Topic: AIAA Rocky Mountain Section 2023-24 Strategy

Marshall called meeting to order at 10:40am

Items on the agenda:

I. Discuss organization structure & general strategy:

Organizational structure:

RMS Organization

Actions:

- Change from “Director of Engagement & Outreach” to “Director of Engagement and Development”
- WY/MT/Canada to be moved from “Engagement and Development” to “Membership and Outreach”
- Change “Director, Communications” to “Director of Communications and STEAM Research”

Challenges within the organization:

1. Technical content & Member Value
   Action: Ciprian will work with Chris Zeller & Leah Raffaeli to revive technical seminar series
Ideas discussed:
- We need to better leverage the Honors & Awards recipients. We should have them give a talk to the AIAA-RMS audience as part of their award acceptance. This will be a first step towards getting them more involved with AIAA-RMS.
- Establish a professional development program.

2. Outreach: Volunteer, Student & Corporate Participation

   Ideas discussed:
   - Have the student poster awardees from AIAA-ATS give a talk (maybe part of Alex and Kyle’s young professional events).
   - Try to better link universities and corporate via seminars. One idea was to explore CSU Spur campus which is in Denver – convenient location for this effort.
   - Develop a volunteer portal which will also include testimonials of current & past volunteers.
   - Plan to better engage with student chapters (idea discussed: co-host seminars and attend school events like: CSU E-days – at CSU).

3. Operations

   Ideas discussed:
   - Improve our communications through periodic newsletter and social media posts
     Action: Marshall will connect Joel Blake and Amanda Camarata.
   - Documenting events and projects (emphasis on STEM/Education).
   - Sustainability and succession planning.
     **Action:** Marshall and Alex will work on developing an onboarding procedure for new board members. More generally we need documentation of volunteers roles.

II. Planning Events & Activities

Events in which AIAA-RMS will be involved in the next year:
- Aerospace Day at the Capitol
- Joint Holiday Party
- CSBR Space Roundup
- Space Operations Forum
- GlobalMindED Conference
- TRAJECTORIES
- VECTORS

AIAA-ATS 2024:

**Proposed Vote:** To have AIAA-ATS 2024 organized at CSU (Marshall)

Called to vote by Ciprian, seconded by Leah.
Results of the vote:

Marshall – Yes
Leah – Yes
Kristi – Yes
Ciprian – Yes

Motion passes with 4/7 votes.

III. Budget

Original proposal:

Planning Events/Activities

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<thead>
<tr>
<th>Event/Activities</th>
<th>Date</th>
<th>Funding</th>
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<tbody>
<tr>
<td>Annual Technical Symposium</td>
<td>Sep</td>
<td>$5,000</td>
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<tr>
<td>Honors &amp; Awards Banquet</td>
<td>Apr/May</td>
<td>$2,000</td>
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<td>EC/YP Movie Night</td>
<td>Apr/May</td>
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<tr>
<td>Joint Holiday Party</td>
<td>5-Dec</td>
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<td>Space Operations Forum</td>
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<td>Aerospace Day</td>
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<td>STEM Education</td>
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<td>Plints &amp; Policies</td>
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<td>Technical Speaker Series</td>
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<tr>
<td>Student Branches</td>
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<td>TRAJECTORIES</td>
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<td>Booth Display</td>
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<tr>
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<td>Total</td>
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**Action:** Ciprian and Marshall will propose the revised budget allocation and change the structure of the budget to match the RMS organizational structure.

**Proposed vote:** Allocate $2500 for the Aerospace Day @ Capitol (Marshall).

Called to vote by Ciprian, Kristi seconded the motion.

Results of the vote:

Marshall – yes
Leah – yes
Kristi – yes
Ciprian – yes

Motion is passed with 4/7 votes.
IV. Improving communication across various directorates

**Action:** Marshall & Kristi will organize a comms specific meeting (will have Debra as a facilitator) to improve communications. Invited: Amanda Camarata, Jeol Blake, Duncan Hill, Mickey Mathew, Kristi Farley.

**Audit:** How members receive their mail (e.g., Leah does not receive her newsletter and comms from AIAA-RMS).

V. Growing Membership/Improve Recruitment

- What is the goal? Reach 2,000 members. In particular, focus on increasing professional membership.
- Kristi proposed we sponsor student chapters for coming to AIAA-ATS (so that we get stronger participation outside of the organizing university).
- Leah proposed we include T-shirts/polo for schwagg

**Action:** Marshall & Kristi to work on engagement with corporate.

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**Adjournment**

Marshall adjourned at 14:37

Present at the meeting:

Board: Marshall Lee, Ciprian Dumitrache, Leah Raffaeli, Kristi Farley

Facilitator: Debra Wilcox (CSBR)