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Meeting Minutes for AIAA Cape Canaveral Council Meeting held on July 2, 2019 via Teleconference.

**Attendees**

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| Chairperson: | Elizabeth Balga |
| Treasurer: | Matthew Zuk |
| Secretary: | David Fleming |
| STEM K-12 Officer: | Melissa Sleeper |
| Young Professional Chair: | Ashley Scharfenberg |
| Career and Workforce Development Officer: | Dhuree Seth |

Elizabeth called the meeting to order at 6:35PM with quorum.

**Primary Discussion Topics**

1. Dave reviewed the list of action items from the previous meeting.
2. Elizabeth asked for suggestions on how to encourage participation from those Council members who have not attended the first two meetings. Matt suggested reaching out personally.

**Meeting Business**

1. Minutes Approval. Minutes to the previous meeting were distributed electronically in advance of the meeting. Matt noted that Ashley Scharfenberg’s name was misspelled in two places. Minutes were unanimously approved with this correction.
2. Treasurer’s Report. In advance of the meeting Matt emailed a spreadsheet containing a report and a draft budget. Matt reviewed the proposed budget, noting that as drafted it is essentially neutral in terms of income and expenses. The following changes and comments were suggested:
   * Matt recommended increasing the Honors and Awards budget by $26 since a Past Chair plaque for the previous chair was not done in the last fiscal year, as should have been done.
   * Elizabeth expressed concern that there be sufficient budget for new initiatives such as a potential Young Professionals development day. Some startup/seed money may be needed. Ashley noted that she hopes to rely on sponsorship for this event, and noted options such as partnering with restaurants for coupons and similar approaches. She also indicated that funding may be available through AIAA National. Elizabeth noted that the Region 2 Director, Kurt Polzin, is supportive of new initiatives. Similarly, Matt noted that Region 2 offers ‘Category 3’ funding to support new initiatives. This funding is typically offered on a first-come-first-served basis, but funding can be requested early based on preliminary planning. He suggested being proactive and prompt in seeking Cat3 funding.
   * The proposed budget included an allotment to send someone to the Regional Leadership Conference (RLC). However, no council member has plans to attend, most having substantial past experience severing on AIAA Section Councils. As such, the funds previously slated for RLC could be redirected to other line items. Specifically the budget for Precollege programs was increased to $325 and the budget for Young Professional Programs increased to $425.
   * Matt noted that funding can be reallocated between line items in the budget later in the fiscal year with approval of the council by vote.

The budget was approved with the amendments to the Honors and Awards, RLC Travel, Precollege and Young Professionals line items noted above by unanimous vote.

3. Upcoming Events. Elizabeth asked about events coming up in the coming two months.

* + There are numerous Apollo Anniversary events coming up by various groups, and the section can advertise and encourage participation in these events.
  + Melissa noted that she has been asked to help support “Go For Launch!,” a two-day space inspired STEM event for students in grades 8-12 August 24-25 at the Astronaut Memorial Center at KSC. Suggestions were for the section to advertise the event, particularly to our Educator Associates. Some volunteers may also be needed, and Melissa said she would follow up with event organizers after the meeting, and would pass on info to Jake Shriver for distribution.
  + The Brevard Zoo Educator Open House is scheduled for Sept. 18, 5:30-8:00 PM. Matt indicated that he would look up the POC for the event from last year and pass this information on to Elizabeth so she could coordinate our participation.
  + Ashley suggested establishing a series of monthly YP get-togethers (after work social events). Elizabeth noted that Ashley previously expressed interest in setting up a YP subcommittee. Ashley proposed making an advertising blurb to solicit members to participate on this subcommittee, and using a July social event as a way to solicit such participation.

**Committee Reports**

1. Career and Workforce Development (Dhuree): Dhuree asked for input regarding activities for her area. There are no recurring CWD activities carrying over from last year. Elizabeth suggested creating new activities based on filling needs of section members, and suggested partnering with other societies. Dave suggested that she could get involved with the CCTS Space Congress committee, as Space Congress has included professional development activities in recent years, and provides meeting space to member societies during Space Congress. Dave offered to provide a POC for the Space Congress committee to Dhuree after the meeting.
2. FIT Student Branch (Dave): Dave indicated that the FIT Student Branch has been inactive over the summer as most/all of the officers are away.
3. CCTS (Dave): Dave noted that the next CCTS executive committee meeting was coming up in the following week, and would pass information on to Elizabeth.
4. Secretary (Dave): Dave to work on a newsletter.

**Action Item Log**

1. Honors and Awards Chair: Obtain Past Chair plaques for the past two fiscal years.
2. Melissa: obtain information about “Go For Launch!” needs from event organizers and pass on information for distribution.
3. All: Begin preparing Cat 3 Funding Requests.
4. Matt: Send Elizabeth the POC info for the Brevard Zoo event.
5. Ashley: Prepare blurb to assist formation of YP subcommittee
6. Dave: Give Dhuree Space Congress POC info.
7. Dave: Prepare newsletter.

**Adjourn**

The meeting was adjourned at 7:23PM.

**Officer List**

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| Chairman: | Elizabeth Balga |
| Vice Chairman: | Rachel Mocini |
| Secretary: (also FIT Student Branch Faculty Adviser) | Dave Fleming |
| Treasurer: (also AIAA Region 2 Finance Director) | Matthew Zuk |
| Programs Officer: | Dennis Dali |
| Education Officer: | Naveen Sri Uddanti |
| Honors & Awards Officer: (also member of Structural Dynamics Technical Committee) | Razvan Rusovici |
| Membership Officer: | Vacant |
| Communications Officer: | Jacob Shiver |
| STEM K-12 Officer: | Melissa Sleeper |
| Public Policy Officer: | Holly Petrucci |
| Career and Workforce Development Officer: | Dhuree Seth |
| Young Professional Officer: (also AIAA Region 2 Asst. Deputy Director of Education) | Ashley Scharfenberg |
| Technical Officer: | Vacant |