

SIGMA GAMMA TAU
NATIONAL HONOR SOCIETY FOR AEROSPACE ENGINEERING

1994 Triennial Convention Minutes

January 10-11, 1994

1. The 1994 Triennial Convention was held in conjunction with the 32nd Aerospace Sciences Meeting and Exhibit at the Reno Hilton, in Reno Nevada on January 10 and 11, 1994. Formal meetings were conducted on the evening of Monday, January 10, and the morning of January 11, 1994.

2. The meeting was called to order at 5:00 pm by the National President, Dr. John LaGraff who welcomed faculty and student delegates to the convention. Introductions of the delegates and guests followed. The following delegates were identified:

<u>Region</u>	<u>Student</u>	<u>Faculty</u>	
Northeastern	Richard Wickham MIT	Henrik Hagerup RPI	
Mid-Atlantic	David Gulick U of Va	Frederick Lutze Va. Tech.	
Great Lakes	Kendall Pierson U of Ill.	Harry Hilton U. of Ill.	
North Central	Jerry Woheltz U of Kansas	Robert Oetting* U of MO-Rolla	-
Southeastern	Adam Zaricki U of Fl.	Fred DeJarnette N.C. State	
Southwestern	Matthew Smith U of Texas	Wallace Fowler** U of Texas	
Western	Gabriel Hagerty Cal Poly (SLO)	Paul Lord Cal Poly (P)	

* Substituting for Saeed Farokhi

** Substituting for Anthony Bedford

Also in attendance were:

John LaGraff	National President	Syracuse Univ.
Stephen Batill	National Vice President	Notre Dame
Walt Haisler	Faculty	Texas A & M
Brad Homann	Student	Embry-Riddle(AZ)

It should be pointed out that Robert Oetting is the Immediate Past President of Sigma Gamma Tau.

3. Nominations for new officers were taken, discussed and voted on. The results are for the next three years, the officers are:

National President	Stephen Batill	Notre Dame
National Vice President	Frederick Lutze	Virginia Tech

4. As per tradition, the person nominated for Vice President-elect was unanimously chosen to serve as Convention Secretary.

5. Dr. LaGraff provided the delegates material which was to be presented or discussed during the convention. Included in this material was the agenda (attached) which was adopted.

6. The minutes of the January 1991 Triennial Convention were accepted and copies provided for those interested.

7. The financial report of the organization was presented and a balance sheet distributed (attached). The main features of the report were:

- a. The reserve fund greatly exceeds the amount required by the Constitution
- b. While two AIAA Scholarships were funded in 1991, only one was funded for each of the years 1992 and 1993.
- c. The biggest expense is the National Convention.
- d. Dues collected approximately balances operating budget not including Convention.

Many questions arose over budget and expenditure items which were deferred to a later discussion.

8. Finance related items were discussed and voted upon. These included:

- a. Voted to provide \$25/day for meals for up to four days for each student delegate.
- b. Voted to continue membership and paying dues to the American Council of Honor Societies.
- c. Voted to continue to pay Executive Secretary and Treasurer \$1000/year. It was also suggested that we should be paying Social Security. This will be looked into and appropriate action taken.
- d. Paul Lord moved and was seconded that the Executive committee decide whether to continue to fund an AIAA Scholarship at the level of 1 or more (or less) depending on the funds available. The decision is to be made in April for the following year.

Some discussion followed including the history of funding this scholarship over the past three years. In 1992 two were funded and in 1992 and 1993 one was funded each year due to decrease in interest rates. The motion passed. Care was to be taken that the scholarship went to a University where a Sigma Gamma Tau Chapter existed as originally planned.

Additional items discussed were:

e. Convention expenses-

i. Regional Coordinators were to send statements to President LaGraff for reimbursement. They were encouraged seek partial support from other sources if they were attending the AIAA Aerospace Sciences Meeting also.

ii. Student room expenses were picked up directly by Sigma Gamma Tau. The student delegates were asked to verify their air fares and were given the per diem voted on previously as soon as possible.

f. Audits and other financial suggestions-

i. It was suggested that an informal audit should be done periodically (yearly) by an outside party, typically another faculty member.

ii. It was suggested that a budget should be prepared on a yearly basis. One purpose for this would be to keep track of the numbers of new initiates which is expected to go down. In the meantime the fixed costs of operating Sigma Gamma Tau may rise some. A yearly budget and audit would keep the Executive committee informed as to the financial health of the organization and signal if an increase in national dues was in order. There was a consensus that these dues should not be raised unless absolutely necessary.

The new National President, Stephen Batill was to have a more detailed budget available by the Fall 1994.

9. President LaGraff reported that there were six new chapters formed since the 1991 Triennial Convention. The new chapters were:

Arizona State University

San Jose State University

Air Force Institute of Technology

Boston University

Air Force Academy

University of Washington (to be installed just after the Convention)

Unfortunately one chapter was lost when the school closed, Northrop Institute, leaving a total of 49 Chapters.

Active discussions were ongoing with U.S. Naval Academy, Princeton University, and University of California - Davis. Other possible locations to be followed up are Tuskegee University, University of Central Florida, University of Arizona, University of California - Los Angeles, and the Naval Post Graduate School. It was felt that we should continue to try and get new chapters since there are approximately 55 - 56 ABET accredited aerospace programs eligible.

