

# Langley Research Center Alumni Association

## Minutes of the Board of Directors Meeting

### Tuesday, February 8, 2022

**Call to Order and Meeting Overview:** The President, Dan Palumbo, called the February 8, 2022, Zoom Board of Directors meeting of the Langley Research Center (LaRC) Alumni Association, Inc. (LAA) to order at 1:10 PM.

**Attendance:** A quorum (total of 17) of voting members was present: Dan Palumbo, Vicki Crisp, Geoff Tennille, Rick Ross, Dick Hueschen, Damodar Ambur, Domenic Maglieri, Duncan McIver, Ed Prior, Charles Laney, Doug Morris, Dave Hinton, Manjula Ambur, Mike Marcolini, Olaf Storaasli, Stan Cole, and Wes Goodman. The following non-voting members were also in attendance: Marilyn Ogburn, Melanie Robinson, and Dean Knudson (guest).

**President's Report:** The President, Dan Palumbo, reported that he purchased a Zoom license. Mike Marcolini motioned for the Board to reimburse Dan for his purchase, and Rick Ross seconded the motion. The motion was unanimously approved. Dan will talk to Geoff Tennille about reimbursement for this expense.

Important topics for this meeting are the financial audit, which Geoff will discuss, and the proposed future plans for the Langley Retiree Knowledge Capture (LRKC) committee, which Marilyn Ogburn will present.

**Secretary's report:** The Secretary, Rick Ross, reported that he misstated the number of Board members required for a quorum in 2022 during the January Board meeting. During that meeting, Rick stated the number for a quorum as 10, but that was based on the four Members-at-Large (MaL) for the Class of 2025. There were two additional MaLs added shortly before the meeting that were not included, which would increase the number required for a quorum by one. Also, while there are a total of 22 Board positions, four of the Officers are also current MaLs, so there are only 18 unique individuals holding these 22 positions; therefore, the correct number required for a quorum is nine Board members during 2022. Mike Marcolini asked if a quorum should be  $\frac{2}{3}$ <sup>rds</sup> of the Board members. Rick noted that the LAA By-Laws state that 50% of the Board members constitutes a quorum.

Rick asked if the previous month's general membership meeting minutes should be approved during the next general meeting. Dan Palumbo and Damodar Ambur agreed that it did not seem appropriate to approve these minutes during the general membership meeting. Since no decisions are made in the general membership meeting, the Board agreed that all minutes will be approved during the Board meeting. After some discussion, Damodar noted that the By-Laws state [in [Article IV, Section 4(b)] that the President, or an assigned designee, will present the decisions made during the previous Board meeting to the general membership. Dan said a decision will be made before next month on how these decisions will be communicated to the general membership.

Dick Hueschen made a motion to accept the minutes, Dan Palumbo seconded the motion, and it was unanimously passed. The minutes will be posted on the LAA website.

**Vice President and Programs Chair's Report:** The Programs Chair, Vicki Crisp, announced that LAA has speakers scheduled through June, the picnic in July, and the holiday luncheon in December, leaving four open months (August through November). Vicki received some suggestions from Mike Marcolini, Manjula Ambur, and others. Vicki will fill in the open slots over the next few months. Dan Palumbo thanked Linda Bangert for her suggestion on today's presentation by the Virginia Department of Transportation (VDOT) on tunnel boring for the Hampton Roads Bridge-Tunnel expansion project.

Mike asked if the video of today's meeting will be available to the general public. Rick Ross stated that the videos, including previous presentations, are posted on the LAA website, which is publicly available. Damodar stated that the LAA website is linked through the Langley website, but LaRC employees would need to visit the LAA website to even know that the videos are available. Vicki suggested posting an announcement on *Inside Langley* (the replacement for the @LaRC web page) to advertise the presentations. Melanie Robinson said she will discuss this with Peter Mount, who helps administer the *Inside Langley* web page. Marilyn Ogburn noted that the *Inside Langley* site connects to every other center's site, so the videos could be available throughout the Agency.

**Treasurer's Report:** The Treasurer, Geoff Tennille, referred to the Treasurer's Report given at the General Membership meeting and did not have anything else to report. Duncan McIver stated he provided two mugs to Kathy Ferrare and her daughter for their work on the Hall of Honor (HoH) but didn't know how these should be accounted for. Mike Marcolini moved that the LAA should approve providing these mugs for work on the HoH. Vicki Crisp seconded the motion, which was unanimously approved.

