MEETING MINUTES

AIAA DETC
Aerospace Architecture Subcommittee
19 Sep 2007
AIAA Space conference, Long Beach, California

Conducting: A. Scott Howe, representing Ted Hall.
Minutes recorded by Scott Howe.

Attendees:
Scott Howe, Marc Cohen, Donna Duerk, Silvano Colombano, Shahzad Khaligh, and new members Renee Matossian, and Rodrigo Rada

Visitors:
Kriss Kennedy (present on the evening of the 18th for the DETC meeting)

1.0 GENERAL BUSINESS

The formulation of the Space Architecture Technical Committee (SATC) was approved by the AIAA NIS on 22 Aug, the TAC on 23 Aug, and finally by the AIAA Board of Directors on 24 Aug 2007. Congratulations space architects! The SATC will have its first meeting in Reno at the AIAA ASM conference.

The DETC results of the elections of new officers were announced. Ted Hall was welcomed as the new vice-chair, and Shahzad Khaligh as treasurer for the new SATC, effective immediately.

2.0 SATC ORGANIZATION

SATC Point System Participation:
David Nixon summed up the proposed concept of the point system. The current green paper (proposed policy) needs to be approved as a white paper (approved policy) before the end of the year. The following points were discussed:
- Point system is a way to participate without great expense
- Points for participation should be separate from points for experience (Scott)
- A quick reference table will be useful in the final document, and can be placed on the webpage
- Also, a diagram showing equivalents will be helpful (Marc)

- Webex / telecoms via internet are preferred (Silvano)
- Revised paper should be circulated for approval
- Should have no more than 12 points for professional development
- (action item: David Nixon to make changes and circulate document for approval)

SATC Subcommittees:
Discussion on potential subcommittee structures resulted in a proposed four main groups. Brent Sherwood previously proposed a chair-centric organization, where chairs are given the responsibility for their own domain, and they are to choose a vice-chair to train up and recruit other members when necessary. Chairs are free to set up their domain the way they like, and should establish a plan for their two or more year tenure. The following chairs were recommended:
- TC Maintenance or Oevre Chair (with vice-chairs in membership, gallery, highlights, publications, website, etc)
- Liaison / Outreach Chair (internal & external, populated by liaisons with other TCs and with other professional organizations)
- Symposium Chair (with vice-chairs for each conference, and session chairs for each conference that change each year)
- Professional Practice / Education Chair (with vice-chairs for practice and education)
- Special Topic Chairs (any group of members can get together and propose a technical topic

as an ad hoc subcommittee, with chair, vice-chair, and interested membership)
- (action item: Scott Howe to send out email asking for volunteers)
- (action item: ALL MEMBERS to consider volunteering for a chair or vice-chair)

SATC Conferences / Symposia:
Those present discussed various possibilities for which conferences to support. Discussion was as follows:
- ICES should be kept as the summer conference
- A second winter meeting is desirable that can be at a conference, but could possibly be a retreat
- Winter meeting need not include a paper session
- Meetings are okay through 2008, but need a second venue from 2009
- Other possibilities include (1) Habitation (Cindy Brennan), ASCE Space Construction, AIAA Aerospace Sciences Meeting (ASM), AIAA Space (but it is not in the winter), International Astronautical Congress (IAC)
- Conclusion: keep ICES, and get another recognized official meeting at an AIAA venue
- IAC and AIAA Space should be local meetings

AIAA Supergroup:
Those present discussed switching from AIAA Structures, Design & Test Group, where DETC currently resides, to Space & Missiles Group (SMG). Some of the member email discussions opposed membership in a group that includes the term "missiles" because of its connotation to military origins. However, through various discussions it was determined that the name had no political or military meaning, and was only a grouping system used by the AIAA.
- A vote was taken with 7 agreeing to join the SMG with 1 abstain
- It was agreed to visit the topic in the future if needed

SATC Liaisons:
Those present discussed the following topics of liaison organization:
- As a minimum, a DETC and Life Sciences & Systems TC liaison are needed

- Other liaisons can be created as needed
- In all cases, liaisons should go both ways, with other groups providing liaisons for SATC as well

SATC Financial:
Several financial issues were discussed for setting up the new SATC:
- Need to set up an SATC bank account
- Website could be set up as a shopping cart
- DETC should be asked to provide space architect dues money to seed the new account
- It was suggested that dues be $5 / year, and a one-time voluntary contribution at time of membership (suggested amounts varied from $50 to $100)
- (action item: Scott Howe needs to contact Bob Dauwalter about how to set up account)
- (action item: Scott, Ted, and Shahzad should coordinate account setup)

SATC Schedule:
It was decided that the new SATC needs to review it ten year plan, and create a new ten year plan starting from 2008. The following points were discussed:
- When various subcommittee chairs are chosen, those chairs should provide a five year plan for their topic, which will be folded into the SATC ten year plan
- Ten year plan should include next Space Architecture Symposium to be held at 2012 World Space Congress

Spacearchitect.org Website:
It was discussed that AIAA web server space be utilized for AIAA work, and that spacearchitect.org should be gradually made into a wider domain to include all space architects.

3.0 OTHER ITEMS

Memorial for Alice Eichold:
It was decided that a memorial webpage should be set up for Alice Eichold.

DETC Design Guide Contributions:
Marc Cohen is to proved vector data files for the design guide volume standards.
- (action item: Marc to proved vector files)