**Council Meeting Agenda: 13 March 2020**

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| **Officer Titles** | **Current Officers** | **Attendance** |
| **Secretary** | Vacant (Chair) |  |
| **Chairman / RAC VI Representative** | Michelle Itzel |  |
| **Vice-Chairman** | Christine McLaughlin |  |
| **Treasurer** | Kevin Smith |  |
| **Communications** | Steve Boelhouwer |  |
| **Programs Committee** | Anthony Touchette |  |
| Membership Sub-Committee | Vacant |  |
| Awards Sub-Committee | Vacant |  |
| Young Professionals Sub-Committee | Vacant |  |
| Career & Workforce Dev Sub-Committee | Vacant |  |
| Public Policy Sub-Committee | Vacant (Chair / Vice Chair) |  |
| **Education Committee** | Christine McLaughlin |  |
| K-12 STEAM Edu Sub-Committee | Tom Stevens |  |
| Collegiate STEAM Edu Sub-Committee | Anthony Touchette |  |
| Adult STEAM Edu Sub-Committee | Christine McLaughlin & Anthony Touchette |  |
| **Cal Poly Student Branch Representative** | Nicole Bartal |  |

**Officer Status:**

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

* Notes from February’s council meeting were sent out.
	+ Actions sent out after the meeting and highlighted in RED.
* Cal Poly Student Branch representative Evan Agarwal attended via phone.
* **AIAA Volunteers:**
	+ Send your volunteer needs to Steve or me, and we will advertise the call for volunteers to membership.
* **Section Policies and Procedures**: While writing our section policies and procedures, I realized that we can make best use of our resources to restructure. Resulted in restructuring our officer roles into committees and sub-committees. This does not include our core officer roles.
	+ - Restructuring of Education Committee, with Sub-Committees designated under Education Committee as follows:
			1. K-12 STEAM the officers will need to work together for a combined status.
			2. Collegiate STEAM
			3. Adult STEAM
		- Restructuring of Programs Committee, with Sub-Committees designated under Programs Committee as follows:
			1. Membership Sub-Committee
			2. Awards Sub-Committee
			3. Young Professionals Sub-Committee
			4. Career Development Sub-Committee
			5. Public Policy Sub-Committee

**Chair Status:** Michelle Itzel

* Elections season is coming up! Read and understand the process. Communications Officer will post guidance thru Engage so voting members know what to expect in the next couple of months. Elections will also involve voting on things like term limits and number of terms moving forward. Our Policy and Procedures document is an evolving document. First draft out for vote. Open to updates ahead of each section year.
* **End of Year Reports**: are due by the end of May 2020.
* **RAC VI Rep Status:** Michelle Itzel
	+ Since we are a small section, I think this position is fine to be absorbed by the Chair until we become large enough to warrant another person taking this over.
	+ Spoke with our Regional Director John Rose, he would like to attend a couple of our meetings. He said that if we need any seed money to start any programs, he’d be able to support. One specific example that came up is: if we want to have an event like a townhall where we host the local District 24 candidates to answer questions on Aerospace and STEAM, he’d be able to support.

**Vice Chair Status:** Christine McLaughlin (acting)

* Welcome Christine, and thanks for taking on this role!
* This role supports programs, so Christine can work with Anthony to get programs scheduled and staffed.

**Treasurer Status:** Kevin Smith

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| Checking Balance | $1,457.46 |
| Savings Balance | $5.01 |
| Deposits |  |
| Expenditures | - [$10 (fee) ] |
| Total ending balance | $1,462.47 |

* **Action:** Looking into swag and shirts.
* **Action:** Talk to credit union one last time to see if we can waive the monthly fee, as a non-profit.

**Communications Status: (**Formerly Newsletter Editor / Webmaster) Steve Boelhouwer

* Check out the AIAA Engage site: [www.Engage.aiaa.org/vandenberg](http://www.Engage.aiaa.org/vandenberg)
* Engage: Please join, if you haven’t already!
	+ 3 types of communication options via Engage: All 3 types of posting on engage involve email notification to membership.
		- 1. DISCUSSIONS: Anyone can post in the discussions category, but keep in mind that discussions are seen by all sections in our region.
			2. EVENTS: Events make use of an invitations and RSVP system.
			3. ANNOUNCEMENTS: Announcements are just informational blast.
		- Steve (Communications Officer) or Michelle (Secretary) are the POCs for posting events, or announcements onto Engage. Anyone can add a new discussion or add to a discussion.
* Looking into ways to better engage with membership.
* **Action:** Talk with Cal Poly about how best to communicate events with them; since they want their officers to receive notification and disseminate information, but Engage sends emails to EVERY member who opts to receive emails.

