# Quarterly AIRRS Board Meeting (via Zoom)
# February 3, 2023 (3-4 PM EST)

**AIRSS Board Members Present**:

Alex Bakken (Board Member)
Steve Dewey (Board Member)
Michael Martin (Board Member)
Caitlin Root (Secretary/Treasurer)
Carl Tarantino (Past President)
Latha Vasudevan (President)

**Minutes Provided By**: Caitlin Root

**Agenda Items Discussed**:

1. Welcome and introduction-Latha Vasudevan
2. November 9, 2022 meeting minutes- follow up items
    - Special session – annual meeting
        - Latha submitted an abstract to have invited speaker for GAO to address the AIRRS members. She reached out to Ned Woodward, Asst. Director, Jeff Barron, Senior Analyst with GAO.
        - They would like to get RSO perspectives on disposition of materials before the annual meeting. They would like for us to solicit an audience for the zoom meeting – invite all AIRRS members to participate in this. They will provide us with a date/time and we will advertise to the AIRRS section. Latha to follow up with them to get a date/time so we can advertise ASAP & reach out through the google form to set-up an HPS Zoom.
        - HPS also need a schedule for the special session – Feb 22, 2023
2. CRSO Legacy initiatives to continue
    - Travel grant for AIRRS member.
    - Criteria to develop: Danny/Michael – Danny not on the call, but Michael talked about it a little bit. Not specifically meant for CRSO members, but for all of AIRRS. Michael to talk to Danny and get something written up for AIRRS. Nomination based? Application based? Criteria might be too specific? Might be more incentivized to apply this for nominations?
    - Travel grant for AIRRS section – open for entire section and they can apply (preference given to individual presenting paper/poster on AIRRS topic); send message about AIRRS travel grants availability and our criteria for support; Will need to lay-out criteria/ evaluation process.
    - We will need to generate an application form for travel award for individuals to fill out. Must be AIRRS member (not student); ****Michael will start form***

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    - Check mark to which section you're a member of too.
    - Attach the abstract you've submitted.
    - Once we get a draft with Danny (in the next 2 weeks) send to AIRRS board for review. Should be able to advertise in HPS News by March.
    - Can put in HPS News about it and that more info will be available in March.
- Need to provide info to HPS news about the travel grant criteria and application process.

3. Support Early Career Professionals section
    - Board decided to allocate $2500 to the Early Career Professionals Section
4. Election
    - President-elect? Unsure which positions will need to be filled.
5. Other items
    -

**Follow-Up Items:**

1. Latha will follow-up with GAO to determine time/date and set-up Zoom with HPS for AIRRS Zoom Call.
2. Michael and Danny will work on the application for AIRRS Travel Grant and selection criteria
3. Latha reach out to Early Career Section and HPS to transfer $2500 to them.

**Items Requiring Board Vote:**

1. AIRRS will allocate $2500 to the Early Career Professionals Section.

**Next Meeting**: TBD