

# Board Meeting

AIAA UMN Student Chapter

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June 07 2017 / 7:00pm / Google Hangouts

## ABSENT

Frank Spicuzza

Andy "2fast2furious" Akerson

## AGENDA

### Last Meeting Follow-up [TR]

1. [Lounge Access](#) - 2016 version still good- *People with no access get the form! Submit the forms by next Wednesday and send it to Briana*
2. Project team schedules - please upload to your respective folder-Semester long schedule of activities and meetings
3. Email Template - less errrruuugghhh-*email format for advertising for professionalism*
  - a. <https://chrome.google.com/webstore/detail/gmail-email-templates/lccdnmbipddnkhmldacpcjcnlipoij> → *gmail templates?? Somewhere to start*
  - b. <https://stackoverflow.com/questions/26187838/how-to-make-an-email-template-for-gmail-using-html-and-css> → *start research on creating html templates for gmails*
4. [Calendar](#)-*email Bryce if you don't have access*

### Project Team Updates (current project/goal, progress, competition status)

#### STDC [KL]

- Added all of previous year's information to new AIAA 2017-2018 folder, setting up orientation materials, tutorial sheets, research methods explanations
- Created separate site for STDC with direct link to Drive. Looks good for promotional stuff
- Prepping to get solidworks info spread out to team members
  - Need team members lol
- Need contact information for other extracurricular groups (ASME, IEEE, SWE, etc.) so I can talk to their boards and discuss advertising STDC during their meetings or through email
  - *Kate says: I know SWE President (Kelsey Harper ([harpe295@umn.edu](mailto:harpe295@umn.edu)))/other Admin*
- Once we have interested members on mailing list, send out some intro research activities

- Maybe a scavenger hunt type deal, but either way I need to make it fun

#### **DBF [NP]**

- *Not Present*

#### **RC Club [HR]**

- *Not Present*

#### **CanSat [RI]**

- *Not Present*

#### **LPRD [GS]**

- *Not Present*

### **Officer Updates (current project/goal, progress, competition status)**

#### **Presidents [BP/TR]**

- Membership List, Lounge Access
  - Active Membership Google Form available, please fill out. Will request all active members to submit at the beginning of each term to keep track of room access.
  - For those without access to the Lounge, complete form in Admin folder, and send to Briana by Wednesday next week (Jun 14).
- List of Events
  - For our own reference, and general organization of the club *Fill in the calendar for events you would like to do in a different color. Please contact Bryce*
- Constitution
  - Last revised Sept 2013, we will revise officer roles throughout the summer, and officially sign in the changes for first week of Fall 2017. *2nd Officer meeting in September is when we sign. Each week, a section will gone over*
- Remaining transition items... SUA/CSE registration, *still need to register for SUA*

#### **Secretary [BD]there**

- Coding for email marketing-Kate and Bryce will look into template maybe HTML?
- <https://mailchimp.com/pricing/entrepreneur/>
  - *Free.*
  - *Username: [aiaa@umn.edu](mailto:aiaa@umn.edu)*
  - *Password: AIAA1718password!*

#### **Treasurer [FS]**

- *Not Present*

#### **Outreach [LS]**

- [https://admissions.tc.umn.edu/admissioninfo/mncap\\_intro.html](https://admissions.tc.umn.edu/admissioninfo/mncap_intro.html)
  - *Will look in to who to contact and when -- at least let them know we're interested.*
- Email community colleges in MnCAP for outreach opportunities (e.g. Inver Hills middle school STEM day) *middle schools have been calling department groups for students to show off their project. Something to pursue*

### **Volunteer [KK]**

- I vote no to Football Gate Staff *Hard to maintain volunteers for the fall semester,*
  - Helps no one
  - Not related to science/engineering/aerospace
  - No one likes it or voluntarily signs up for it
    - *If we really want to do it we need to bribe/lie to people to get them to sign up*
- Instead: see outreach, also reach out to local elementary/middle/high schools, do actual community service

### **Membership [AA]**



*Not Present*

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### **Webmaster [NP]**

- *Not Present*

### **AeroFair [TR]**

- Date: Sept 26, 2017 (Bryce add to calendar)
- Assign Planning duties - room reservation, [contacting companies](#)
- Pick 5 companies to contact
- Generic email for those ~~that~~ (\*~~who~~-(~~\*whom~~)) suck at writing
- Anyone know professors looking for researchers/UROP?
- [Grant funding](#)
- *Coke Grants*
- *Professional Chapter \$500 for full year ~250\$ for Aero Fair*

### **Paint the Bridge [BP]**

- Fix Date - Sep 29/30

- Design competition? *Facebook competition for designs*
- *Projector to help design*

### **Welcome Week [TR]**

- Date: August 31, 2017
- *Mandatory for all project teams to attend*
- [https://docs.google.com/a/umn.edu/forms/d/e/1FAIpQLScO5Px9IC6cSj\\_8rEWWBj4IAoLpTCR4t5LFVR0kcqZUQhOA8A/viewform?usp=sf\\_link](https://docs.google.com/a/umn.edu/forms/d/e/1FAIpQLScO5Px9IC6cSj_8rEWWBj4IAoLpTCR4t5LFVR0kcqZUQhOA8A/viewform?usp=sf_link)
- Need to update display boards, promotional materials
  - Give away pens or something??
  - *Have AIAA promotional items*
  - *Make 12 of those pencil spinny things*
- Get a folding table without any outlets
- Get \$100 per 4 people representing (max \$200)

### **Lounge Cleaning [BP]**

- In dire need of organization, let's pick a weekend and get it done!

### **General Meeting Time [BP]**

- Currently scheduled for 5p Tuesdays. Please check next semester's schedules to see if this works for you. Attendance is expected... plus you know you don't want to miss out on free food.

### **T-Shirts [BP]**

- So, I think we should get some, because promo and stuff. Considerations?
- *Sell the t-shirts for 10\$ or for incentives*
- *Look into ordering polos for interested people in the organization*
  - *Look into suppliers*

## **NOTES/REMINDERS**

- **Note 1:** Feasibility of parade participation
  - Possibly work with rocket team.
  - Form due this upcoming week. Yes we will be attending.
  - Start looking into golf carts, or pickup trucks
- **Note 2:** Fill out the fall meeting times

- **Note 3:** September 2: Explore U (U-wide org fair). Sign up opens around July 10
- **Note 4:** September 3: Welcome Week Student Group Event slots. Sign up opens around July 19
- **Note 5:** Minnesota State Fair: Waiting for email
- **Note 6:** Add contact details pleeeeee.... Tiger, Frank, Nik, Glen

## **ACTION ITEMS**

1. **Action 1:** Get your project lead schedules in and what you need from us
2. **Action 2:** Get room access
3. **Action 3:** Fill out the fall meeting times
4. **Action 4:** Someone pick up the mail
  - a. Put it somewhere???

## **NEXT WEEK'S AGENDA**

- Progress on contacting companies
- Picking a room for fall/spring meetings