

## Meeting Minutes SATC Telecon, 20 April 2018

Meeting: 19:00 UTC

Chair: David Wong  
Vice-chair: Brent Sherwood

### **Attendance:**

Current total of SATC members: 37

Invited: all

Participating members (32%): 12, pre-coordinated absence (E) 4

	Anton Andonov (I)	✓	Sungwoo Lim (I)
	Payam Bahrami (I)		Elizabeth Lockard (R)
✓	Olga Bannova (R)	E	Renée Matossian (R)
	Christian Carpenter (R)		Yash Mehta (R)
✓	Christina Ciardullo (R)		Kursad Ozdemir (I)
	Marc Cohen (R)	✓	Georgi Petrov (R)
	Silvano Colombano (R)	✓	Emanuel Pimenta (R)
	Ondřej Doule (I)		Raúl Pólit Casillas (I)
	Maria João Durão (I)		Luke Roberson (R)
	Antoine Faddoul (R)		Tomáš Rousek (I)
✓	Brand Griffin (R)	✓	Brent Sherwood (R)
	Patrick Harkness (I)		Jackelynne Silva-Martinez (R)
E	Sandra Häuplik-Meusburger (I)		Max Skuhersky (I)
✓	A. Scott Howe (R)	E	Matthew Simon (R)
	Ogbonnaya Iheukwumere (I)		David Smitherman (R)
E	Barbara Imhof (I)		Joseph Torkaman (R)
	Abhishek Jain (R)	✓	Sam Wald (R)
E	Mark Kerr (R)	✓	David Wong (I)
	François Lévy (R)	✓	Kevin Scholtes
		✓	William Hart

### Announcement:

- SATC leadership transition
  - Brent Sherwood to be SATC Chair from 1<sup>st</sup> May 2018.
  - Olga Bannova to be vice chair
- SATC member roster
  - 4 new members, 5 left. See latest roster [here](#).

### Awards

- Funding
  - Funding request approved for both professional (\$500 ) and student (\$300 ) Certificate of Merits 2018.
  - Changes to AIAA funding rules means request become more compliant to guidelines
  - Emanuel will be taking up the lead of Awards SC from Renee
- Professional Best paper selection 2018
  - Renee has been liaising directly with conference session directly.
  - paper winners decision by June, so finish paper reviews by end of May.
  - 8-10 (?) Prof. Paper nominations (were due Apr. 15) depending on whether or not some papers have all-student author teams and should be shifted to Student Paper category.
  - In need of more Best Student Paper Nominations (due May 6th).
  - Since Student Paper deadline now before ICES, can be student high-quality (conference-quality) papers that are currently written, even if have not already been presented at conference.

### Aerospace America

- Nothing to report

### SAS

- Planning update
  - Barbara leading effort - Christina Ciardullo helping
  - SAS to take place during the weekend (SAT & SUN) before IAC
  - SAT: internal SATC meeting - we want to set up the workshop in a format with good rapporteurs so that whatever they note during the session we will have as a report for the SATC. No additional work after the SAS which none will ever do. How do we achieve this? We will create templates which need to be filled in and we need to find diligent and good rapporteurs who are briefed beforehand what to write and how to write. Photos will be taken and inserted in the document right after each main session. If there is someone volunteering to polish these reports afterwards we are happy but we or I do not count on this.
  - SAT morning session: to assess what is Space Architecture “now” and where we are, by sector, country, region, what have been done recently, including theory and education.
  - SAT afternoon session: – to identify specific opportunities of what we as a discipline want to be doing, what need to be done. Where the efforts should be targeted, in what way SATC can facilitate these goals.

- SUN: public orientated event, aiming to include discussion panel with a diverse group of external speakers, public gallery possible but depending on space available. TBC
- Open question - How to engage “outsider” to participate in discussion in Space Architecture, e.g. Architect? - If we could find someone local and interesting for the panel and ask this person to promote the panel that would be easiest. However, it also depends which location we will be at.
- Barbara/Christina to follow up with email to wider group, calling for interests & support.
- David Wong offered to provide support for SAS.
- It is noted that IAC academies will run in the weekend as SAS (Barbara, Brent & Olga are IAC academy members)
- Suggestions to make the SAS an formally associated event to IAC Bremen.

### **AIAA Space Forum**

- Space 2018 –Orlando, FL, USA, 17-19 Sep 2018.
  - Sam Wald reported on effort for Space 2018 organization - 30 papers abstracts received, 7 sessions, session preparation currently on schedule.
  - Brent noted that SATC should use all opportunities available to enable members to get together. As such a SATC meeting should be planned for in association with the Space Forum.

