

# **Langley Research Center Alumni Association**

## **Minutes of the Board of Directors Meeting**

### **Tuesday, November 9, 2021**

**Call to Order and Meeting Overview:** Damodar Ambur called the November 8, 2021, Zoom Board of Directors meeting of the Langley Research Center (LaRC) Alumni Association, Inc. (LAA) to order at 1:13 PM.

**Attendance:** A quorum (15) of voting members (and proxies) was present: Damodar Ambur, Jaroslaw Sobieski, Charles Laney, Olaf Storaasli, Dan Palumbo, Duncan McIver, Geoff Tennille, Linda Bangert, Wayne Richie, Manjula Ambur, Mike Marcolini, Ray Whipple, Vicki Crisp, Wade Morris, and Rick Ross, The following non-voting members were also in attendance: Melanie Robinson and Marilyn Ogburn.

**President's Report:** The President, Damodar Ambur, stated that the Honorary Lifetime Membership nominations will be discussed later in the meeting.

**Secretary's report:** The Secretary, Rick Ross, asked for a motion to approve the minutes as submitted. The motion passed unanimously by voice vote.

**Treasurer's Report:** The Treasurer, Geoff Tennille, stated he had nothing else to add.

**Communications Officer's Report:** The Communications Officer, Dick Hueschen, suggested that we test screen sharing prior to the next meeting. Some computers, notably Macs, require changes to permissions and restarting Zoom, which is impractical during a Zoom meeting.

Dick stated that information on the LAA members who passed away, including the links to the full obituaries, will be sent to Olaf Storaasli and Rick Ross for posting on the LAA website.

**Vice President/Programs Committee Report:** Dan Palumbo, the Vice President and Programs Committee Chair, stated that he has been in contact with the caterer for the LAA holiday luncheon, Donis Anders. Based on this discussion, a minimum of 40 attendees are needed to cover the cost of the luncheon. Dan will provide information to Dick Hueschen to send an email out to the LAA members to sign up for the luncheon. Payments can be made through online transfers to the LAA account at Langley Federal Credit Union or can be sent to Geoff Tennille. Damodar Ambur noted that LAA will cover cost of the rental and cleaning of the clubhouse. Dan expected there would be no problem reaching the minimum of 40 people before Thanksgiving. The cost will be \$35 per person. Olaf noted that the website will need to be updated with the sign-up information.

The luncheon will be held on December 14<sup>th</sup> at the Olde Port Cove Clubhouse, 116 Chinquapin Orchard, Yorktown, VA. We will meet at 11:30 AM and lunch will be served at 12:00 noon. The Clubhouse rules are that everyone who is unvaccinated will need to wear a mask except when eating; those who are fully vaccinated are still encouraged to wear a mask except when eating.

**By-laws Committee Report:** Linda Bangert presented the draft proposed By-Laws. Final proposed By-Laws will be presented at the Annual Meeting in January and will be voted upon by the existing Board at that time, prior to the nominations for 2022. Linda will send out the final draft of the proposed by-laws to the By-laws Committee and to Olaf Storaasli to post on the

website. After some discussion, the final proposed changes for the Draft January 2022 By-Laws are:

- Article IV, Section 2: The Executive Committee will be limited to the immediate past President and the LAA Officers. Committee Chairs will no longer be members of the Executive Committee.
- Article IV, Section 3: The Board membership will consist of the six members of the Executive Committee plus 12 to 18 Members-at-Large. (Changed from 15 to 21 Board members.) This change is being proposed because of the difficulty in recruiting new Board members.
- Article IV, Section 4: The criteria for a quorum will be clarified to include in-person or virtual attendance at business meetings.
- Article IV, Section 6: The process for filling vacancies on the Board, for either Officers or Members-at-Large, will be clarified to state that new Board member(s) will fill the unexpired term of the position(s) for the remainder of the calendar year.
- Article V, Section 3:
  - c) The duties of the Secretary are changed to include ensuring that the minutes include a list of Board members attending the Board meetings, including proxies, and ensuring that a quorum is present before a vote.
  - d) The duties of the Treasurer are clarified to include submitting a financial report for an audit (due by the end of the first quarter of the next calendar year) and changed to add maintaining a membership list with contact information (currently the responsibility of the Communications Officer).
  - e) The duties of the Communications Officer will be changed to remove the responsibility for maintaining the membership list, and to add the responsibility of documenting and sharing requests for information and support received from non-LAA sources.
- Article VI, Section 1: Improved readability by breaking this section into subsections. The criteria for a quorum at the Annual Meeting will be clarified to include in-person or virtual attendance.
- Article VI, Section 3: The duties of the Members-at-Large will be clarified to state that the Members-at-Large will have full voting rights on the Board.
- Article VII: The Website Committee will be renamed to the Website and Newsletter Committee.
- Article VII, Section 1: The process for appointing standing committee chairs will be changed to allow chairs to be selected from either the Board, or from the general membership with the approval of the Board. Standing committee chairs will be clarified to have full voting rights on the Board.
- Article VII, Section 3: The Website Committee will be renamed to the Website and Newsletter Committee, with the added responsibility to manage publications, updating and maintaining the website, and publishing periodic newsletters. Ad hoc committees will be authorized for a period of one year at a time.
- Article IX: The process for amending the by-laws will be expanded to allow amendments at a special meeting of the membership during the year, providing a quorum is present as defined in Article VI, Section 1c.

