

Langley Research Center Alumni Association

Minutes of the Board of Directors Meeting

Tuesday, October 12, 2021

Call to Order and Meeting Overview: Damodar Ambur called the October 12, 2021, Zoom Board of Directors meeting of the Langley Research Center (LaRC) Alumni Association, Inc. (LAA) to order at 1:07 PM.

Attendance: A quorum (16) of voting members (and proxies) was present: Damodar Ambur (plus proxy for Pete Jacobs), Geoff Tennille, Charles Laney, Bill Tennis, Duncan McIver, Dan Palumbo, Dick Hueschen, Manjula Ambur, Mike Marcolini, Linda Bangert, Ray Whipple, Tony Pototzky, Wade Morris, and Rick Ross (plus proxy for Olaf Storaasli). The following non-voting members were also in attendance: Marilyn Ogburn and Melanie Robinson.

President's Report: The President, Damodar Ambur, reported that LAA officers and bylaws committee has provided suggestions on updates to the bylaws. These suggested changes will be compiled and sent to the Board members ahead of next month's meeting for discussion and inputs.

Secretary's Report: The Secretary, Rick Ross, reported that the minutes for the Board and General Membership meetings from September 14 have been circulated to the Board members for revisions. Rick moved that the minutes be approved, and the motion was passed by unanimous vote. The minutes will be posted on the LAA website.

Programs Report: The Programs Chair, Dan Palumbo, announced that programs for 2022 are mostly planned out for the year. The incoming Programs Chair will finalize the programs for 2022.

Dan met with the caterer for the holiday luncheon, Donis Anders. The luncheon is tentatively scheduled for the second Tuesday in December (December 14) at the Olde Port Cove Clubhouse. The proposed catering services will include:

- Drink station with ice water, iced tea, and coffee
- Pre-plated salad at each seat
- Buffet line (served by the caterer) with two meats (guests can choose either or both)
 - Smoked turkey breast with pan jus citrus (alternative: creamy lemon basil chicken breast)
 - Herb baked salmon over wild rice (alternative: shrimp skewer)
 - Honey lemon glazed whole baby carrots
 - Cheese and chive mashed potatoes
 - Rolls and butter

The caterer will provide table linens (she will need to know the size), plastic plates, and real flatware. The cost will be \$35 per person, including tax and tip, for either the suggested menu items or the alternative items.

Manjula Ambur suggested the possibility of moving the luncheon to January to avoid holiday conflicts and to provide greater safety. Dan suggested addressing these as two separate issues:

if safety is a concern, cancel the December luncheon; then as a separate item, consider adding an event for January or later. Mike Marcolini, suggested that it would likely be safer to hold the event the second week in December than in January, after everyone has visited with their families. Dick Hueschen noted that we are all vaccinated, so the risk should be low. Damodar noted that the annual meeting is in January, which could burden members by having two major events in the same month.

Dan moved that we approve the menu and the catering proposal, even though there is a possibility that we may need to cancel. It was seconded and unanimously approved. If we need to cancel, Donis would need several weeks' notice. The Board decided to table the discussion regarding the safety of the event until later. Dan will get a deadline for cancellations from Donis. Dan noted that 80-90% of people will register within two weeks of when the registration opens, so we can easily estimate the number of attendees (which is expected to be around 50 participants). Dan will ask Donis for the minimum number of participants. Damodar noted that we need to give three weeks' notice to the clubhouse to receive a refund for the rental of the clubhouse. Damodar previously paid the deposit fees: \$50 for limited rental, \$200 security deposit (to be returned in full provided there are no damages), and a \$50 cleaning service fee. Geoff Tennille will reimburse Damodar for these fees after the luncheon.

Bill Tennis asked if we could get someone from the Virginia Aviation Hall of Fame to give a presentation next year. Dan said he would pass the information along to the incoming Programs Chair.

Treasurer's Report: The Treasurer, Geoff Tennille, said he would wait until receiving the new Employee Identification Number (EIN) and the letter from the IRS stating the reason for rejection before resubmitting the 501(c)3 request. The letter is expected to arrive within about four weeks.

