AIAA Northwest Florida Section

Council Meeting Minutes

**Date: 8 April 2019 (Monday)**

Time: 1100 - 1215

Location: Bamboo Sushi Bar & Hibachi Express  
117 John Sims Parkway W, Niceville, FL 32578

Attendees: Chi Mai, Chair

John Fay, Vice Chair

Angela Diggs, Secretary

Ryan Sherrill, Young Professional Chair

Judith Sherrill, STEM Outreach Chair

Daniel Bradley, Social Media Chair

Conducted by: Chi Mai, Chair

Minutes by: Angela Diggs, Secretary

# Officer Reports

## Chairperson

* **RAC II Telecon**
  + AIAA HQ will hire new staff person for student conferences and design competitions.
  + Rachel Dowdy will remain Region II staff liaison and will focus on student branches.
    - Mentioned dechartering inactive student branches.
    - Should we be dechartering or helping these student branches become active?
    - What’s the drain on resources of inactive student branches?
  + **Regional Leadership Conference** in Indianapolis, IN on 18 August w/ AIAA Propulsion & Energy and AIAA SPACE (co-located this year). Daniel potentially interested.
* **Annual Report**
  + **All:** Submit questions about annual report/section award rubrics to Chi
  + **Angela:** Compile notes.
* **Officers**
  + **All**: Please cc [nwfl.aiaa@gmail.com](mailto:nwfl.aiaa@gmail.com) on all correspondence.
  + **2019-2020 elections**
    - Appointments:
      * Nominating Committee: Ryan Sherrill and Daniel Bradley
      * Tellers Committee: Kevin Diggs and Judith Sherill
    - Nominations end on 12 April
    - Voting from 15 April – 6 May
    - **Chi**: Setup website for section elections
    - Plan to install new officers during 14 May Section dinner.
* **AIAA “Engage” website**
  + Site is live. Ready to add content. Works on base.
  + **Chi/Angela/Daniel**: Check out the Engage link and comment on Judith’s additions.
* **Internal/External News**
  + Doolittle Th!nk Thursday: Lean & Agile Processes, Catapults & Craft Beer
    - **Daniel**: Post on social media

## Vice Chairperson

* Will ping university and high school student branches after each monthly officer meeting instead of bimonthly pings.

## Secretary

* **Angela**: Finish newsletter with STEM focus.

## Treasurer

* **Checking account balance** as of March: $4414.18

## Program Chair

* ***Apollo 11* movie social** was attended by 7 (5 professional, 2 educators). Plan to repeat.
* Plan: Distinguished Lecture:
  + **Eugen**: Send update on Distinguished Lecturers.
  + June 11: Eugene Fleeman. Request an event for professionals (~~11-12~~; now planning 11:30-12:30) and a straw rocket competition for all ages (1:00-4:00)
  + Early fall: Robert Zimmerman. Request an event for professionals (11:30-12:30) and another event for students (3:30-4:30)
* Plan: **End-of-the-Year Banquet**
  + Lulu’s in Destin, Tuesday 14 May
    - 5:00-5:30 pm: social
    - 5:30-7:00 pm: dinner and program
  + Program
    - **Chi**: Announcements: section introductions, officer introductions
    - **Ryan:** Programs: recap
    - **Judith**: STEM: recap, recognize STEM TOY and Science Fair awards
    - **Mike**: Membership: recognize new members, those with 5/10/15/20/25/30+, and membership upgrades
    - **Mike**: Honors & Awards: Scott Morton, advertise the Engineer of the Year
    - **Ryan & Daniel**: Succession of Officers

## Technical Chair

* No updates.

