**Board Meeting Notes: 6 December 2019**

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| **Officer Titles** | **Current Officers** | **Attendance** |
| Chairman | Michelle Itzel | X |
| Vice-Chairman | Christine McLaughlin | X |
| Treasurer | Kevin Smith | X |
| Secretary | Vacant (Itzel) | X |
| Programs | Anthony Touchette | X |
| Awards & Honors | Chris Menino |  |
| Education | Christine McLaughlin | X |
| K-12 Outreach | Tom Stevens | X |
| RAC VI Representative | Vacant (Itzel) | X |
| 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 to round out our board.
	+ Addendums to Section Bylaws need to be written for each section.
		- Considering adding K-12, Collegiate, and Adult STEM activities under the Education section, since they all overlap, but differ in age group.
* In coordination with the Cal Poly Student Branch. Will begin scheduling events soon!

**Vice Chair Status:** Christine McLaughlin

* Welcome Christine, and thanks for taking on this role!

**Treasurer Status:** Kevin Smith

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| Checking Balance | $1,497.46 |
| Savings Balance | $5.01 |
| Deposits |  |
| Expenditures | - [$10 (fee) ] |
| Total ending balance | $1,512.47 |

* **Action:** Looking into new banks that don’t charge us a monthly fee.
	+ Could add AF provided AIAA Scholarship money to this account to avoid the fee. This money is AIAA money, just not received by regionals.
* **Action:** Looking into swag and shirts.
* **Insurance:** Received details of our insurance coverages for General, Vehicle, and Umbrella.
	+ Will send these documents to the board for review and awareness.

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

* Notes sent out after each monthly board meeting.
* Cal Poly Student Branch representatives were invited to this meeting, for better coordination in our activities and events. Nicole Bartell dialed in.

**Programs Status:** Anthony Touchette

* **Trivia Night:** scheduling the first one in January for a location close to Cal Poly for student branch participation. Will look at other locations for future gatherings. Work with Cal Poly to figure out how often to have these events.
* **Mentoring:** Work with Cal Ply to schedule networking / mentoring activities.
* **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: Not in local area, will contact when he visits this part of the country.

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

CONTACTED: will call again.

1. Need a high profile lecturer for a section banquet:
	* Perhaps Captain Charles Plum from the recent Santa Maria Airshow could be a high profile DL. He was a WW2 pilot and also fought in Korea. He tells a compelling story. Touchette to follow up with him.
* Trips to STEM centric museum ideas:
* **Northrop Grumman’s James Webb Telescope:**
	+ Jan / Feb 2020 scheduling in work.
* **VAFB Tour w/ Cal Poly:**
	+ Touchette will re-engage with Cal Poly on this.
* **JPL Tour:**
	+ Steve contacted his POC there to set up a JPL tour of VAFB in exchange for a tour of JPL. If this POC doesn’t pan out, Touchette will use his contact.
* **Griffith Observatory Tour:**
	+ Kevin Smith to coordinate another attempt in the future.
* **Future Tours:**
	+ Raytheon
	+ SpaceX
	+ Firefly
	+ Blue Origin
	+ Northrop Grumman
	+ Virgin Galactic
	+ Spaceship Company
	+ Lockheed Martin
	+ Rocket Lab

**Awards & Honors Status:** Chris Menino

* + Education Award nomination packets for:
		- Amy Touchette
		- Paul Coski

**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

-- Draft event poster in-work and will send throughout LUSD for early advertising this year (planned for Dec)

-- Facility request submitted to LUSD for 15-16 May 20 STEM Expo event; Request for donation letters in-work

-- STEM Expo website documents for 2020 event in-work; will continue to limit student sign-ups to 30 per hour

-- In work on lining up Awards Ceremony presenters and speakers; requested lead product development team members

-- Need to send out volunteer request email and status number of volunteers

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 (TARC etc.)

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

4) 5th Annual 2020 The American Rocketry Challenge (TARC) Program – Qualifying event planned for 28 Mar 20 at Cabrillo H.S.

-- 3 teams participating; Vandenberg Middle, Lompoc High and Vandenberg CAP

-- Facility request submitted to LUSD for 28 Mar 20 qualification event & two dry-run events prior

-- Qualification data was collected from teams and sent to National Academy of Rocketry for consideration at Nationals

-- Top 100 qualification scores with compete at Nationals; X local teams made the cut to compete at Nationals

5) Supporting Base Library STEAM Weekly Learning Nights

-- To volunteer for her STEAM program, see Eva who’s our Council Education Chair

7) 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

8) 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

 -- OSD approved 68th STARBASE location at VAFB on 13 Aug 19

 -- $300K in FY 19 funding used to purchase furniture/equipment for STARBASE; Awaiting FY 20 decision

9) 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.

10) Planning a Weather Balloon Event—MSgt Kevin Smith is POC

 -- 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. Cal Poly has a Weather Balloon Club, so Kevin will get into contact with Nicole for that.

 -- Kevin to continue way ahead; purchase of helium has been long pole

11) Upcoming Crestview Elementary School STEM Events

-- STEM Outreach Events scheduled for 9, 16 and 30 Oct.; sign-up through 2 SLS, Lt Nick Bacogiannis

12) Cal Poly Senior Design Project

 -- NASA Small Spacecraft Technology Program on Infrastructure Development in Support of Luna Settlement

 -- 13 Mar 20 is the Senior Design Team visit to NASA at VAFB; 2 SLS will provide payload processing and launch pad tours

 -- NASA & Cal Poly has requested an “industry review” (constructive feedback) following their presentation that day.

AIAA can help provide panel experts to grade the proposals.

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

* Congressional Visits Day is 18-March-2020.
* Extended invitation to Cal Poly for interested members. Need to submit names in January (before Jan board meeting), for February training with Regional members.

**Career & Workforce Development Status:** VACANT

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

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

* **Trivia Night:** scheduling the first one in January for a location close to Cal Poly for student branch participation. Will look at other locations for future gatherings. Work with Cal Poly to figure out how often to have these events.
* **Mentoring:** Work with Cal Ply to schedule networking / mentoring activities.

**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

* Coordinate this section with Public Policy and VAFB specific interests.

**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 participants 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)
* Needs Josh Leopardi’s contact info so that we can delete, or take ownership of the social media outlets.

**Notes:**

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