

**AIAA - SATC KICK-OFF MEETING (7TH AND 8TH JANUARY, 2008)
RENO, NEVADA**

MINUTES-OF -MEETING (MOM)

**CHAIR: A.SCOTT.HOWE (a.scott.howe@jpl.nasa.gov)
CO-CHAIR: TED HALL (twhall@twhall.com)
SECRETARY : SANKET NAYAK (sanket.nayak@usc.edu)**

ATTENDEES OF THE MEETING:

ATTENDEE	EMAIL
RENEE MATOSSIAN	matossian@earthlink.net
SERKAN ANILIR	anilirs@buildcon.arch.t-u-tokyo.ac.jp
SANKET NAYAK	sanket.nayak@usc.edu
A.SCOTT HOWE*	a.scott.howe@jpl.nasa.gov
TED HALL*	twhall@twhall.com
SHAHZAD KHALIGH*	shahzad.khaligh@boeing.com
DAVID NIXON	davidnixon@mac.com
BRENT SHERWOOD	brent.sherwood@aya.yale.edu
TOM DUERR	thomas.e.duerr@aero.org
GARFIELD CREARY (DETC)	garfield.a.creary@nasa.gov
MARC M.COHEN	marc.cohen@ngc.com marc-cohen25@sbcglobal.net
ANNETTE BARNES	annetteb@envisionarchitects.com
BOB MARROW (LIFE SCIENCES TC)	
DAN DE LAURENTIS (VISITOR)	dan.delarentis@purdue.edu

7TH JANUARY

1- AIAA POLICY PAPERS:

- Each technical committee should identify issues of particular interest.
- Group/TC level policy paper (5-6 pages) should be created like a charter.
- How does AIAA form its policies ??
- Ted: Composing a Policy statement ---- People forget original concept. Avoid specific programs and focus on broad based things.
- Tom: Defined documentary process for policy making and also promises to us about the same later. (shows Space Missile Group presentation as an example).
- Scott: Somebody needs to think about Public Policy and needs to work with the Deputy(Grant Anderson) - **VOLUNTEER NEEDED** - (Marc agrees).
- Serkan: What is the involvement of international members?

- Grant Anderson (Deputy): U.S. interests should be prime focus, International inputs needed.
- Brent: What say does AIAA have in context with International Public Policy ?
- Tom: Public Policy is a Standing Committee.
- Grant suggests everyone to participate in Congressional Business days - 15th and 16th April, 2008 at Washington D.C. - Advantage: Good time to influence people and INTERACT WITH SENATORS.

2- DISCUSSION ON SPECIAL TOPICS:

- Human Factors Sub-Committee to be formed because its of particular interest to SATC and its members.
- Collaboration with Life Sciences TC to form Human Factors Working Group. (Point of Contact : SATC- Sanket Nayak and LSTC- Bob Marrow). Both should explore possible collaborations and work towards establishing the same.
- Brent questions participation of sub-committees and its pro-activeness. Also questions on the boundary to be decided. He suggests that we need to be RESPONSIVE.
- AIAA intent on this not clear - Tom.
- Groups are constantly coming up with new technologies, so there is an utter need for Group Level Synergies to be established.
- Tom could help doing that.
- PROBLEMS IDENTIFIED BY MARC AND BRENT: (I) Policy and Budgetary Issues.
 - (ii) Committees start off with right ideas but at some point of time the intent is not clear. Thousands of man hours writing the proposals, hiring people, investment etc. ----- BUT ULTIMATELY PROJECT IS SHUT DOWN FOR SOME REASON OR THE OTHER.
 - (iii) Right people are not at Right places.

3- ARTICLE ON SATC ON AEROSPACE AMERICA:

- Renee: There should be an introductory article by AIAA on SATC in Aerospace magazine.
- Volunteers for the Article : BRENT SHERWOOD and SANKET NAYAK.

4- AIAA HISTORY OF FLIGHT: INTRO TO SPACE ARCH BOOK - 1

- BAD THINGS: Book of Standalone chapters, everything was relevant and current then, hard to get attention of AIAA publishers.
- GOOD THINGS: Progress in Astronautics - Technical and 2nd series targeting General audience/readers, Formatting requirements are less, Book would be in Color.
- We need people to review the chapters.
- Submit High Resolution Imagery.
- Front cover to look snazzy.
- To pick up all good stuffs.