## Career Enhancement/Young Professional Chair

* **Monthly career development lunch-and-learn sessions**
  + Notional plan to schedule on 2nd Thursday, 1130-1200
  + Carolyn Fries is agreeable to hosting at Doolittle Institute in the Outer Loop
  + **Ryan:** Create flyer for Lunch-and-Learn series (AIAA, ASME, SWE, AFWiSE)
  + 25 April: Chris Molek to discuss ways to couple **Outlook and OneNote** to increase productivity
    - **Daniel**: Post 25 April Lunch-and-Learn on social media (Facebook post & event, Twitter, Engage email & event)
  + 2 May: Kaitlin Fair & Jennifer Talley to discuss **intern mentoring**
    - **Daniel**: Post 2 May Lunch-and-Learn on social media (Facebook post & event, Twitter, Engage email & event)
  + 6 or 20 June: Janet Wolfson to discuss **work/life balance**
    - **Angela**: Ask Janet about dates
  + 11 July: Networking Tips, TBD
    - **Ryan**: Ask Missy Ward about SWE hosting a networking session in July
  + **Ryan:** Ask Shere Tuckey about “effective engagements”
  + Employee Assistance Program willing to go off-site and provide an info session
  + **John:** Look up speaker for “Slay the Inbox”
  + Other topics: notebook organization, stress & anxiety management, ethics: gov/ctr relations, etc.

## Membership Chair

* Membership Report
  + **Mike**: Call members who dropped or are about to drop (see agenda or roster for list)
  + **Daniel:** Contact FSU professor/staff on drop list.
  + **John:** Contact members who are expiring soon
* Kevin reminded Nick Y, to renew his membership

## Honors & Awards Chair

* **Angela & Chi**: Follow up with those eligible for Fellow
* **Nominations**:
  + **Senior Member**: Ryan, Judith, Eugen
  + **Associate Fellow**: Kevin Brink, Nick Yakaboski, Crystal Pasiliao, Ken Blackburn, Ben Dickinson
  + **Fellow (tentative)**: John Fay, Rob Murphey, Kirk Vanden, Lou Cattafesta, Chuck Denegri, Scott Morton, Edwin Utt, Peter Zipfel
* On hold: HQ timeline says we solicit **Engineer of the Year** award 1 July

# Pre-College Outreach Chair

* 14 March **FLL Jr Expo** sponsored by AIAA
  + **Angela**: Add pictures to the Google Drive for 14 March Expo
* 6 April FLL State Tournament
* **AIAA Foundation Educator Achievement Award** judging
  + Judith & Angela reviewed 27 application packages
  + **Angela:** Ping Felicia Livingstone on status of Northwest Florida applications
* **AIAA SSTC Space Essay contest:** No submissions.
* Chi sent information about **NASA In-Flight Education Downlink** to Judith.
* Daniel and Chi attended **UWF student branch** kickoff meeting and met 6 interested students who attended. UWF and Dr. Michael Reynolds (UWF ME dept. head) have the action to get leadership together.
* **FIRST LEGO League training for Engineers as Educators event** over the summer.

# Events Summary

* April: OneNote Lunch-and-Learn (25 April, 11:30-12:00)
* May: Mentoring Lunch-and-Learn (2 May, 11:30-12:00)
* May: End-of-Year Banquet (14 May, Lulu’s, 5:00-7:00)
* June: Fleeman Distinguished Lecturer
* June: Work-Life Balance Lunch-and-Learn

# Action Items

* **All:** Submit questions about annual report/section award rubrics to Chi
* **Angela:** Compile notes on annual report/section award rubrics
* **All**: Please cc [nwfl.aiaa@gmail.com](mailto:nwfl.aiaa@gmail.com) on all correspondence
* **Chi**: Set up website for section elections
* **Chi/Daniel/Angela**: Review and comment on Judith’s addition to Engage site
* **Daniel**: Post Doolittle Institute Th!nk Thursday on social media
* **Angela**: Finish STEM-focused newsletter
* **Eugen**: Send update on Distinguished Lecturers
* **End of Year Banquet**
  + **Daniel**: Post Save-the-Date on social media
  + **Chi**: Announcements: section introductions, officer introductions
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