

Meeting Minutes SATC

25 April 2014, Telecon meeting
UTC 2200 to 2400

Chair: Ted Hall
Vice-chair: Ondřej Doule

Attendance:

Total members: 37
Participating members: 9

Continuing members:

Anton Andonov (I)	Barbara Imhof (I)
✓ Payam Bahrami (I)	Rohan Jaguste (I)
✓ Olga Bannova (R)	Mark Kerr (R)
Donald Barker (R)	Shahzad Khaligh (R), Treasurer
Annette Barnes (R)	François Lévy (R)
Marc Cohen (R)	Renée Matossian (R)
Silvano Colombano (R)	✓ David Nixon (R)
✓ Ondřej Doule (I), Vice Chair	✓ Regina Peldszus (I)
Maria João Durão (I)	Georgi Petrov (R)
Michael Fox (R)	Raúl Pólit Casillas (I)
✓ Shai Gerner (I)	Tomáš Rousek (I)
John Gulliford (R)	Brent Sherwood (R)
Patrick Harkness (I)	Jackelynne Silva-Martinez (R)
Sandra Häuplik-Meusburger (I)	Frederick Slane (R)
Scott Howe (R)	✓ David Wong (I)
Ogbonnaya Iheukwumere (I)	

Departing members as of 1 May 2014:

Lynn Baroff (R)	✓ Ted Hall (R), Chair
Maijinn Chen (R)	✓ Päivi Jukola (I)
Donna Duerk (R)	Susmita Mohanty (I)

Observers – new members beginning 1 May 2014

Christian Carpenter (R)	Brian Pitchford (R)
Abhishek Jain (R)	Emanuel Pimenta (R)
✓ Sungwoo Lim (I)	Matthew Simon (R)
Kürşad Özdemir (I)	

Subcommittee Reports:

Construction – Raúl Pólit Casillas

- No report.

Education – Olga Bannova

- OB and Sandra Häuplik-Meusburger have submitted a successful book proposal to Springer. Springer distributed a call and they submitted a proposal that Springer accepted.
- They are referring to the brochure which helps very much.
- The target audience is architecture professionals and students.
- **The brochure requires updates; they propose annual.**

Human Factors & Design – Päivi Jukola

- PJ has been making contacts, developing exhibition themes and competition proposals with architecture schools. Since she's leaving the SATC there is some question whether there will be any continuation.

Membership – Marc Cohen

- No report.

Outreach – David Wong

- Spacearchitect.org has been hacked multiple times. Tomáš Rousek did a great job in handling the issue for quite a time. The website has been updated.
- **We need a strategy for website maintenance.** It takes a team to maintain a site.
- TWH: A. Scott Howe set up the initial website and TWH and ASH maintained it. Georgi Petrov worked on the members page for a while. Eventually, TWH was the only one maintaining the old site: Bibliography, Members, and Activities.
- Our Facebook page is performing well and has reached 1500 people. We should benefit from using it more.
- **SATC logo design competition: So far there are no submissions.** If there are insufficient submissions we can't declare a winner.

Professional & Liason – Renée Matossian

- No report.

Public Policy – Brent Sherwood

- TWH: AIAA encourages all TCs to have Public Policy subcommittees. Brent, and Marc Cohen before him, have tried to interact with the AIAA Public Policy Committee and ended in frustration. It seems that the only chance for interaction is to submit issues for Congressional Visits Day. We might also pursue an independent course of publishing whitepapers and editorials. Interested members should contact the Chair.

Terrestrial Applications – Shai Gerner

- Look at the spin-offs of NASA and get inspiration and concepts for terrestrial applications of space architecture – for example, in disaster relief.
- Currently looking for resources and interests of subcommittee members.

Space Architecture Committee on Standards – Fred Slane

- Coordination meeting set for on May 2, 2014.

Treasurer – Shahzad Khaligh

- TWH: The SATC account has about 300 USD.

