

Executive Committee Meeting

Date: 09/18/2021

Time: 10:00-11:30 am

Location: *To be held digitally using Zoom Meeting*

Zoom link: *Redacted*

Attendees: Duy Le, Denisia Popolan-Vaida, Darlene Slattery, Van Quach, Laura Sessions, Christopher Chouinard, Michel Johnson, Pavithra Pathirathna, DK Weerasinghe

Minutes:

- Approve August 2021 Minutes
 - Darlene made a motion, and Chris seconded. All were in favor of approving the minutes.
- Update from Councilor (Darlene)
 - Award nominations were sent via email to contacts in high schools.
- Treasurer (Van)
 - No changes to the budget.
- Chair (Duy)
 - The nominations for annual awards and recruiting candidates were sent out.
 - Rudi Wehmschulte and Gang Chen were appointed to the nominating committee.
 - The FIT student chapter was contacted to get their proposal for the seminar series.
- Planning for NCW event (Denisia)
 - Volunteers were found.
 - All free items were ordered.
 - T-shirts will be collected from Chris and the pins will be collected from Darlene.
 - The Finalized budget will be sent soon (waiting to receive confirmation about safety aspects from OSC to finalize experiments.)
 - The finalized flyer will be sent soon for approval. Once the flyer is approved, it will be sent to some contacts in public schools in Orange County. This will also be sent to OSC for them to advertise on their web page and to Michell to post it on our Facebook.
 - A zoom meeting will be held with volunteers soon.

- Still in search of a NASA scientist.
- Still waiting to hear about the entrance fee for volunteers.
- Will check for the parking fee.

- Election/ Recruiting candidates
 - Duy mentioned that no nominations were received.
 - As per Darlene's suggestion, the voting period was extended to two weeks instead of 6 days.
 - Denisia will email existing members to know their decision about running for the positions again.
 - Pavi and Laura mentioned that they are willing to run for the positions again.
 - The method to run the election will be chosen after nominations are received.

- Annual Award Banquet/ Ideas for 30-year anniversary
 - It is anticipated to have an in-person annual award banquet.
 - Denisia suggested making a presentation with pictures collected over the last 30 years and projecting it during the event may be a great idea. She also mentioned that it'd be great to get short video clips from our past award winners and add them to the same presentation.
 - Darlene suggested that she found one of the early high-school award winners is now working as a faculty at the Medical School in UCF, and he may be interested in attending the annual banquet.
 - Duy will attempt to trace some potential award winners who can be eventually contacted to get some short video clips.
 - Denisia suggested it is better to invite them to attend the banquet rather than ask for their videos.

- List of tasks/ Role assignments:
 - Darlene mentioned that there's a template for the banquet program where names can be added. She also said that the name badges and the plaques need to be done.

- Selection/suggestion of venue:
 - Darlene had done a preliminary search for venues where they have banquet halls that can accommodate ~100 people, and possible locations are Canvas, Chroma Modern Bar + Kitchen, and 310. She also suggested it is better to have plated meals (especially with the pandemic).
 - Laura mentioned the banquet hall and the food at Chroma Modern Bar+Kitchen is may not be ideal for our meeting. She also said the banquet hall at Canvas might be small, and 310 restaurants might be a good option as several locations were

used for earlier meetings. One other suggestion she had was Cooper's Hawk, and she is going to send options in the Lake Nona area in the next couple of days.

- Darlene suggested contacting any place that can accommodate a crowd of ~30-60 people, a plated meal with three choices (one must be vegetarian), salad, coffee/tea/soft drinks, and asking for the total amount including tips+taxes would be easy to figure out cost/person. She also said we usually pay for appetizers, desserts, and guests' meals.

- Miscellany
 - Michell will follow up with Titel about a response he is waiting to receive from a local company.

- Meeting Adjourned at 11.10 AM.

- Next meeting: 10.00AM-11.30AM on **10/16/2021**