

Langley Research Center Alumni Association

Minutes of the Board of Directors Meeting

Tuesday, June 14, 2022

Call to Order and Meeting Overview: The President, Dan Palumbo, called the June 14, 2022, hybrid Board of Directors meeting of the Langley Research Center (LaRC) Alumni Association, Inc. (LAA) to order at 1:16 PM.

Attendance: A quorum (14) of voting members (and proxies) was present. Attending in person were Dan Palumbo, Rick Ross (plus proxy for Damodar Ambur), Geoff Tennille, Ed Prior, Wade Morris, Wes Goodman, and Charles Laney, plus non-voting member Melanie Robinson. Attending virtually were Dick Hueschen, Domenic Maglieri, Vicki Crisp, Duncan McIver, Mike Marcolini, and Olaf Storaasli.

President's Report: The President, Dan Palumbo, resumed the email discussion from the previous week, starting with what we need to do to register for non-profit software licenses and hardware. To recap, LAA is currently classified by the IRS as a public charity. [Per the IRS definition, this means that we perform non-profit (*charitable*) work and that our source of funds is from *public* sources such as dues and donations, rather than through a private endowment of funds; hence the term *public charity*.] After much discussion and background information provided by Geoff Tennille, the Board members concluded this classification is appropriate.

Because of this classification, we are eligible to receive discounts on products and services; however, we need a phone number, email address, and mailing address when applying for these discounts. Because officers change over time, we don't want to use personal addresses and phone numbers. We have already solved the issue with LAA email addresses through the larcalumni.org domain. For the phone number, Dan suggested Virtual Phone, which offers 100 free minutes and charges \$0.059/minute after the first 100 minutes. Olaf Storaasli suggested Google Voice. Dan noted that cannot transfer control of the phone number from one Google account to another, but we may be able to work around that by obtaining a Google account for LAA. For a mailing address, we can get a post office box for \$5/month, but we would need to decide on a locality for the PO box. In addition, applying for discounted products and services often requires a DUNS number [Dun & Bradstreet's Data Universal Numbering System], which requires a persistent mailing address and phone number. Vicki Crisp asked if NASA Langley would be willing to provide an 864 exchange number. Dan said that LAA used to have one and that Melanie will look into getting one.

Dan recommended that LAA obtain a laptop for use during the hybrid meetings. If we purchased one, it would cost around \$1,500 for the appropriate power and capacity that would be needed. Dan stated that Melanie Robinson said she would be willing to check out a loaner laptop once a month for our use during our meetings; however, this would require someone to have a PIV (Personal Identity Verification) badge to log in. It also means we would need to start using Microsoft Teams, which would also allow us to advertise the meeting link to Langley employees and contractors. One complication with using a NASA laptop is that the recordings will need to be transferred to a personal laptop. We will try this to see how it works, but it may not be ready in time for the August meeting since we would need to conduct some tests prior to the meeting. Dan noted that we are currently using Rick Ross's personal laptop and connecting through the

wireless NASA guest network, which requires being sponsored by a NASA employee and setting up a wireless account and password.

Dan suggested revamping the Website and Newsletter Committee into an IT Committee. The committee would manage and maintain hardware and software products and accounts. Dan discussed this with Rick and Olaf, and they will remain as co-chairs on the committee. However, Rick would step down as Secretary to take on the new responsibilities of the IT Committee, and we would need to fill the vacancy for the Secretary position. Rick would continue to do the newsletter, since it was not part of the duties of the Secretary. The new Secretary would need to establish persistent records of our STEM and knowledge capture activities to support our non-profit status.

Dan asked for everyone to consider these points and suggest potential alternatives. No decisions will be made at this time. Dan will pursue obtaining a new Secretary prior to the next Board meeting.

Secretary's report: The Secretary, Rick Ross, stated that we have 12 Board members present [at the time] and that 11 are needed for a quorum.

Geoff Tennille made a motion to accept the minutes. The motion was seconded and unanimously passed. The minutes will be posted on the LAA website.