5- SPACE ARCHITECTURE AND HUMAN FACTORS BOOK - 2

- Human Factors, Psychology, architecture and sociology.
- **PROGRESS: WIKI ALREADY ESTABLISHED** - Access to Sociologists and Psychologists. **WIKI WOULD BE OPENED TO ARCHITECTS NOW.**
- **Anybody interested in contributing to the book needs to contact BRENT SHERWOOD.**

6- L.A. AREA SPACE ARCHITECTS DINNER:

- Some place in Pasadena.
- **HOST: BRENT SHERWOOD (will e-mail everyone interested regarding this)**

7- SATC LOGO DESIGN:

- A Logo needs to be designed for SATC in 2 Color Vector Graphics.
- SANKET volunteers to find out possibilities of putting up design contests etc.
- Ted to e-mail Sanket regarding the SATC and AIAA Branding stuff.

8- KEY CONFERENCES :

- 3-5 March, 2008 ASCE Earth and Space Conference, Long Beach, CA (Space Architecture Sessions by **LARRY TOUPES AND LARRY BELL**).
- Marc proposed a Space Architect Dinner at that conference.
- ICES Conference, San Francisco, CA
- SATC Meetings.
- SATC workshops ??
- Ted: We would need 48 full text reviews for 16 papers. **KEEP MARCH MONTH FREE FOR REVIEWING ICES PAPERS. (DEADLINE: Early April - 3 categories: Approved, Not Approved and Approved with Modifications, FINAL MANUSCRIPT: 5th May)**
- IAC- GLASGOW - Space architecture sessions: (Encourages Non-Technical , Bizzare Ideas, Art, Philosophy stuff)
- Susmita - An opportunity window into IAA.
- **Ted: Should we as a committee advertise for IAC, Glasgow Space Architecture session?**
UNANIMOUSLY DECIDED: YES !!!
- No risk of competing with ICES nor intended.
- Symposium Sub-Committee to work on resolving issues related to conferences.
- Give a time-frame and philosophy of next meeting.

9- BANKING AND FUNDS/BUDGETARY ISSUES:

- Banking issues needs to be resolved.
- Some money to come from DETC.
- **SHAHZAD VOLUNTEERS TO SEND REMINDER E-MAILS TO SATC MEMBERS WHO HAVEN'T YET PAID AIAA DUES OR SPACEARCHITECT.ORG WEBSITE MAINTENANCE FEES.**

10- SUB-COMMITTEE MEMBERSHIPS:

- Each person should be on atleast 2 sub-committees.
- Various Sub-Committees: Oeuvre, Liaison and Outreach, Professional Practice and Education, Symposium, 2 Special Topics: Human Factors and Space Construction.

8TH JANUARY

1- BANKING AND FUNDS/BUDGETARY ISSUES:

- **DECISION MADE ON HAVING TWO SEPARATE ACCOUNTS :**
- **SATC ACCOUNT WITH AIAA: SINCE SATC IS A SUB-SET OF AIAA.**
- **SPACEARCHITECT.ORG ACCOUNT: SINCE SPACEARCHITECT.ORG IS A MUCH BROADER COMMUNITY. (DECISION MADE ON ONE PERSON HAVING A PAYPAL ACCOUNT AND PAYING THE WEBSITE MAINTENANCE FEES THROUGH PAYPAL AND MONEY COLLECTED FROM ALL MEMBERS TO BE TRANSFERRED ON TO HIS/HER PERSONAL BANK ACCOUNT).**
- **NO MAINTENANCE FEES : NO PROFILE ON WEBSITE / NO EXTENDED PROFILE ON WEBSITE.**

2- SUB-COMMITTEES:

- CHAIRS:**(I) OUEVRE SUB-COMMITTEE: ANNETE BARNES
(II) LIAISON AND OUTREACH SUB-COMMITTEE: RENEE
(III) PROFESSIONAL PRACTICE/ EDUCATION SUB-COMMITTEE:
DONNA DUERK
(IV) SYMPOSIUM SUB-COMMITTEE: SHAHZAD KHALIGH
(V) HUMAN FACTORS SUB-COMMITTEE: SANKET NAYAK
(VI) SPACE CONSTRUCTION SUB-COMMITTEE: SILVANO
COLOMBANO

*** NOTE: CHARTERS OF ALL SUB-COMMITTEES AS PER DECIDED UPON AT THE MEETING AND AS LISTED ON THE MEETING PRESENTATION.**

3- CHARTER / GUIDELINES AND OTHER IMPORTANT NOTES:

- Marc: Everyone enlisted on the spacearchitect .org website needs to be a member of either of the organizations: AIAA, IAA, ASCE etc..
- Spacearchitect.org is a broader space architecture community and is an independent body.
- SATC is a subset of AIAA.
- When at an AIAA meeting things relevant to AIAA i.e. AIAA-SATC affairs needs to be discussed.
- When at other meetings we could discuss about our own space architect community.
- Space architecture symposium should be held every time with Space.
- Scott: Stick to ICES and support other conferences.
- Brent: We should promote Spacearchitect.org and not AIAA.
- Officers will put together a strategy and keep everyone updated regarding the same via e-mail.