**Programs Committee:**  Anthony Touchette (Vice Chair as backup)

* **Programs Committee is now comprised of the following sub-committees:**
	+ Membership Sub-Committee
	+ Awards Sub-Committee
	+ Young Professionals Sub-Committee
	+ Career and Workforce Development Sub-Committee
	+ Public Policy Sub-Committee
* **Section Banquet:** Need a **high profile lecturer for a section banquet**:
	+ - Can get money from Regionals for this. Need an estimate to request.
		- Perhaps Captain Charles Plum from the recent Santa Maria Airshow.  He was a WW2 pilot and also fought in Korea.  He tells a compelling story.  Touchette to follow up with him.
		- Looked at the PCC for events and possibly for our banquet, this will be a good option!  Lots of space and interest in holding events.  Getting the particulars.

**Membership Sub-Committee:** VACANT (Programs Committee Officer as backup)

* Menino to transition out, need a new officer for this role.
* YP and Programs activities will help with membership.
	+ Can hold a membership drive or table at lecturer events and other open events.
* Monthly membership roster is out for January.

**Awards & Honors Sub-Committee:** VACANT (Programs Committee Officer as backup)

* Transitioning out, need a new officer for these roles.

**Young Professionals (YP) Sub-Committee:** Touchette (Programs Committee Officer as backup)

* **Networking: No events for the next couple weeks to months.**
* **~~Trivia Night:~~**~~Rotational trivia nights to service multiple locations within our section.~~
	+ ~~Naughty Oak in Orcutt has trivia on Wednesdays 7-9pm. Posted first event for 19-Feb in Engage.~~
	+ **~~Action:~~** ~~Woodstock’s has trivia in SLO. Find out details and schedule.~~
	+ **~~Action:~~** ~~Looking for a Lompoc location.~~
* **~~Star Parties:~~**
	+ ~~Santa Barbara Astronomical Unit: 2~~~~nd~~ ~~Saturday of the month at Palmer Observatory in SB.~~
	+ ~~Central Coast Astronomical Society: Next one is 15-Feb at Santa Margarita KOA.~~
	+ ~~Lompoc Astronomical Society: Not sure yet when scheduled.~~
		- **~~Action:~~** ~~Contact Tom Jerald for details.~~
* **~~Mentoring:~~**~~Schedule networking / mentoring activities.~~

**Career & Workforce Development Sub-Committee:** VACANT (Programs Committee Officer as backup)

* **Networking.** See also, Young Professionals.
* **Mentorship events in works.**  See also, Young Professionals.

**Public Policy Sub-Committee:** VACANT (Programs Committee Officer, or Chair as backup)

* Plan to invigorate this with the addition of interested Cal Poly and other members who would like to get more involved with public policy. Cal Poly students were invited, but could not attend due to finals.
* Congressional Visits Day (CVD) is 17 - 18 March 2020.
	+ Training held in February. Slides were sent out.
	+ Christine McLaughlin attended last year’s CVD.

**Education Committee Status:** Christine McLaughlin

* Education committee is now comprised of the following subcommittees:
	+ - 1. K-12 STEAM
				* **Action:** the officers will need to work together for a combined status, preferably ordered by date. Remember to include events which require AIAA participation.
			2. Collegiate STEAM: formerly Student Branch
			3. Adult STEAM: includes DL series.

