

Langley Research Center Alumni Association

Minutes of the Board of Directors Meeting

Tuesday, May 10, 2022

Call to Order and Meeting Overview: The President, Dan Palumbo, called the May 10, 2022, hybrid Board of Directors meeting of the Langley Research Center (LaRC) Alumni Association, Inc. (LAA) to order at 1:11 PM.

Attendance: A quorum (15) of voting members (and proxies) was present. Attending in person were Wes Goodman, Duncan McIver, Stan Cole, Doug Morris, Geoff Tennille, Dick Hueschen, Dave Hinton, and Rick Ross, plus non-voting members Melanie Robinson, Ricky Butler, Charlie Cockrell, and Vernon Vann. Attending virtually were Dan Palumbo, Vicki Crisp, Charles Laney, Ed Prior, Domenic Maglieri, Mike Marcolini, and Olaf Storaasli, plus non-voting member Barbara Pitts.

President's Report: The President, Dan Palumbo, asked Rick Ross to provide his thoughts on first hybrid General Membership meeting. Rick said he thought it went well and that the audio and video quality were good; the Board members present in the NACA room concurred. Mike Marcolini stated that, as a remote participant, he could hear the presenter's talk very well, but other dialog within the room was not as clear. Dan stated that it was helpful turning the Poly Studio webcam toward the speaker because remote participants could see the speaker and because it reduced room echoes/reverberation. Dan suggested that this should be included as part of the operational procedures.

Dan asked Melanie Robinson for an update on advertising LAA meetings on *Inside NASA* with Zoom links to the LAA monthly meetings. Melanie stated that she can send out invitations to the meetings but asked that potential attendees contact her for the Zoom link, rather than providing it in the announcement.

Secretary's report: The Secretary, Rick Ross, reported that the minutes have been distributed and updated for both meetings. Olaf Storaasli 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.

Rick asked that if anyone will be providing a newsletter article that hasn't yet provided it, please let Rick know so he can reserve space in the newsletter.

Additional hybrid meeting comments: Wes Goodman suggested opening the Zoom chat window so that NACA room participants can view chat messages. Wes also suggested moving the podium to the other end of the room so that it is not necessary to move the webcam. However, Dan and Mike pointed out that the audio would not be as good. Rick stated that we previously asked the conference room support staff about the possibility of moving the podium. They said that it couldn't be moved because of all the system wiring, but they could provide an additional portable podium if we need, combined with a lavalier microphone. Dan stated that we are looking into the use of an external microphone, combined with the Poly Studio's echo cancellation feature, for further audio improvements.

Vice President and Programs Chair's Report: The Programs Chair, Vicki Crisp, provided an update on the July 12th picnic, scheduled from 4:00 to 7:00 PM. Donis Anders will provide The Corner Bistro at The Hamptons Golf Course in Hampton for the event. Menu options include a pork barbeque with buns, rotisserie chicken with rolls, vegetarian wrap, cole slaw, potato salad, potato chips, and baked beans. Drinks include water and iced tea, plus a cash bar. Vicki will provide a surprise dessert. The cost will be \$20 per person. Vicki will check with Donis to see if there is a minimum number of people and when she needs the final headcount. Mike Marcolini made a motion to approve the menu, cost, and venue; the motion was seconded and passed unanimously.

Vicki encouraged everyone to visit the LAA website, which contains information about all upcoming programs for 2022. Dan Palumbo and Vicki expressed concern with not being able to post the Zoom meeting link when advertising the meeting invitations to NASA because having to go through Melanie Robinson to obtain the link is an extra step. Olaf Storaasli stated that the Zoom link is not posted on the LAA website because the website is publicly accessible. Melanie stated that the reason she needs to provide the link, rather than posting it on *Inside NASA*, is because of NASA's sensitivity with Zoom meetings, and NASA does not want to be promoting Zoom.

Treasurer's Report: The Treasurer, Geoff Tennille, stated that it has been a pleasure working with Kathy Ferrare on the audit. No discrepancies have been found, but they did identify some processes that could be improved. Kathy will be providing a final report, most likely by the next Board meeting.

