**Board Meeting Agenda / Notes: 18 October 2019**

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

**Officer Status:**

**Chair Status:** Michelle Itzel

* + Welcome to the new officers of the board:
		- Chris Menino is our new Membership and Awards Officer!
		- Anthony Touchette is our new Programs Officer!
		- Looking for a Secretary and Vice Chair to round out our board.
	+ Bylaws were sent to voting members and votes were received:
		- Everyone who voted approved.
		- **So, I move to adopt them today.**
	+ I’d like to nominate Christine McLaughlin for the Education Award!! She may need references, so looking for folks who can assist there. Application due by December 2019.
	+ Officer Elections: committed, motivated officers needed to fulfill various roles and get the chapter moving again.
		- Checked with our Regional Resource Officer and we will finish out this section year with the current board and hold official elections in Spring, to get us back on schedule.
		- Call for nominations and elections will be April / May.
		- Section year begins June 1st with new board.
* Officer Plans are overdue!! Please submit ASAP.
	+ 2019 Goals:
		1. Fill vacant board positions. Especially: Secretary, Vice Chair, and Programs.
		2. Schedule 1-2 Distinguished Lecturers: to serve existing members, and attract new. Goal in progress.
		3. Schedule 2-3 Events with Young Professionals, and Student Branch (Cal Poly): to serve existing members and attract new. Goal in progress.
		4. Hold 1+ Fund Raising Event: to up the balance in the checking account so as to afford our planned events. Mainly to fund the end of year social.
		5. Schedule an end of year social with our members and student branch members.

**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 |  |
| Expenditures | - $10 (fee) |
| Total ending balance | $811.99 |

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

* Open Actions:
	+ Officer Plans are Overdue:
		- * Programs
			* Education
			* Young Professionals
			* Membership & Awards
			* Public Policy
		- Bylaws – Move to adopt today.
		- Membership newsletter & survey to be sent out.

**Programs Status:** Anthony Touchette

* Distinguished Lecturer (DL) Series (E. Springer)
1. **Gene Fleeman:** Soda Straw Rocket w/ Cal Poly Student Branch, possibly in November - Touchette to work with Cheyenne on scheduling with Cal Poly.
2. **Zubrin:** Destination Mars Lecture – Touchette coordinating.
3. **Tucker Hamilton:** Pilot – Menino to contact.
4. **Col Hopkins:** Dragon Crew Astronaut – Menino to contact.
5. Need a high profile lecturer for a section banquet.
* Trips to STEM centric museum ideas:
* Northrop Grumman presents James Webb Telescope (A. Touchette):
	+ Jan / Feb 2020 – Scheduled yet?
* VAFB Tour w/ Cal Poly (Cheyenne Jones):
	+ Nov 2019 – Scheduled yet?
* JPL trip (Chris Walsh):
	+ Include all AIAA members, just YPs, or Student Branch?
* Raytheon tour (Jeff Paschell)
* SpaceX Factory Tour (A. Touchette)

**Awards & Honors Status:** Chris Menino

* Welcome to our new Awards & Honors Officer, Chris Menino!!
* Section Banquet to include awards ceremony. Need to start participating in this.
	+ Would like to nominate Christine McLaughlin for the Educator Award.

**Education Status:** Christine McLaughlin

* Fall programs to begin for both adults and kids.
* 10-Oct: VAFB History and Heritage Discussion
* 18-Oct: Jedi Academy

**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. Supporting Base Library STEAM Weekly Learning Nights
		+ - * To volunteer for her STEAM program, see Eva who’s our Council Education Chair
	2. Need to plan Bring Your Child To Work Day to be held?? Apr 20
		+ - * Need a volunteer to champion this program again - was organized by Lt Derick Allison of 1 ASTS!
				* Didn’t get this accomplished this year
	3. 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
	4. 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.
	5. 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
	6. 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 sent out to membership for vote.
* Move to adopt on 11-October-2019.

**Career & Workforce Development Status:** VACANT

* Need an officer to fulfill this duty
* Invited AFCEA chair and regional director to VAFB to help with this role.
* Schedule a YP event to include speed networking and mentorship opportunity.

**Young Professionals (YP) Status:** Cheyenne Jones

* 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 tour for Nov is in-work.

**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 and Cheyenne on young professionals and programs and membership initiatives.
* Monthly membership roster is out.
* Ensure that all officers of the board are members of AIAA. E-Membership counts.

**Technical Committee Status:** VACANT

* Need an officer to fulfill this duty
* Is this committee needed with such a small section?

**Public Policy Status:** VACANT

* Need an officer to fulfill this duty.
* 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.
* Researched options for sending surveys and polls.  I recommend using the [SurveyMonkey](https://www.surveymonkey.com/) platform for these needs – there is a free tier available that should be sufficient for basic tasks, and if our needs grow we can step up to paid plan for increased functionality.
* Reached out to Joshua Leopardi in an attempt to obtain credentials to the Chapter’s social media accounts.   No reply as of yet.

**Notes:**

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