10. A discussion of national dues followed which included several related topics. Of concern was the question if the present level of national dues was sufficient to continue operation of the society and provide the same services that are currently available. It was noted that the fixed costs include: The Triennial Convention, support for the Secretary-Treasurer, funding the society awards program, and pay for various copy services and mailing. The big expense was noted to be the Convention. This discussion led to questions about the purpose, format, and size of the Convention, and about possible means for reducing the cost. Highlights of this discussion are presented below:

a. Purpose - The purpose of the conference is to shape the direction of the society for the next three years and to carry out the necessary business of the Society.

b. Representation - It was felt that the current level of faculty and student representation at the meeting was probably the minimum number that could be considered representative of all the members of the Society. It was felt that at this convention the primary role of the students was to represent the student points of view at the convention and not necessarily for the purpose of bringing information back to the region or chapter level.

c. Format - The current format to have the meeting at an AIAA national meeting seemed desirable, but expensive. The possibility of a national meeting via teleconference techniques was suggested as well as the possibility of having it broken up into regional meetings or possibly some combination of these techniques.

The executive committee was charged with considering alternative forms for the Triennial Convention for the purposes of reducing costs.

11. The discussion about the National Convention led to discussion of methods for improving communication on the regional and national level. It was suggested that regional teleconferences would be appropriate to kick-off the academic year in the Fall with the regional coordinator, faculty advisors, and student officers involved. Subsequently a national teleconference amongst the regional advisors would be held to communicate the results of these regional meetings back to the national organization. Steve Batill asked if the national would be willing or able to support such activities. It was felt that this was a good idea and that the national would support it. It was suggested that the details of how to initiate these teleconferences be left to the national to organize and that the appropriate information be included in the start-up package that each chapter receives in the Fall.

A motion was made that regional coordinators organize the regional level teleconference to kick-off chapter activities for the coming three years early in the Fall semester to be followed by a national conference for the purpose of better communications at both the regional and national level. This activity to be done in the spirit of the discussion presented above. Motion passed.

12. In view of the financial considerations, Paul Lord moved that the executive committee review the costs of the Society over the past three years and if appropriate, at their discretion that the national dues be raised to an amount not to exceed \$25. Motion passed.

13. Steve Batill reported on the Society Awards Program. He distributed information concerning participation levels in each region (attached). He outlined his activities as organizer of these awards. These include selecting three judges, generally the winner of the AIAA Educator award, a Government representative, and an industrial representative. The names of the winners are sent to Aviation Week magazine and to the AIAA Aerospace America. He pointed out that publicity of this award should be promoted by the local chapters in appropriate news releases and by having the student recognized during graduation ceremonies.

14. Wallace Fowler suggested that in order to improve communication Sigma Gamma Tau should set up a computer bulletin Board. There was some discussion about its purpose and about what it would accomplish. No motion was made at this time.

The meeting adjourned at 8:00 pm.

The Triennial Convention reconvened at 9:00 am on January 11, 1994

15. President John LaGraff presented past president plaques to Robert Oetting and Wallace Fowler.

OLD BUSINESS

16. Student Roster Project - This project was originally mentioned at the last Triennial Convention. The purpose is to provide a list of names of students that are members of Sigma Gamma Tau to industries and to Aerospace Departments for the purposes of helping them recruit good students. The format is to provide information which describes Sigma Gamma Tau and the requirements for selection along with names of inductees between specified dates. It should be available by November 1, of each year in hardcopy, disk, or Email format. Students would give permission to have their names published by checking or signing an appropriate box on their SGT registration card. Information to be presented is Name, Permanent address, University, Graduation date and Degree, and Phone number. The inclusion of a discipline code was mentioned as additional information which could be provided. It was decided to move forward with this project with the first information to be available November 1, 1995. Steve Batill was assigned the task of gathering material, and getting the information out. Data is to be Obtained

from SGT registration cards supplied to National Headquarters prior to October 1st of each year and includes names of SGT students who were initiated between October 1st and October 1st of the previous year including those who would not be graduating for a few years if they desire.

17. An update of the blue Sigma Gamma Tau information folder needs to be done including adding stars on the map for the new chapters, updating the names of the officers and the new schools. Members of the Convention were requested to look over the current folder and suggest any changes that needed to be made to President LaGraff.

18. Report of Student Activities from the Various Regions

Some of these activities were done in conjunction with the local AIAA student sections (AIAA).

University of Kansas - Two plant trips, an initiation project to solicit money for the department, social functions every other Friday, and selecting outstanding sophomore and junior based on an essay with winner's names put on plaque.

University of Florida - Participate in engineering fair, tutoring, solicit for scholarship fund, and provide resume file for faculty use.

University of Texas - Review sessions for freshman introduction to aerospace engineering, Friday volleyball (AIAA), power lunch with faculty, fireside meetings with department head and other faculty members.

University of Illinois - Noontime faculty presentations of research, plant trip, and tailgate activities at football games (AIAA).

Massachusetts Institute of Technology - Course evaluations, teacher of the year, and socials (AIAA).

Embry Riddle (AZ)- Plant trips, paper airplane contests, guest speakers, and faculty member introductions (all activities with AIAA).

California Polytechnic Institute (San Luis Obispo) - Trip to Edwards AFB (AIAA), tutoring, open house, barbecue, award ceremony, and smokers (AIAA).

University of Virginia - Excellence in teaching award, and survey past graduates.

Other activities - Gripe sessions with all faculty invited (N.C. State), department histories, solicitation of alumni for helping recognize faculty teaching.

NEW BUSINESS

19. No new business

20. Drawings were made for prizes to the students which included a SGT tie, AIAA luncheon, and two AIAA receptions. The winners were:

Adam Zaricki - Tie,	Richard Wickham - Luncheon
Jerry Woheltz - Reception	Matthew Smith - Reception

The meeting was adjourned at 10:50 am

Respectfully Submitted,

Frederick H. Lutze
Convention Secretary