2014 Conference Planning:

ICES, July 13-17, Tuscon, Arizona, USA – Ted Hall

- Although we did not solicit any for this year, we received 5 abstracts and have 3 papers in review. At least one more review is needed. Päivi Jukola volunteered.

AIAA Space Forum, August 4-7, San Diego, California, USA – Jacky Silva-Martinez

- TWH (via e-mail from JS): There are 5 sessions in the RSA track: 2 SATC paper sessions; 2 SARTC paper sessions; 1 joint poster session. 28 abstracts were received; 2 transferred; 3 rejected; leaving 23 abstracts in the RSA track.
- TWH: As part of the forum's "integration layer," SATC has a chance to use the exhibit hall stage and 50-inch plasma screen for a 30-minute coffee break. We need someone to take charge of organizing a slide show, video loop, or some other exhibition.
- TWH: All members should plan to attend the Space Forum so that the SATC can have an effective face-to-face business meeting. Members committed to travel and attend face-to-face meetings when they joined the SATC. TCs are supposed to have at least two face-to-face business meetings per year. Many TCs have full-day meetings. AIAA will provide a room and a catered meal. SATC needs to start planning.

IAC, September 29 - October 3, Toronto, Ontario, Canada – Olga Bannova, Barbara Imhof, Päivi Jukola, Regina Peldszus, Brent Sherwood, Jacky Silva-Martinez

- OB: Preparations ongoing. Space and Society, Art in Space, 2 full sessions. (Background noise made it difficult to hear.)
- RP: Session chaired by RP, BI, and JS focusing on interactive aspects of space architecture.

2015 Conference Planning:

ICES, Time and Place TBD

- TWH: ICES traditionally meets at the same time every year – the most likely dates for 2015 are July 12-16. Every fifth year (which would include 2015) it traditionally meets in Europe.
- Marc Cohen proposes to organize the Third International Space Architecture Symposium in conjunction with the next "international" ICES – in 2015, or possibly 2016.

AIAA Space Forum, August 31 - September 2, Pasadena, California, USA

IAC, Time TBD, Jerusalem, Israel

Annual Report:

- TWH: All members should review the 2013 Annual Report and Scoresheet (e-mailed December 31) and consider how to improve the SATC's performance as a Committee (not just a collection of individuals doing their own things).

SATC Administration:

- There was some discussion of TC membership limits. AIAA sets limits of 35 regular members and 15 non-regular (alumni + associate + international). The maximum TC membership of 50 derives from the sum of 35 + 15. If a TC has less than 35 regular members, it still may not have more than 15 non-regular. SATC is at its limit of 15 international members (0 alumni and 0 associate).
- Outgoing Chair Ted Hall will prepare a Procedures document to clarify processes.
- New Chair Ondřej Doule, Vice Chair David Wong, and members officially begin their terms on May 1.
- The Secretary position is open.
- Next election will be in December 2015. Everyone should consider nominating themselves.

Action Items:

Item	Management assigned to:	Due Date:	Status:
Update SA Brochure	OD	30-May-2014	In process
Fix the paypal button on spacearchitect.org website	DW, TR, TWH, ASH	ASAP	Completed
Website maintenance – strategy and workforce	DW	ASAP	Completed
AIAA SATC LOGO	DW	-	-
Space Forum stage for 30 minuts project August 4-7	?	-	-
Send an email request for how many SATC members are attending Space Forum 2014	OD	-	In process
Input for brochure, book update	OB, all SC	-	In process
Annual Report	OD	31-Dec-2014	In process

Next Meeting:

Subcommittee meetings:

- May – according to subcommittee members availability
 - o Set a one-year subcommittee goal

Next committee meeting: TBD

- Minutes submitted by: Ondřej Doule, Ted Hall
- *Minutes reviewed / approved by all participants by May 18*
- *Action items updated on May 18*
- *Minutes distributed to members(at)spacearchitect.org by OD on May 20*