**Council Meeting Agenda: 10 April 2020**

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| **Officer Titles** | **Current Officers** | **Attendance** |
| **Secretary** | Vacant (Chair) |  |
| **Chairman / RAC VI Representative** | Michelle Itzel | X |
| **Vice-Chairman** | Christine McLaughlin (Vacant) |  |
| **Treasurer** | Kevin Smith | X |
| **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 | X |
| 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 March’s council meeting were sent out.
	+ Actions sent out after the meeting and highlighted in RED.

**Chair Status:** Michelle Itzel

* Elections season is here! Read and understand the process. Communications Officer posted guidance thru Engage so voting members know what to expect in the next couple of months. Elections involve voting on things like term limits and number of terms moving forward. Our Policy and Procedures document is an evolving document. 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)

* 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 | $1,447.46 |
| Savings Balance | $5.01 |
| Deposits |  |
| Expenditures | - [$10 (fee) ] |
| Total ending balance | $1,452.47 |

* **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.
* **Post Office Box payment due in May at $76.**
* **Essay Contest Winner prizes = $50 for 7th grade and $50 for 8th grade. Voted and approved by council.**

**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)
	+ - 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.

**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 March.

**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 in-person events for the next couple weeks to months. Looking into virtual events.**

**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 was cancelled.

**Education Committee Status:** Christine McLaughlin

* Education committee is now comprised of the following subcommittees:
	+ - 1. K-12 STEAM
	+ Air Force STEM Funds Execution Plan submitted 14 Feb; Successfully achieved all wickets to approve my entire $40K of funds for FY 20--have not confirmed receipt of funds yet
	+ Cal Poly Senior Design Project Review was still held 13 Mar virtually; I, Lt Toye (2 SLS) and Mr. Tom Brand (Aerospace) attended.  We listened and asked questions of their design and then provided presentations to include Spaceport of the Future plans at VAFB and insight into job opportunities within the gov’t.
	+ STARBASE has been funded in FY 20 and continues work toward providing staff and curriculum by Summer time.
	+ AIAA Space Systems Technical Committee Essay Contest:  We received one Essay to date, AIAA has extended the deadline to 30 Apr, so I reached out to some local teachers again to see if this would be a good home learning opportunity.
		- 1. Collegiate STEAM: formerly Student Branch
			2. Adult STEAM: includes DL series.

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

* **All spring events cancelled.**

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

* **Networking:**
	+ **All spring events are cancelled. Looking into virtual events.**
* **Lecturer Events:**
	+ **All spring events are cancelled. Looking into virtual events.**

**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. Cancelled.
* **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 later?
	+ **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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