses) to put on the dinner meetings.
 - We need to add a sub-category for raffles under the Dinner Meetings budget (both income and expenses)
 - *See additional budget information in Appendix I at end of minutes*

V. Advisor Reports

Bob Dowgwillo, Srikanth Gururajan, Dave Peters, Chris Tavares

- Nothing to report

VI. Committee Reports

- a. Career Workforce Development Paul Bent
- Not present – nothing to report
- b. Education / College Outreach Charlie Svoboda
- Missouri S&T (Rolla) took Charlie up on his offer to be a speaker
 - Charlie spoke to 600 students in Congo about STEM
- c. History Colin Thiele
- Not present – nothing to report
- d. Honors & Awards Chelsea Fuller
- Not present – nothing to report
- e. Membership Nic Moffitt
- *See additional information in Appendix II at end of minutes*
- f. Programs – Dinner Meetings Bob Dowgwillo
- November meeting at SLU is set
 - December Meeting:
 - Kevin Bowcutt is unavailable (was going to speak about hypersonics)



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- Plan B is to have a Boeing speaker on the CST-100 Starliner capsule
 - Plan C is for Ray Cosner to pull together a panel of Boeing retirees for a panel session. Ray will issue a help-needed to retirees.
 - January 2020 REACH co-sponsored event at Ferguson Brewery
 - February 2020 will be a Student Branch Engagement
 - March 2020 will be a Challenger Center visit
- g. Programs - Technical Specialist Meetings John Schaefer
- Washington University event in October had 25 attendees
 - November Tech Spec meeting will have Mat Rueger speak about wind tunnel testing
 - December Tech Spec meeting will be a Boeing Polysonic Wind Tunnel tour (Mark Kammeyer)
- h. Public Policy Frank Youkhana
- October 17th Distinguished Lecturer with Dr James Horkovich:
 - Approximately 20 people in attendance.
 - Slides posted to the AIAA shared drive under the Public Policy folder.
 - Got some good ideas for Public Policy from talking with him. One idea is to start laying the groundwork to set up a CVD where we visit Missouri State Reps and Senators and promote AIAA as an aerospace resource. Dr. Horkovich made the point that today's State Reps and Senators are tomorrow's U. S. Reps and Senators so it's a good idea to cultivate these relationships early.
 - Frank Youkhana, Brad Sexton, and Alec Herzog planning to attend CVD 2020 (March 18th). Looking at funding options from National for Alec.
- i. Publicity Andrea Martinez
- 20 or so emails are bouncing. Andrea will follow-up with Nic about bouncing emails, and about having any of the new 100 members that are outside the St. Louis area "unsubscribe" in Engage.
- j. Retirees Ray Cosner
- Nothing to report
- k. Service Projects Brad Sexton
- Toys for Tots collection at Member Appreciation dinner meeting in December
- l. STEM Jackie Blumer
- October 11th: AIAA Teacher Institute "Soar into STEM" event, led by Jackie Blumer. 15 educators and 1 administrator attended this all day event. Jackie is doing a follow up 1/2 day training in January.
 - October 17th: Educate.Today Lunar Lander STEM Event - 123 students participated in a Lunar Challenge. Alec Herzog attended the filming both at Greenville Jr. High School and at HECTV live filming day.
 - October 23rd: NASA Artemis Watch Party held in October with Jr. High students in Greenville, IL. 15 students and parents attended the live event.
 - October 28th: Q&A with AIAA Distinguished Mentor Daniel Adamo - 119 students attended a Skype event.
 - Working on the Following:
 - ISS contact with Science center – Jackie is waiting to hear from Ruth to see if they want to partner for this in the summer.
 - Higher Orbits - STEM event for kids - need to talk more about this
- m. Strategic Planning Larry Brase
- Nothing to report
- n. Young Professionals Stephen Clark
- YP Social Event: December TBD



- Career Development Panel: January 29th 2020 (Ed Gurdy, Kevin Wise, Laurette Lahey)

VII. Misc

- a. Newsletter Abby Sevier
 - Not present – nothing to report
- b. Website Tom Rehmeier
 - Need new webmaster. Jim Guglielmo will help fill in, and Jackie offered her support until a replacement is found
- c. “What I Wish I Knew When I Was in College” Ray Cosner
 - Held October 3rd at St. Louis University (SLU)
 - 35 students attended for a 1-hour presentation
 - 2nd School engagement targeted for next year (2020)
- d. Misc Topics (Old/New Business, Transitions, etc.) All
 - AIAA St. Louis Section Business Cards:
 - \$8 for 500 cards – Charlie will order 1,000 cards after design is approved by Council (next meeting).
 - Jim will send Charlie a link to the St., Louis logo
 - GMAIL Calendar set up for St. Louis Section activities (thanks Jackie!)