**Nominations Committee Report:** The Nominations Committee Chair, Dan Palumbo, reported that Geoff Tennille agreed to take over Nominations Committee Chair for next year. Dan stated

that two people volunteered to serve on the Board for next year, which would be a total of 12 Board members. The current Officer nominations include Dan Palumbo for President, Vicki Crisp for Vice President, Geoff Tennille for Treasurer, Rick Ross for Secretary, and Dick Hueschen for Communications Officer. To avoid any conflicts of interest, Damodar asked if Geoff would take over as the nominating chair, effective immediately, to present the nominations for new officers at the Annual Meeting. Geoff agreed and the Board approved this change.

**Membership Committee Report:** The Membership Chair, Mike Marcolini, did not have anything to share.

**Hall of Honor Committee Report:** The Hall of Honor (HoH) Chair, Duncan McIver, reported that the HoH Committee met on October 7 to review progress in key areas. The Selection Committee met on October 26; all members of the Board are urged to submit nominations before the January 14 deadline. Six nominations have been received through the online nomination form, and the 40 unselected nominations previously received will be reviewed. The website has been updated to promote nominations and will be revised to reflect a limit of 4000 characters for nominations. Kathy Ferrare updated the marketing and promotion plan, Bobby Berrier gave a presentation to the CNU LifeLong Learning Society, and the HoH is being promoted through the Virginia AeroSpace Business Association (VASBA) and the AIAA national magazine, *Aerospace America*. Dave Throckmorton developed an HoH announcement to be presented before the Sigma Series presentations. The HoH committee contacted the AIAA Hampton Roads Section for support in promoting HoH nominations.

**LAA Website Committee Report:** The Website Chair, Olaf Storaasli, reported that the number of website attacks has been reduced significantly. Olaf submitted an article for the December newsletter.

Rick Ross presented the final proposal, originally proposed by Kathy Ferrare, for using Facebook as a social media platform for promoting the LAA and its activities. The proposed usage would be to modify the existing Facebook Page, previously created by Duncan McIver, to function as a “billboard” for the LAA – equivalent to the website in that it would provide a one-way push of information, as opposed to a Facebook Group for communication among members. To protect the privacy of the members, the Page would be restricted so that only moderators can post information. The Board voted on and approved this usage of the LAA Facebook Page.

**LRKC Ad-Hoc Committee Report:** The Langley Retiree Knowledge Capture (LRKC) Chair, Marilyn Ogburn, stated that Dawn Schaible suggested that the LRKC consider working with the NASA Engineering and Safety Center (NESC) to provide projects-related mentoring to NASA. While the NESC generally works with sensitive information, some information is publicly available. Dan Yuchnovicz (NESC Chief Knowledge Officer) suggested that the LAA contact the NESC Technical Fellows for the 20 NESC Technical Discipline Teams (TDTs) to see if they wanted to add extended (non-NASA) members to their teams. The LRKC will work with him to determine how to proceed. The LRKC will meet again with Kevin Rivers on November 30. If anyone has suggestions on how we could provide mentoring through the NESC, please send an email to Marilyn. Damodar Ambur suggested sending an email to the members to determine who is interested in participating.

**New Business:** Damodar Ambur asked for nominations for LAA Honorary Lifetime Memberships. Dan Palumbo noted that many potential candidates have already purchased a lifetime membership. Damodar stated that while the nomination may not provide any financial

benefit, it provides recognition of their contributions. Damodar and Roger Ferguson, Immediate Past President, nominated Ira Abbott. Ira has been an active member of LAA for 11 years, including three years as President. During his tenure, Ira brought in several volunteers and was a member of the Hall of Honor (HoH) Committee for the Classes of 2015 and 2017. He designed and printed all 53 HoH certificates. The Board unanimously approved Ira as an Honorary Lifetime Member of LAA. Ira will be recognized at the January Annual Meeting.

**Langley Representative:** The Langley Representative, Melanie Robinson, reported that there are no updates on the status of the Center reopening. All NASA centers will participate in a NASA STEM-a-Thon on November 18. Melanie sent an email to Dick Hueschen with further details, which will be distributed to the LAA members. Please share this information with middle and high school students.

**Adjournment of the Board Meeting:** Damodar adjourned the meeting at 2:27 PM.

**Next Board Meeting:** There will not be a Board meeting in December due to the holiday luncheon. The next meeting will be the LAA Annual Meeting, held via Zoom on Tuesday, January 11, 2022 at 11:30 PM. All Board members are asked to attend as there will be a vote on the new By-Laws as well as the new Board members and Officers. Call-in information will be sent to members in advance of the meeting.

Respectfully submitted,

Rick Ross, LAA Secretary