Communications Officer's Report: The Communications Officer, Dick Hueschen, reported that the obituaries will be sent to Olaf Storaasli to post on the website. All, except for the one for Sam Apperson, will have a link to the full obituary. [Olaf later found and added Sam's obituary to the website.]

Membership Committee Report: The Membership Chair, Mike Marcolini, reported that he adapted an email that Geoff Tennille drafted for those members who have not paid in the past year or two and modified it to address those members who participated during their first (free) year but have never paid. Geoff pointed out that only two members received a free year in 2021 but have not paid for 2022. Mike agreed that it was unlikely that those who received a free year earlier would join at this time, but he recommended sending a final letter before removing them from the roster. Geoff recommended sending letters to those who are more recently delinquent (i.e., last paid in 2019, 2020, and 2021, with COVID likely being a major factor), with letters being increasingly emphatic for those who have been delinquent the longest. Dan Palumbo suggested adding that delinquent members could come to the picnic and pay. Mike said he would modify the letters and get the drafts out to Dick Hueschen and Geoff within the next two days.

Hall of Honor Committee Report: The Hall of Honor (HoH) Chair, Duncan McIver, reported that the Selection Committee, led by Julie Williams-Byrd, has completed their search and has selected the final honorees from the original set of nominations. These were reported to the Operations Committee and to Dan Palumbo on April 22 and will be provided to the Langley Center Director, Clayton Turner, on May 17. Melanie Robinson and Kathy Ferrare are leading plans for the Honoree Event, currently scheduled for July 14 as a hybrid event so those who are unable to attend in person from the NACA room can participate virtually. The Committee will

also provide a final report with suggested improvements for the next HoH class. Dan stated that he gave Kathy an LAA mug for her work with the audit and the HoH.

LAA Website Committee Report: The Website Chair, Olaf Storaasli, reported that the website continues to work well after one year and is secure. Olaf has updated the website with the upcoming program information that Vicki provides. The website performance during the past year has been very good and the site is being backed up. Olaf is working with Dan Palumbo to resolve issues with the larcalumni.org emails.

New Business: Dan Palumbo stated that we are currently using Rick Ross's personal laptop to conduct these hybrid meetings. Dan recommended to the Board that we purchase a laptop for the hybrid meetings. The laptop would remain at NASA so it is readily available.

Dan also suggested obtaining a telephone number, possibly using Voice over IP (VoIP). Dan uses a VoIP service called Ooma that costs \$6/month for the phone number plus \$130 for the device to connect to the Internet via Wi-Fi, plus hardware for a phone. The total cost would be around \$200 for the hardware, plus \$6/month for the phone number and service. The phone could be given to anyone to make and receive LAA calls, since several services (such as the IRS Registered Agent) require a phone number. Olaf Storaasli suggested using Google Voice, which is free, and uses a Google account, which is also free.

Dan also wants to register with Microsoft as a non-profit now that we are eligible. They offer a free Microsoft 365 web-based license for up to 100 users. This would allow us to put our documentation on the cloud, available for all Board members to access our records. The larcalumni.org emails would need to be in place before we register. Dan suggested creating a new user account to keep the larcalumni.org Office account separate from members' personal Office accounts.

Dan stated that LAA also has many paper records. Duncan McIver said they were upstairs in Building 2102 and that Melanie Robinson knew where they were located. Dan would like to scan the paper records and put them on a hard drive for archival storage.

Dan will develop a plan based on these ideas and present it at the next Board meeting.

Adjournment of the Board Meeting: Dan Palumbo adjourned the meeting at 2:01 PM.

Next Board Meeting: The next LAA Board meeting is planned to be a hybrid meeting, with as many participating from the NACA room as NASA will permit, and everyone else participating via Zoom. The meeting will be held at 1:00 PM on Tuesday, June 14, 2022. Call-in information will be sent to members in advance of the meeting, and all Board members are encouraged to attend.

Respectfully submitted,
Rick Ross, LAA Secretary