Vice President and Programs Chair's Report: The Programs Chair, Vicki Crisp, stated that the Board had previously approved the menu and cost for the July picnic. There have been no changes to the menu previously provided (pork barbeque with buns, rotisserie chicken with rolls, vegetarian wrap, cole slaw, potato salad, potato chips, baked beans, water, iced tea, cash bar, and dessert). The cost is \$20 per person, based on the expectation of 40 or more attendees. Donis Anders needs a head count by July 5. Dan Palumbo will send out the registration information this coming week.

Vicki stated that all speakers for 2022 have been finalized:

- August 9 – Bobby Braun, planetary science
- September 13 – Geoff Tennille, IT security
- October 11 – Richard and Kevin Antcliffe, father and son entrepreneurs
- November 8 – Shane Dover and Jill Marlowe – how NASA adapts to missions to make them affordable
- December 13 – holiday luncheon

Vicki and Dan suggested inviting some of the local universities to attend some of the LAA programs to increase our STEM outreach.

Treasurer's Report: The Treasurer, Geoff Tennille, stated that notices were sent to LAA members who were delinquent in their payments. Many of the members responded that they had not received a previous notice. As a result of the notices, LAA has one new life membership and nine annual membership renewals (including one for two years). Geoff still has more notices to be sent out.

Communications Officer's Report: The Communications Officer, Dick Hueschen, will provide information on the obituaries to Olaf to put on the website. Dan suggested that Dick provide a list of names so it could be shown on the screen during the meeting. Rick Ross suggested that the list be put in the agenda. Dick said he would provide the list for the August meeting agenda.

Membership Committee Report: The Membership Chair, Mike Marcolini, had nothing else to report.

Hall of Honor (HoH) Committee Report: The Hall of Honor Chair, Duncan McIver, reported that the HoH Committee and Dan Palumbo met with Langley Center Director, Clayton Turner, and Deputy Director, David Young, on May 17 to present the Committee's list of recommended Honorees. After a few days of review, Clayton Turner approved the recommendations and congratulatory letters were sent to the Honorees. The list of Honorees will be announced on July 11.

The HoH Committee is planning for the Honoree event on July 14. Retired employee Kathy Barnstorff wrote the summaries of the accomplishments of the Honorees, and Rob Wyman provided photographs of the Honorees. The LAA is funding the frames for the citations plus cake and beverages for the ceremony. Deborah Douglas will provide the keynote address at the ceremony. Invitations will be sent to around 200 invitees, including LAA Board members.

Michelle Ferebee will be the Mistress of Ceremony. Bo Walkley and Julie Williams-Byrd will read the citations, and Clayton and Dan will present the citations to the Honorees. A special Hall of Honor Certificate will give to the family of Gail Langevin who was a key player in the first two classes. Bo Walkley is leading the effort to draft a final report with suggested improvements for the next HoH class.

LAA Website Committee Report: The Website Chair, Olaf Storaasli, reported that the website is up to date and individual emails are now available; contact Olaf if you would like an LAA email address.

Closing Comments: Dan Palumbo stated that including universities in the monthly presentations would satisfy his concerns about STEM and outreach to justify our classification as a public charity.

Rick Ross pointed out that we have a large treasury at present, but with the lifetime memberships we will not have as much income in the future and that LAA should not be overzealous in its spending.

Dick Hueschen asked about when we should expect to get six-month badges. Dan Palumbo said that the badges would be addressed after the HoH meeting, with six-month badges being issued in batches of 20 per month to reduce the burden on Melanie Robinson and the Badge and Pass Office.

Adjournment of the Board Meeting: Dan Palumbo adjourned the meeting at 2:16 PM.

Next Board Meeting: In lieu of the July general membership meeting, LAA will hold its annual picnic on July 12th as described above. The next LAA Board meeting will be a hybrid meeting, to be held on Tuesday, August 9, 2022 at 1:00 PM. Call-in information will be sent to members in advance of the meeting for those who are unable to attend in person in the NACA room. All Board members are encouraged to attend.

Respectfully submitted,
Rick Ross, LAA Secretary