Geoff filed a new request with the IRS to determine which Employer Identification Number (EIN) to use. He noted that LAA will also need to coordinate with Langley Federal Credit Union (LFCU) so they have the correct EIN.

Geoff stated he has all the information available for the audit, but we need to determine who will perform the audit. Dan Palumbo asked for a volunteer. If nobody volunteers, we will have to pay for an audit. Geoff noted that the cost to hire someone is very expensive (around \$1,100). Dan will check to see if any of the Langley accountants would be available to do the audit. Mike said he will check with his brother's friend, who is a retired bank president and may have some contacts. Dick Hueschen asked why we are doing the audit, and Geoff replied that it is good practice and it is required by the By-Laws. Dan will contact Kathy Ferrare and ask for suggestions. Dan will also ask the general membership for volunteers, which would eliminate the need to pay for an external audit.

**Communications Officer's Report:** The Communications Officer, Dick Hueschen, stated the list of obituaries and new members will be sent to Olaf Storaasli and Rick Ross for the website.

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

**Hall of Honor Committee Report:** The Hall of Honor Chair, Duncan McIver, reported that nomination phase is complete. There were 80 total nominations, after one was withdrawn. Thanks to Dan Palumbo for developing the online nomination form, and to Kathy Ferrare and her daughter and friend, who assisted. Julie Williams-Byrd, chair of the Selection Committee, will be reporting the results to the Langley Center Director in May. Thanks to Deborah Douglas for creating secure files for distributing the nominations. The Operations Committee will be

working plans for the in-person ceremony in July. The HoH feels this should be an in-person event to properly recognize these individuals. Contingency plans will be discussed during the next HoH meeting on Thursday, February 10.

**LAA Website Committee Report:** The Website Chair, Olaf Storaasli, reported that everything is running smoothly and securely.

**LRKC Ad-Hoc Committee Report:** The Langley Retiree Knowledge Capture (LRKC) Chair, Marilyn Ogburn, reported that the committee has been operating for three years. Marilyn thanked LAA members Dan Palumbo and Wayne Richie, and Langley representative Bart Singer, for their contributions.

Marilyn presented a brief summary of the LRKC's charter and accomplishments during its three-year term. The LRKC was formed as an ad hoc committee in October 2018 to facilitate access to the knowledge and capabilities of the LAA members. The term was extended several times and is scheduled to end on February 28, 2022. During its term, the LRKC met numerous times with NASA Langley and identified seven primary knowledge services. Two of them are career mentoring and project mentoring. Additional activities include community engagement, metadata for digitized movies, lessons learned, "Ask an Alumnus," and metadata for photos.

Marilyn recommended that LAA suspend proactive LRKC-related activities until summer 2022 due to her limited availability but respond reactively as needed during the interim. LAA agreed to temporarily suspend activities until Marilyn has more time. When she is ready to continue, this would be revisited as a standing committee rather than an ad hoc committee.

Manjula Ambur thanked Marilyn for her efforts over the past years and asked if she could identify the top two areas that were most impactful and to identify two areas to focus on in the future. Marilyn stated that the most feasible are community engagement and metadata for photos because they are a continuation of what has already been done by the LAA in the past. The most impactful would be career and project mentoring, but these require the most resources and access to the Center. If Langley takes the lead on this in the future, we will have to follow their lead; if LAA takes the lead, we can be more proactive in the future.

Dan thanked Marilyn for all her work and we look forward to future work.

Mike Marcolini noted that knowledge capture is currently handled through questions and answers, but as both those asking the questions and those answering those questions get older, the younger folks don't know who to ask. Mike noted that LRKC is very important in preserving this knowledge.

Vicki Crisp will pursue Manjula's suggestion of partnering LAA members with junior LaRC employees to engage as LAA technical speakers in specific research and technology areas. This may also facilitate knowledge capture and transfer. Mike noted that it is important to capture what didn't work, not just what did work.

**New Business:** None.

**Adjournment of the Board Meeting:** Dan Palumbo adjourned the meeting at 2:24 PM.

**Next Board Meeting:** The next Board meeting will be a Zoom meeting on Tuesday, March 8, 2022, at 1:00 PM. Call-in information will be sent to members in advance of the meeting.

Respectfully submitted,  
Rick Ross, LAA Secretary