

Langley Research Center Alumni Association

Minutes of the Board of Directors Meeting

Tuesday, July 13, 2021

Call to Order and Meeting Overview: Damodar Ambur called the July 13, 2021, Board of Directors Zoom meeting of the Langley Research Center (LaRC) Alumni Association, Inc. (LAA) to order at 1:01 PM.

Attendance: A quorum (15) of total members. voting members (and proxies) was present: Damodar Ambur, Duncan McIver, Charles Laney, Olaf Storaasli, Tony Pototzky, Bill Tennis, Dan Palumbo, Dick Hueschen, Doug Morris, Geoff Tennille, Linda Bangert, Mike Marcolini, Ray Whipple, Wayne Richie, and Manjula Ambur. The following non-voting members were also in attendance: Melanie Robinson Holman, Ex Officio LaRC liaison to the LAA; Marilyn Ogburn, Chair of the LRKC Ad-Hoc Committee; and Rick Ross, co-chair of the Website/Newsletter Committee.

President's Report: The President, Damodar Ambur, reported that some members have been absent on dues and unable to attend at least 50% of meetings, either in person or by proxy. Todd Hodges has not been responsive. Sharon Stack has only attended two meetings, but had given proxy to others and has been a paid member, in compliance with the by-laws. Todd has not been responsive and had been notified. The Board unanimously voted to remove Todd Hodges from the Board. Damodar suggested Rick Ross to replace him. Linda Bangert suggested Marilyn Ogburn. Marilyn declined because the LRKC was already taking a significant portion of her time. Dan Palumbo, as the Nominations Committee Chair, moved that Rick Ross be a LAA board member and was unanimously voted in as a board member.

Damodar nominated Rick to replace Ray Whipple as Secretary, who had previously requested to step down. Dan moved that Rick be nominated as Secretary of the LAA and he was unanimously approved by the Board.

A draft Consent and Release of Rights form was sent to all members for review. This form was put together to address a concern from a few members to obtain a written permission from members prior to publishing their photos and other material. The form was sent to Langley attorney Ken Goetzke for review as well, but he has not yet provided any feedback. Linda Bangert suggested to indicate on the form that personally identifiable information (PII) will be excluded. Dick Hueschen was concerned that information would be shared on Facebook. While not the intent, the current language would not preclude it. Olaf Storaasli stated that only "recordings" would be covered by the form as currently worded. Damodar stated that the intent was to cover the recordings and photos on the website and the newsletter. Damodar suggested that Olaf and Linda review the form and propose changes. Linda stated she is OK with the form as drafted. Melanie Robinson said she will follow up with Ken Goetzke to get the legal input.

Damodar made a motion to approve the form with changes by board members and by Ken Goetzke, if received soon. Damodar could call a special meeting, since we will not have a regular board meeting next month. The Board agreed there is no need for the form for recordings that are hosted outside of LAA, but it is needed if LAA is hosting the recordings on its website. While storing the recordings on the speaker's external website would address any legal concerns for LAA, there is the risk that LAA would lose the archive of the presentation. It was suggested that we split the release of rights between presentations and photos. The form should be signed by the presenter prior to the presentation.

Damodar will revisit the document and split it into two documents, run both through Ken, and hold a special meeting to approve the form.

Secretary's report: The Secretary, Ray Whipple, submitted minutes for approval. Damodar moved that the report be accepted, Linda seconded the motion, and it was unanimously approved.

Treasurer's Report: The Treasurer left the meeting prior to reading the report due to other commitments. Geoff Tennille referred to the Treasurer's Report given at the General Meeting, which showed a total balance in all accounts of \$13,080.03.

Programs Report: The Programs Chair, Dan Palumbo, announced that Roger Crouch has withdrawn from November presentation.

Dan stated that LAA needs to select between the four lunch vendors. 50% of the lecture and tour fees are due to the Mariners' Museum by July 27. Lunch fees for the August 10 visit to the Mariners' Museum are due on August 3. Spouses can attend the lecture and tour. Attendees will pay for meals at the lunchroom or can prepay through a Langley Federal Credit Union (LFCU) direct transfer. The tour is 90 minutes. Dan will get more information on the lecture – specifically, whether it will be seated or standing/walking. We will be viewing actual artifacts, so some walking will be involved.

