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AIAA National Capital Section Monthly Meeting

06/07/2023, 8:07pm  
Virtual

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# Attendees

Michael Barton, Dave Brandt, Andrew Tidwell, David Spencer, Susan Bardenhagen

# Agenda

## Past Meeting Minutes

1. **VOTE:** David made motion to accept meeting minutes from May 05, 2023 pending any further changes from Steve who was missing from this meeting. Seconded by Andrew. Vote: 4-0: in favor of the motion, the motion carries.

## Chair Activities

1. Updates to Prior Action Items
   1. Bylaws - tabled in May
   2. Annual Report - got it out!
2. Annual Report - turned in, good work, we learned a lot, let’s use this to plan chapter activities next year
3. Budget/Audit report - discussed below
4. Bylaws - READ wants us to put our stuff in an appendix
5. **ACTION** Steve to send out bylaws to everyone so we’ll be ready to vote on them next time

## Updates: Treasurer

1. Updates to Prior Action Items
   1. S2L/FIRE reimbursement - paid
   2. Student checks - mailed out a while ago, half are paid for
2. $58k in NFCU account, Quicken up and running
3. Worked through proposed budget at the last meeting, looks straightforward
4. Ready to submit annual budget/audit report - it’s a template for the year
5. Dave - Submit to Lindsay Mitchell and Region 1 Deputy Director of Finance
6. Review of Budget
   1. Income is just interest + event income
   2. Expense - $1k for public policy, $5k for STEM, $2k for hosting event, $6k for student branches, $1k for honors/awards, $1.5k for gala table
   3. 13k in the red, can do that for about 4 years
   4. Need data on membership, need signature
   5. Need audit committee -
      1. Action - Bruce volunteered to be chair of the audit committee
      2. **Action - David will send audit materials to Bruce for audit**
   6. **Vote - Michael motioned to approve the 23/24 budget, Andrew seconded, motion passes 4-0.**
7. Comments
   1. Need to get better about requesting money for specific line items that’s available from national. Annual report shows us the money is there
   2. If we do paid events to raise money, may need to go in the red for a few years to build them up

## Updates: VP Programs

1. Events Spreadsheet: <https://docs.google.com/spreadsheets/d/1Tz2cpivODdqAnv7Uwh57mSYIPdrx04NS8unJfwQF60k/edit?usp=sharing>
2. Updates to Prior Action Items
   1. **Susan**: Research Udvar-Hazy tour (talk with Bruce and Bob)
      1. Not discussed
   2. **Unassigned** - checklist for holding events
3. SpaceBall - Michael and Steve and David will be there
   1. Action - Michael and Steve will look at lay of the land
   2. Michael sent info to members who asked
   3. David - send pictures of us out to the group to invite people to come say hi
4. GSFC visit - got 48 seats for kids on the bus, GSFC is only allowing 2023 students, Susan is working on it
   1. Andrew - maybe they could also tour Warp Drive location
5. Are we going to do a spring/summer event (discussed last time: thanking judges, Virginia Happy Hour but nonalcoholic), July sounds good
   1. Maybe the NGC Warp Drive tour?
   2. Maybe Gravelly Point cookout
   3. No action was taken here

## Updates: Student Branches

1. Updates to Prior Action Items
   1. Stoles - where are these stored for future record
2. George Mason Event on Monday - lecture on 6/7 - Engage and educator associates, she will also be a connection for student branch
   1. Susan has connections there, is making contact

## Updates: VP Operations

1. Updates to Prior Action Items
2. Not discussed - What from our discussion with Robin do we want to take action on now?
   1. There’s a lot to figure out here, need to figure out how to make it effective and meaningful. We’ll keep it on the table for now.
   2. We should do a sidebar on this

## Updates: STEM/K-12

1. Updates to Prior Action Items
   1. Susan/Andrew - process/schedule for science fairs
2. Science Fair - all awards have been sent out
   1. Could we do some sort of publication of that?
3. S2L Event
   1. It was so cool!
   2. We got a certificate for sponsorship
   3. **ACTION - Susan to scan/image certificate**
   4. Aldrin Moon map
   5. **ACTION - Susan - Aerospace America writing about event**
4. July 25/26 GSFC Science Fair Winner Event
   1. 2 buses - 48 kids, looking at 28 students this year plus 13 students
   2. For students who haven’t gotten to do anything because of COVID and are in college now, Susan would like to pay for another year of membership if they’re in college
   3. Could do an article for that too?
5. JWST Essay contest - 2 entries
   1. Susan and Bruce judged, submitted one to AIAA
   2. Discussion - Susan to write a summary for Engage
   3. Want to put together certificate for our entries
   4. Some of the regions/sections do a cash check for our people - decided not to do that this year, promote for next year
6. Still working on judges thank-you event at Udvar Hazy and for students, not getting called back
   1. **Action** Bruce says Susan should “become a nuisance” and try Rose Soldano

## Updates: Honors and Awards

1. Updates to Prior Action Items - not discussed
   1. **David** to talk to Mary Snitch, we could team her with a younger person
   2. **ACTION Andrew and Norm** to work on making a schedule/process
   3. **ACTION Andrew** to look for old documents on schedules and stuff

## Updates: Communications

1. Updates to Prior Action Items
   1. **Michael** Plan time with Andrew to figure out social media platforms
   2. **Michael** Q2 Email
   3. **ACTION - Andrew** to send our logo to AIAA for updating
2. June Email - to be sent out on June 18/19
   1. SpaceBall pictures
   2. Chair Report
   3. Essay Winners

## Next Meeting

Meeting adjourned at 9:32PM