### **IAC**

- IAC2018 – Bremen, Germany, 1-5 Oct 2018
  - Olga/Brent to co-chair the session, Barbara as rapporteur.
  - E5.1 – 50% more abstract received.
  - 29 abstract in session, session chairs advised to be extra rigorous on selection criteria due to limited space/time available.
  - one 3-hour session divided in theme
  - Theme1: “Next Step” projects + panel discussion
  - Theme2: 3D printing structure
  - Theme3: analogue projects
  - 12 accepted in the end, a balance of total number of papers vs. time allocated for each presentation.

### **ICES**

- ICES 2018 - Albuquerque, New Mexico, USA, 8-12 Jul 2018.
  - Georgi reported that François Lévy will be attending in person and chair session
  - 10 abstracts received, led to 5 manuscripts , more likely just 4 to be presented
  - Small sessions
  - Half a day for the 1 or 2 session

### **SpaceArchitect.org**

- Organization update
  - In process of reincorporate spacearchitect.org.

- New list of officers wanted – contact Brent for details
- Website update
  - Members directory updated
  - Volunteers wanted to support website operations
  - Ideas for website improvements

### Finance

- No change to SATC account
- Changes to AIAA funding rules could mean new potential opportunities (events, sponsored forum registration for invited VIP? etc.)
- More donations for spacearchitect.org appreciated.

### Other Discussions

Brent's incoming statement for his upcoming term as SATC Chair:

The first item is to thank outgoing chair David Wong for his steady hand, inclusive philosophy, and especially for acting as behind-the-scenes webmaster during his tenure. I hope that he can continue in the latter role while we identify new volunteers for both IT and webmaster leadership.

Beyond that, I want simply to share my own philosophy of how to lead a small, volunteer organization. This has a few elements that may start to shift our emphasis:

- I'm not keen on bureaucratic subcommittees for their own sake. I would rather have us operate with "clusters of interest" on productive tasks, not simply fill out a structure that AIAA recommends. Each TC is unique...ours perhaps even "more than" others.
- My approach is that a useful activity is one that has a clear goal, a written plan, a tangible product, and a committed lead person. Each member should consider what productive activity she/he is willing to lead. Our activities will emerge from our members' interests.
- I expect an increase in bilateral and small-group email traffic, as plans materialize and proceed. This will be the key management coordination tool, leading to more meaty status summaries in periodic all-TC telecons.
- Finally, we consistently organize sessions at three conferences each year. We should plan TC meetings at all of them, to take maximum advantage of F2F opportunities.

**Selected action Items (Completed items to be deleted in next minutes)**

Item	Description	Lead	Status	Deadline
AIAA SATC website	Call for volunteers to update and maintaining the AIAA SATC website	David/Brent	Done	
AIAA SATC website	Coordinate volunteers to work on upkeep/improvement of SATC websites.	David	ongoing	
Awards	liaise with Mark Whorton to understand current state of award process.	Award SC	Done	
SAS	Make announcement about the event to the wider community.	Barbara	ongoing	ASAP
Dealing with SA enquiries	Lead on process to setup system/mechanism to deal with SA enquiries	Tomas Rousek Patrick Harkness	ongoing	ASAP
ICES	Identify path to get SATC to become official co-organizer of ICES, as other AIAA TCs.	GP/SHM	ongoing	TBD
Mailing list	<del>Call out to wider community to seek advice and ideas to tackle the capacity problem</del>	<del>David</del>	superceded	TBD
Mailing list	Investigate AIAA Engage to see if it provides tools to tackle/improve existing mailing list capacity problem.	David	ongoing	TBD
SA school list – draft for website	Generate publishable list of colleges and schools providing space architecture-relevant education	Olga (Marc’s list)	Ongoing	TBD
Online SATC outreach brochure update	SATC SA online brochure requires update - <b>SATC members who wish to participate should submit inputs ASAP</b>	Ondrej, David Contribution from SATC	Ongoing	TBD
Space Construction Book	Restart/refocus space construction book for space system architects	Construction SC	Ongoing at 5%	TBD

**Next Meeting**

- **Next virtual meeting/ telecon – TBC**
- Action items updated on **4 May 2018**
- Minutes prepared by David Wong & Brent Sherwood
- Minutes reviewed / approved by all participants by **18 May, 2018**
- Minutes distributed to [members@SpaceArchitect.org](mailto:members@SpaceArchitect.org) by **25 May, 2018**