VIII. Next Meetings and Upcoming Events

Jim Guglielmo

- a. Presentation at Illinois Education Technology Conference (IETC): November 13th – 15th (Jackie)
- b. Dinner Meeting (11/19, SLU): November 14th
- c. WashU Chapter AIAA Meeting (NASA Armstrong Flight Research Center Director): November 19th
- d. Tech Specialist Meeting (Wind Tunnels, Mat Rueger): November 21st
- e. St. Louis Section Council Meeting: December 4th
- f. Technical Specialist Meeting (Boeing Polysonic Wind Tunnel Tour): December 10th
- g. Dinner Meeting – Member Appreciation & Toys for Tots: December 12th
- h. AIAA Academy- "Soaring into STEM" Follow-Up Training: January 6th

IX. Go-Backs

- None

X. Adjournment

Jim Guglielmo

➤ Action Items:

- **Jackie Blumer:** Email child consent forms for newsletter photos to Jim, who will archive on server
- **Jim Guglielmo:** Contact Emily Springer about Jackie not receiving a notification that she has Engage emails.
- **Jim Guglielmo:** Send Charlie Svoboda a link to the AIA STL Section graphic.
- **Jim Guglielmo:** Send out Region & Section Officers reference document to Council members. This should help them write up their Policies & Procedures section.



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- **Jim Guglielmo:** Inquire about Dan Raymer, John Anderson, or astronauts (e.g. Sandy Magnus) for Dinner meetings in 2020.
 - **Alec Herzog:** Read Article 8 (Finance Section) of the By-Laws before updating the Policies and Procedures.
 - **Alec Herzog:** Update Quicken to apply, in most cases, a linear spend plan to better track budget vs. actuals.
 - **Alec Herzog:** Match National & Sectional Tier 1 level Finance categories in Quicken, and use Tier 2 for breaking out subcategories specific to Section.
 - **Nic Mofitt:** Look into any of the new 100 section members that are outside the St. Louis area, and have them unsubscribe to event notifications
 - **Nic Mofitt:** Try to reach out to 20 or so members that have emails bouncing.
 - **Tom Rehmeier:** Ask about Policies & Procedures documents from other sections at Region V monthly call.
 - **Tom Rehmeier:** Contact Eric Murray about AIAA St. Louis Section Facebook Site.
 - **Charlie Svoboda:** Design St. Louis Section business card and send to Council for review.
 - **Charlie Svoboda:** Follow-up with WashU for November 19th event about having an AIAA St. Louis Section presence.
 - **Committee Chairs:** Review budget requested for your committee to make sure the number is correct.
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Appendix I – Treasurer Report: November (Alec Herzog)

➤ **Current Account Actuals**

<i>Actuals as of November 4th, 2019</i>	
Checking	\$ 4,117.76
Savings	\$ 12, 441.10

➤ **Budgets from Quicken: Budget Snapshot from Quicken Updated on: November 4th, 2019**

Category	Actual	2020 Budget	Difference
▼ INCOME	9,128.45	16,505.00	-7,376.55
Contributions & Donations	5,200.00	7,000.00	-1,800.00
Dinner Programs Income	1,423.00	3,300.00	-1,877.00
Interest	5.45	5.00	0.45
▼ National Rebate	1,300.00	5,600.00	-4,300.00
Category I	0.00	2,700.00	-2,700.00
Category II	500.00	2,900.00	-2,400.00
Category III	800.00	0.00	800.00
Section Travel Income	1,200.00	600.00	600.00
▼ EXPENSES	3,954.75	21,754.10	17,799.35
Bank Charges	0.00	50.00	50.00
Dinner Programs	816.46	10,000.00	9,183.54
▼ Education	176.82	2,000.00	1,823.18
Education Programs	0.00	1,000.00	1,000.00
STEM	176.82	1,000.00	823.18
Honors & Awards	0.00	1,500.00	1,500.00
Membership Promotions	0.00	400.00	400.00
Postage	16.50	50.00	33.50
Public Policy Programs (Exp)	854.10	2,854.10	2,000.00
Scholarships Awards	0.00	2,000.00	2,000.00
Section Council Meetings	262.50	500.00	237.50
Section Travel	1,493.87	1,000.00	-493.87
Supplies	260.45	800.00	539.55
Technical Programs	39.40	300.00	260.60
Young Members	0.00	300.00	300.00
Personal Expenses (Everything Else)	34.65	0.00	-34.65
Net Difference:	5,173.70	-5,249.10	10,422.80

➤ **Upcoming Transactions: (Have Not Yet Hit Account)**

A. Withdrawals

Transaction Name	Budget	Amount
September Dinner Meeting	Dinner Programs	~ \$300
November Dinner Meeting	Dinner Programs	Unknown
September Tech Spec Mtg.	Technical Programs	Shown as \$34.65
October Tech Spec Mtg.	Technical Programs	Unknown

B. Deposits

Transaction Name	Budget	Amount
CAT I Section Rebate	CAT I	\$ 2733.09
CAT II Section Rebate	CAT II	\$ 2400.00
November Dinner Meeting	Dinner Programs	Unknown
Absentee Income from September Dinner Meeting	Dinner Programs	\$40.00



Appendix II – Membership Report (Nic Moffitt)

Status:

Membership is up in all but two areas:

- The Student Members are down.
- The Senior Members are down.
 - The drop list only contains two names, both Members. Both have been sent reminder emails.
 - The 62 Senior Members must be new-Boeing members moved to their proper sections. (Emily was trying to do this.)
 - Will check with Emily to make sure.
- That leaves a **net membership down 5** between Student and Professional members.

	Sept	Oct	Change
Professional	366	313	- 53
e-Members	3	6	+ 3
Members	64	68	+ 4
Senior Members	210	148	- 62
Associate Fellows	75	77	+ 2
Fellows	14	14	+ 0
Student Members	150	136	- 14
Educator Associates	121	121	+ 0
Total	637	570	- 67