There are four potential lunch vendors; LAA will need to select one. All are box lunches and need to be ordered ahead of time:

- Mariners' Café - \$12
- Divine Lunches - \$12
- Firehouse Subs - \$13
- Mission BBQ - \$15

Linda Bangert moved to select the Mariner' Café as the vendor, Rick Ross seconded, and the motion was passed by unanimous vote.

Dan also stated we need to approve the picnic venue. Damodar suggested Olde Port Cove Clubhouse in Yorktown (off Victory Blvd.); however, there are no covered areas available for an outdoor picnic. Another suggested venue is the Corner Bistro at Hampton Golf Course, owned by Donis Anders. Donis can get us a golf cart for dropping people off at the door. The estimated cost is \$15 per person. Dan moved to select the Corner Bistro for the picnic venue, Linda Bangert seconded, and the motion was passed unanimously.

The Paradise Club was previously suggested as a possible location for the holiday luncheon, with a meal choice that would need to be determined between salmon and tilapia. A suggestion was made to use the Olde Port Cove Clubhouse with catering by Donis Anders at a cost of \$35 per person. Damodar will reserve the clubhouse until a final decision has been made.

Communications Officer's Report: The Communications Officer, Dick Hueschen, reported that he will provide information on obituaries and new members to Olaf Storaasli and Rick Ross.

Membership Committee Report: The Membership Chair, Mike Marcolini, asked if there should be a discount for multiple family members. If so, should it be for couples only? Should it include multi-generational families? Would the second person be free, or get a 50% discount? How many people are we talking about? Mike will write up the options and send information out before our next meeting.

Hall of Honor Committee Report: The LAA Hall of Honor Chair, Duncan McIver, reported that the Class of '22 is on schedule. At the July 7 meeting, Julie Williams-Byrd and Fay Collier, who chair the Selection Committee, are looking at 41 candidates that were previously nominated. The next HoH meeting is July 21. Duncan is looking into using an online nomination form, and Olaf or Rick will update the website. Announcement for nominations to the 2022 class will be accepted around September 1.

LAA Website Committee Report: The Website Chair, Olaf Storaasli, reported that website working well, with 100% uptime, regular backups, and fast response times. Olaf added new information on LaRC Colloquia, upcoming events, obituaries, and new members. The website security software, Wordfence, tracks attempted attacks and showed a sudden increase to nearly 33K blocked intrusions just this month, mostly from China.

Rick Ross reported that the first LAA quarterly newsletter was published in July and that the deadline for submitting articles for the September issue will be August 10.

Rick stated that the LAA intends to hold hybrid meetings when we can return to Langley. These will combine an in-person meeting in the NACA room with a streaming WebEx virtual meeting. Melanie Robinson will provide a government laptop for recording the meetings, and will provide a NASA Box account for herself and for one or more LAA members to allow the recorded files to be transferred to a non-government computer for editing and posting.

LRKC Ad-Hoc Committee Report: The Langley Retiree Knowledge Capture (LRKC) Chair, Marilyn Ogburn, reported that on July 7 she invited about 50 LAA members to contribute lessons learned information to LaRC by responding to a request from Bart Singer. There have been meetings to collect ideas related to mentoring and providing LAA members access to their NASA "body of work."

Other topics: Damodar mentioned about LAA-Langley collaboration to Clayton Turner and David Young at a recent social event. Damodar plans to have additional discussions in the coming weeks.

Adjournment of the Board Meeting: Damodar adjourned the meeting at 2:22 PM.

Next Board Meeting: The Mariners' Museum visit will be held in lieu of the August meeting, and the picnic will be held in place of the September meeting. The next Board meeting will be held via Zoom on Tuesday, October 13, 2021 at 1:00 PM. Call-in information will be sent to members in advance of the meeting.

Respectfully submitted,

Rick Ross, LAA Secretary