

Langley Research Center Alumni Association

Minutes of the Board of Directors Meeting

Tuesday, August 9, 2022

Call to Order and Meeting Overview: The President, Dan Palumbo, called the August 9, 2022, hybrid Board of Directors meeting of the Langley Research Center (LaRC) Alumni Association, Inc. (LAA) to order at 1:19 PM.

Attendance: A quorum (14) of voting members (and one proxy) was present. Attending in person were Dan Palumbo, Geoff Tennille, Rick Ross, Dick Hueschen, Duncan McIver, Damodar Ambur, Manjula Ambur, and Doug Morris. Attending remotely were Mike Marcolini (plus proxy for Vicki Crisp), Olaf Storaasli, Charles Laney, Ed Prior, and Dom Maglieri. The following non-voting members were also in attendance: Melanie Robinson.

President's Report: The President, Dan Palumbo, stated that we needed an address and phone number to obtain a non-profit license for Microsoft 365. Melanie Robinson has provided us with a mailing address and is checking into obtaining a NASA phone number. Melanie said she would supply a laptop for us, but we will need to switch to Microsoft Teams.

Dan reported that we had a meeting of the Executive Committee. We decided to form an ad hoc IT Committee, chaired by Rick Ross. We plan to establish a permanent position next year, but this will require a change to the By-Laws to either establish this as a permanent committee or to address voting privileges for co-chairs. Dan stated he felt it was important for both the website and IT representatives to have voting privileges.

Since Rick will be chairing the new committee, we will need a new Secretary as soon as possible. Dan will see if he can find someone to take over the Secretary position. We now have an automated transcription capability that will help to simplify the process of preparing the minutes. The Secretary will also be responsible for saving and archiving the LAA records, either on a cloud service or a hardware network.

Secretary's report: The Secretary, Rick Ross, reported that the minutes from the previous meetings were prepared, circulated, and updated. Geoff Tennille moved to approve the minutes and Damodar Ambur seconded the motion, which was unanimously approved. The minutes will be posted on the LAA website.

Discussion on audio/video quality: Several online participants noted that it was difficult to hear people in the room unless they were located close to the microphone. The video also appeared to be blurry. They also noted that Dan Palumbo's voice was boomy and difficult to understand due to too much bass. Olaf Storaasli stated that someone had put this in the chat, but Dan Palumbo explained that we can't monitor the chat from the laptop since it is being used to project the slides, stream the video, and record the meeting. This could be solved by having a second laptop with connectivity to the network.

Vice President and Programs Chair's Report: Dan Palumbo stated that Vicki Crisp was not able to attend, so he is reporting on her behalf. The picnic was a success, thanks to Vicki's organization of the event and Donis Anders's hosting the event at The Corner Bistro. Dan will work with Vicki to have at least one more outing before the holiday luncheon.

Dan stated he would like to make our videos available to universities. Dan contacted Dave Throckmorton from NIA, but Dave did not think the students would be interested. Dave said he would provide a list of our upcoming talks and discuss this with the NIA Board of Directors. Dan added that a topic that may be of interest to university students (and potentially high school students) would be younger NASA employees discussing their experiences. This type of topic could be presented once or twice a year. Damodar Ambur suggested that Mary Sandy from the Virginia Space Grant Consortium would be an excellent resource. Melanie stated that Kim Brush from the Office of Strategic Analysis, Communication and Business Development (OSACB) would be a good contact to help with STEM engagement for high schools.

Dan also mentioned that, while we record the presentations, they are not of good quality. Rick Ross added that they are recorded in HD, but they have to be highly compressed and the resolution greatly reduced to meet our website's 100 MB file size limitation. If we can store the videos elsewhere, the videos can be of much higher quality.

Treasurer's Report: The Treasurer, Geoff Tennille, referred to the Treasurer's Report given at the General Membership meeting. Geoff stated that he provided \$1,218 to Duncan McIver for the Hall of Honor expenses. Dan suggested including a summary of the Treasurer's Report on the agenda slides so the information could be displayed.

Dan stated that we have a significant account balance at this point and that we may want to consider donating to an appropriate organization in the future, or purchasing audio equipment to help improve the sound quality of our meetings.

Communications Officer's Report: The Communications Officer, Dick Hueschen, stated that links to the full obituaries will be posted on the website.

Membership Committee Report: The Membership Chair, Mike Marcolini, stated that the family membership concept, brought up at the last meeting, is not a good idea because there are not that many that would be eligible and because it is not that expensive.

Dan Palumbo suggested that getting our meeting notices out to current NASA employees would help with recruitment for future LAA members. Melanie Robinson said that we can post the LAA meetings on Inside NASA and on the Key Activities. Dan suggested sending emails and Melanie said she would look into it. Dick Hueschen asked if employees who are about to retire receive information about LAA. Rick Ross and Dick both stated they received no information when retiring and only heard about LAA by word of mouth.

Hall of Honor (HoH) Committee Report: The Hall of Honor Chair, Duncan McIver, reported that the HoH Induction Ceremony took place on July 14 and went extremely well. Preparations were led by Melanie Robinson and Kathy Ferrare. Michelle Ferebee served as Mistress of Ceremony, Bo Walkley and Julie Williams-Byrd read the citations, Ira Abbott had prepared framed photographs of the Inductees, including the citations, and Dave Throckmorton handed the framed photographs to Clayton Turner, NASA Langley Center Director, and Dan Palumbo, LAA President who presented them to the Inductees. Duncan thanked all who helped make the event a success. A reception was provided after the ceremony, and the LAA provided cupcakes and beverages; total cost was \$1,218. Bo Walkley is leading the development of the final report to document the process and recommendations for future HoH Classes. Bo hopes to complete the report by the end of August 2022. NASA is considering a Group Achievement Award for the HoH implementation team.

LAA Website Committee Report: The Website Chair, Olaf Storaasli, reported that the website has been operational for a year and a half with no downtime. We have been posting updates in a timely manner. Olaf asked to get photos or other information from the picnic that could be posted on the website. Keeping the website current can help with recruiting new members and retaining existing members.

Dick Hueschen asked if there could be a separate menu button for obituaries and for new members, instead of the existing single button for both. Olaf said he would put the obituaries and new members on separate pages with separate menu buttons.

New Business: Damodar Ambur stated that he and Manjula would be contributing \$250 each year for three years to LAA, dedicated to supporting the AIAA Hampton Roads chapter STEM competition awards to help LAA's purpose with STEM education. This will also help to kick off LAA donations since we now have the tax-exempt status.

Adjournment of the Board Meeting: Dan Palumbo adjourned the meeting at 2:06 PM.

Next Board Meeting: The next Board meeting will be a hybrid meeting on Tuesday, September 13, 2022 at 1:00 PM. Call-in information will be sent to members in advance of the meeting.

Respectfully submitted,
Rick Ross, LAA Secretary