**K-12 STEAM:** Christine McLaughlin & Tom Stevens (Education Committee Officer as backup)

* + $40K+ of FY20 Air Force STEM funding expected! Spend plans due 14 Feb – will need help as volunteers/mentors for programs
	+ Cal Poly Senior Design Project: 13-March-2020
* 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
* **Action:** volunteers needed.
	+ - Harry Potter Tri Wizard Tournament, 21 March, Saturday.
	+ **Action:** volunteers needed.
		- 1. Painting murals/backdrops
			2. Helping at booths during the event
	+ **TARC** at Cabrillo HS on 28-March-2020.
	+ Need to plan Bring Your Child To Work Day to be held on 20-Apr-2020
* **Action:** Lead needed. Kevin Smith to find a POC.
	+ Science and Poetry Workshop and tour, 23 April, Thursday.
	+ A high school class of up to 30 that are encouraged to share the science themed poetry they had written.  There will be a workshop on Haiku.  Airmen are welcome to contribute and participate as we could use their help supervising the group. Date??
	+ **Action:** Volunteers needed.
	+ 35th Annual AIAA Central Coast STEM Expo (Formerly Science Fair) planned for 15-16 May 20 at Cabrillo High
* Event poster completed and sent throughout LUSD for early advertising
* Facility request submitted to LUSD for 15-16 May 20 STEM Expo event; Request for donation letters sent
* STEM Expo website documents for 2020 completed and downloaded to website
* In work on lining up Awards Ceremony presenters and speakers; requested lead product development team members
* Almost $10K of FY 19 funds left (two-year funds); remaining will be prioritized against early progs (FIRST robotics etc.)
* 4 teams participating; 2 Vandenberg Middle, Lompoc High and Vandenberg CAP
* Facility request confirmed for 28 Mar 20 qualification event & two dry-run events on 14 & 21 Mar 20
* **Action:** call for volunteers in April.
	+ Air Force STARBASE funded at VAFB for FY 20! Timeframe = June 2020
* $400K in FY 20 funds sent; Lt Guida, 2 SLS, managing contract award to hire school house staff; 30 CES working facility renovations; plan to be operational by early Summer
* Josie Cordova, FSS Deputy, is researching what other bases have done with their STARBases.
	+ Planning a Weather Balloon Event: MSgt Kevin Smith is POC
* Helium to be provided by Cal Poly.
* **Action:** need helium from Cal Poly by dress rehearsal of STEM Expo.

**Collegiate STEAM Education Sub-Committee:** Anthony Touchette (Education Committee Officer as backup)

* **Networking:**
* **Trivia Night:**  Rotational trivia nights to service multiple locations within our section.
	+ Cal Poly suggested Woodstock’s event in SLO. Awaiting details.
	+ Naughty Oak in Orcutt has trivia on Wednesdays 7-9pm.
	+ Figueroa Mountain has trivia in SLO.
	+ Looking for a Lompoc location.
* **Star Parties:**
	+ Santa Barbara Astronomical Unit: 2nd Saturday of the month.
	+ Central Coast Astronomical Society: Monthly Saturday nearest new moon.
	+ Lompoc Astronomical Society: Not sure yet when scheduled.
* **Mentoring:**  Work with Cal Poly to schedule networking / mentoring activities.
* **VAFB Tour w/ Cal Poly:**
	+ Started talks with Base Agencies to figure out personnel limits and availability.
* **Northrop Grumman James Webb Telescope Tour:** Cal Poly is scheduling their tour through the NG POC. We are invited to attend.
	+ **Action:** Cal Poly to send dates.
* **Lecturer Events:**
	+ Ret Col Bassi to speak at Cal Poly on 4-March-2020.

**Adult STEAM Education Sub-Committee:** Christine McLaughlin & Anthony Touchette (Education Committee Officer as backup)

* **Distinguished Lecturer (DL) Series:**
* None available to accommodate at this time.
* **Other Lecturers:**
* **ACTION:  Schedule Scott Bailey:**  Base historian who gave a few talks at the base library about the history of VAFB, back to the Camp Cooke days.
* **ACTION:  Col Joseph Bassi, PhD:** AIAA member and retired Lt Col, with a PhD who is an adjunct lecturer at the National Security Studies Institute, a Fellow with the Royal Astronomical Society, and a NASA Solar System Ambassador.  Schedule for spring at WROCC.
* Trips to STEM centric museum ideas:
* **Northrop Grumman’s James Webb Telescope:**
	+ Sent contact info for Northrop Grumman to Cal Poly to set up there tour. Will work on a date for the base AIAA members.
* **JPL Tour:**
	+ Steve’s contact isn’t able to coordinate a tour until summer.  So, would we like to schedule a tour for summer, or sooner?
	+ **ACTION:**  Col Bassi contacted PR for a possible JPL tour. Need to post to engage to see how many would like to go and when. Prefer weekend day.
* **Future Tours:**
	+ Raytheon
	+ SpaceX
	+ Firefly
	+ Blue Origin
	+ Virgin Galactic
	+ Spaceship Company
	+ Lockheed Martin
	+ Rocket Lab – McKinley has a POC.
	+ Griffith Observatory
	+ Goldstone Deep Space Communication Complex

**Notes:**

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