**Board Meeting Agenda / Notes: 8 November 2019**

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| **Officer Titles** | **Current Officers** | **Attendance** |
| Chairman | Michelle Itzel | X |
| Vice-Chairman | Vacant |  |
| Treasurer | Kevin Smith | X |
| Secretary | Vacant (Itzel) |  |
| Programs | Anthony Touchette | X |
| Awards & Honors | Chris Menino |  |
| Education | Christine McLaughlin | X |
| K-12 Outreach | Tom Stevens | Out of Town |
| RAC VI Representative | Vacant (Itzel) |  |
| Career & Workforce Development | Vacant |  |
| Young Professionals | Vacant (Touchette) | X |
| Membership | Chris Menino |  |
| Technical Committee | Vacant |  |
| Public Policy | Vacant |  |
| Newsletter Editor | Steve Boelhouwer | X |
| Webmaster | Steve Boelhouwer | X |

**Officer Status:**

**Chair Status:** Michelle Itzel

* + Welcome to the new officers of the board:
    - Looking for a Secretary and Vice Chair to round out our board.
  + Bylaws were adopted last month. Addendums need to be written for each section. Get with me for templates for your sections.
* Officer Plans are overdue!! Please submit ASAP.
* Member Event Preference Survey was sent out last week.

**Vice Chair Status:** VACANT

* Need full time vice chair to fulfill the duties of this position.

**Treasurer Status:** Kevin Smith

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| Checking Balance | $806.98 |
| Savings Balance | $5.01 |
| Deposits | + $767.03 Category I Funds |
| Expenditures | - [$10 (fee) + $56.55 Student Deduction) ] |
| Total ending balance | $1,512.47 |

* **Action:** Looking into new banks that don’t charge us a monthly fee.
* **Action:** Looking into swag and shirts.
* **Insurance:** Received details of our insurance coverages for General, Vehicle, and Umbrella.

**Secretary Status:** VACANT – Michelle Itzel (acting)

* Open Actions:
  + Officer Plans are Overdue:
    - * Programs
      * Education
      * Young Professionals
      * Membership & Awards
      * Public Policy
    - Bylaws – were adopted, need addendums to be written by section officers.
    - Membership newsletter & survey sent out.

**Programs Status:** Anthony Touchette

* Distinguished Lecturer (DL) Series (E. Springer)

1. **Scott Bailey:** Base historian who gave a few talks at the base library about the history of VAFB, back to the Camp Cooke days. Would like to schedule him to give a talk on those days when we host Cal Poly or JPL for a tour of VAFB.
2. **Gene Fleeman:** Soda Straw Rocket w/ Cal Poly Student Branch, possibly in CONTACTED: May not be able to accommodate schedule.
3. **Zubrin:** Destination Mars Lecture – Touchette coordinating.

CONTACTED: Will call again.

**Tucker Hamilton:** Pilot – Menino to contact.

CONTACTED: will call again.

1. **Col Hopkins:** Dragon Crew Astronaut – Menino to contact.

CONTACTED: will call again.

1. Need a high profile lecturer for a section banquet.

* Trips to STEM centric museum ideas:
* **Northrop Grumman’s James Webb Telescope:** 
  + Dec/Jan / Feb 2020 scheduling in work.
* **VAFB Tour w/ Cal Poly:**
  + Timing didn’t work out. Touchette to re-engage.
* **JPL Tour:** 
  + Steve to contact his POC there to set up a JPL tour of VAFB in exchange for a tour of JPL.
* **Griffith Observatory Tour:**
  + Kevin Smith to coordinate with ITT for information / scheduling.
* **Future Tours:**
  + Raytheon
  + SpaceX

**Awards & Honors Status:** Chris Menino

* + Collecting Education award nomination packets for: 15-Nov
    - Amy Touchette
    - Paul Kausky

**Education Status:** Christine McLaughlin

* Fall programs underway.
* Winter programs in development.
* Spring planning starting.
* Starbase
* AIAA Volunteers:
  + Can use AIAA Engage to call for volunteers for these events.
  + Sent out a volunteer request to members, and received some positive feedback on interested folks. Will continue to use the engage site for this. Plan to fill our events calendar with these sort of events.