Communications Officer's Report: The Communications Officer, Dick Hueschen, did not have anything else to add beyond what he reported in the General Membership meeting.

Nominations Committee Report: The Nominations Committee Chair, Dan Palumbo, reported that Dave Hinton is willing to serve as a Board member and that one other person expressed interest, but needed to decide based on other activities. Those who live remotely are acceptable as Board members. Dan noted that the response has been unusually poor this year. If necessary, LAA could reduce number of members at large if we are unable to recruit 15 and could reduce this requirement down to 12, but it would require an update to the bylaws. Damodar will encourage Kathy Ferrare and Mel Ferebee to serve on the Board. Dan said Geoff Tennille is willing to be the Nominating Chair for next year. Stan Cole and Steve Scotti would be good candidates; Mike Marcolini will reach out to them.

Membership Committee Report: The Membership Chair, Mike Marcolini, reported that he is delinquent in developing a plan for family memberships. Mike plans to provide a detailed explanation of the plan for the quarterly newsletter.

Hall of Honor Committee Report: The Hall of Honor (HoH) Chair, Duncan McIver, reported that he endorses Bill Tennis' suggestion on a presentation from Virginia Aviation Hall of Fame. Duncan thanked Dan Palumbo for creating the online HoH form. Five nominations have been received to date, and the committee will be considering the 40 unselected nominations from 2017 for the Class of 2022. Rick Ross updated the website to clarify there is a 500-word limit. (Technically, the system-imposed limit is 4000 characters, which is about 500 words.) Duncan stated that Kathy is doing an outstanding job on promoting HoH with AIAA and CNU lifelong

learning. Melanie has a new photo of the NACA room, after it was cleaned up, to help with promotions. Julie Williams-Byrd will call a meeting of the Selection Committee before the next HoH committee meeting on November 12.

LAA Website Committee Report: Rick Ross reported that all updates to the website have been completed. Dan Palumbo said he will send a Consent and Release of Rights form to Mia Siochi for her October presentation.

Rick reported that the deadline for submitting articles for next quarterly newsletter is November 10; please submit articles to rick.ross@verizon.net.

As an action from the September Board meeting, Rick presented a proposal developed by Kathy Ferrare, Olaf Storaasli, Doug Morris, and himself for using social media to promote awareness of the LAA. Duncan McIver had established a limited Facebook page a few years ago (<https://www.facebook.com/Langley-Alumni-Association-102755784602447>). The site has 11 members and the last post was from August 2020. The proposed approach is to re-establish and revise the Facebook page to promote awareness of, and membership in, the LAA and its activities. The page would direct potential members to the LAA website, inform viewers of upcoming LAA activities, and would protect the security and privacy of members by restricting access and moderating comments.

Dan asked how the existing page was set up, and Duncan replied that people signed themselves up. He added that if we continue with the Facebook page, he would turn control over to others to moderate the content and to protect the privacy of the members. Rick will send out the proposal to the Board members.

LRKC Ad-Hoc Committee Report: The Langley Retiree Knowledge Capture (LRKC) Chair, Marilyn Ogburn, reported that the new *Inside Langley* webpage, which replaced @LaRC, was launched last week. It is a little more complex and it allows navigation to other NASA centers. Within a year, all centers will be included. There is a NASA navigation bar, as well as a Langley navigation bar, allowing everyone to access the old Langley information. An article about the Hall of Honor nominations is featured prominently on the new *Inside Langley* page.

Langley Representative Report: The Langley Representative, Melanie Robinson, reported that retirees can contribute to the Combined Federal Campaign (CFC). She will send information to Rick and Olaf to add to the website regarding how members can contribute.

Within a month, Langley will increase onsite staffing from 25% to 50% through a phased approach. While this news is encouraging, LAA will not be able to meet onsite at this time.

New Business: None

Adjournment of the Board Meeting: Damodar adjourned the meeting at 2:02 PM.

Next Board Meeting: The next Board meeting will be a Zoom meeting on Tuesday, November 9, 2021 at 1:00 PM. Call-in information will be sent to members in advance of the meeting.

Respectfully submitted,

Rick Ross, LAA Secretary