**K-12 Outreach:** Tom Stevens

* 1. 35th Annual AIAA Central Coast STEM Expo (Formerly Science Fair) planned for 15-16 May 20 at Cabrillo High
     + - * Held Kick-Off & Scheduling Meeting with LUSD leads on 25 Sep 19; meet & greet as well as decisions on dates
         * Need to finalize event poster and sent throughout LUSD for early advertising this year (planned early Dec)
         * Need facility request submitted to LUSD for 15-16 May 20 STEM Expo event and request for donation letters sent out
         * Need to update STEM Expo website documents for 2020 event; limited student sign-ups to 30 per hour
  2. $44K+ of FY19 Air Force STEM funding received! – will need help as volunteers/mentors for programs
     + - * New programs include LVMS TARC, Santa Maria YMCA’s Rise-Up Program, Blochman-Sisquoc Elementary FLL
         * All but $13K of the $44k spent to date (two-year funds); remaining will be prioritized against early progs/STARBASE
  3. Discovery Museum Vandenberg AFB Interactive Display and Shuttle Models
     + - Phase 1 delivered and unveiled by 30 SW/CC 23 Apr 18 ahead of the NASA JPL InSight Launch Roadshow 2-3 May!
       - Distributed $250K of DoD STEM Funding for final completion of project; Changeover of Museum CEO in July
       - Distributed another $50K of expiring AF STEM funding to cover a shortfall for the Display’s Celestial Ceiling
       - Working to deliver another shuttle model for outside entry display; currently in low priority refurb at TEDDEC
       - Celestial ceiling design nearing completion; engaged in display interface, front facade & rear signage
* 5th Annual 2020 The American Rocketry Challenge (TARC) Program – Qualifying event planned for 28 Mar 20 at Cabrillo H.S.
  + - * 5 teams participating; Buena Vista Elementary, Lompoc Valley/Vandenberg Middle, Lompoc High and Vandenberg CAP
      * Need facility request submitted to LUSD for 28 Mar 20 qualification event & two dry-run events prior
  1. Working on Air Force STARBASE establishment at VAFB
     + - * STEM program that targets at-risk 5th Graders from local school district(s) through offsite hands-on learning
         * Telecon with HQ AF Lead on 17 Jul 18
         * Met with 30 SW/CC & LUSD Assistant Superintendent on 15 Nov; LUSD letter of interest sent to OUSD (R&M)
         * Proposal and MFR from 30 SW/CC to create a STARBASE contract at VAFB signed and sent to OSD
         * OSD Site visit successful on 16 July 19! OSD team out 28-29 Aug for FY 19 funded material purchases
         * $300K in FY 19 funding used to purchase furniture/equipment for STARBASE; Awaiting FY 20 decision
  2. Working on Santa Maria Valley YMCA Rise-Up program sponsorship in FY 20
     + - * STEM outreach program targeting 5th Graders in Santa Maria Bonita School District
         * Received Legal Sufficiency from AFRL JA on Education Partnership Agreement (EPA) between 30 SW and YMCA
         * Staffed through 30 SW for approval; 30 SW/CC signed 26 Sep 19! EPA complete.
  3. Planning a Weather Balloon Event—MSgt Kevin Smith is POC
     + - * Targeting an annual event to begin in Nov 2019
         * Demonstration this year coincident with STEM Expo 4 May 19
         * Proposing a helium balloon competition for both elementary and middle school levels
         * Contest would consist of science related data collection task on equipment attached to tethered balloon
         * Kevin to continue way ahead; purchase of helium has been long pole
  4. Upcoming Crestview Elementary School STEM Events
     + - * STEM Outreach Events scheduled for 9, 16 and 30 Oct.; sign-up through 2 SLS, Lt Nick Bacogiannis

**RAC VI Rep Status:** VACANT – Michelle Itzel (acting)

* Bylaws were adopted on 11-October-2019.

**Career & Workforce Development Status:** VACANT

* Schedule a YP event to include speed networking and mentorship opportunity.

**Young Professionals (YP) Status:** Touchette (acting)

* Work with Membership & Programs Officers to schedule a trivia night off-base somewhere in the area, in SLO, or closer to SB.
  + Invite the student branch as well as our members under age 35.
* Speed networking and mentorship (Career & Workforce Development overlap).
  + Schedule interested mentors, and invite student branch and YPs.
* Cal Poly: VAFB and other tours.

**Membership Status:** Chris Menino

* YP and Programs activities will help with membership.
  + Can hold a membership drive or table at lecturer events and other open events.
* Chris to work with Anthony on young professionals and programs and membership initiatives.
* Monthly membership roster is out.

**Technical Committee Status:** VACANT

* Is this committee needed with such a small section?

**Public Policy Status:** VACANT

* Received interest from our members in this area. There were about 3 that were interested in participating in this and potentially in the CVDs.
* Congressional Visits Day (CVD) is 18 March 2020.
  + Training starts in February, need to identify a participant by January 2020.
  + Christine McLaughlin attended last year’s CVD.
  + Was advised that our Section should set some money aside to send someone to this. May not get much funding from AIAA this time.

**Newsletter Editor / Webmaster Status:** Steve Boelhouwer

* Check out the AIAA Engage site: [www.Engage.aiaa.org/vandenberg](http://www.Engage.aiaa.org/vandenberg)
* Verified I have admin rights to the Engage site, and am able to post updates as needed.
* Survey sent out to membership. Results presented during the board meeting. See attached PowerPoint.

**Notes:**

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