

LAA Board Meeting Template

03-12-2024 Langley Alumni Association Board Meeting Minutes

Call to order and Meeting Overview

Meeting was called to order at 1:09 pm

Attendance

12 members attended in person and 6 attended on-line.

In-Person

1. Kathy Ferrare
2. Rick Ross
3. Geoff Tennille
4. David Hinton
5. Charlie Cockrell
6. Dick Häuschen
7. Tony Pototsky
8. Mary DiJoseph
9. Rick Antcliff
10. Craig Ohlhorst
11. Dan Palumbo
12. Wes Goodman

ON-Line

1. Olaf Storaasli
2. Lil Richwine
3. Dominic Maglieri
4. Ray Rhew
5. George Allison
6. Stan Cole

Summary of Meeting

President's Report - Olaf Storaasli

- **Thanks BOARD & ALL OFFICERS - We're Off to Great start!**
- 2 Super talks on LaRC & NASA Future - 100+ record attendance
- Outstanding Roster of Speakers/Events - Thanks Kathy
- Membership Outlook good: "catching" new retirees (Melanie)
- LAA Treasury Healthy - many life members
- LAA & LaRC engaged: feedback/advice, brief new NASA hires
- Great March Newsletter - Thanks Rick, Kathy & Contributors
- **LAA Future looks bright!**

Vice President and Program Chair's Report - Kathy Ferrare

Upcoming Events

- Close to finalizing 2023 speakers and working on Calendar Year 2024 Program Activities
- Preliminary discussions held with NASA Langley senior managers on potential opportunities
 - New Business Topic: Survey/Questionnaire
 - Fall 2022 Poll – LAA General Meetings and Social Gatherings
 - Received from Dan Palumbo his presentation to the LAA

Secretary’s Report - Mary DiJoseph

- February 2024 Board Meeting Minutes were approved and posted to BOX
- Attendance List posted to BOX

Treasurer’s Report - Ray Rhew

- High-level Summary of last 3 years

	2021	2022	2023
Income Yearly Dues	\$665.00	\$1,220.00	\$374.00
Income Lifetime Dues	\$4,320.00	\$2,090.00	\$490.00
Income Total Dues	\$4,985.00	\$3,310.00	\$864.00
Expenses (non donations)	(\$620.24)	(\$3,095.85)	(\$74.95)
Beg. Bal	\$9,820.13	\$14,269.61	\$16,290.67
End Bal	\$14,269.61	\$16,290.67	\$14,110.09
Net	\$4,449.48	\$2,021.06	(\$2,180.58)

Budget Plan Development:

- Ideas to utilize our current funds?
- Minimum funding to keep available?
- Yearly funding goals to meet objectives?
 - a) Student activities
 - b) Scholarships
 - c) Work with Center to determine if we can help with \$ related to**

Student initiatives or other activities to maximize our impact

- Noted the decline in lifetime membership fees in 2023. ? Board member noted that the lifetime membership started in 2021, and there was an initial influx of lifetime membership applications that is NOT expected to be a continuing revenue stream.
- Noted a one time \$2500 donation in 2022 to WTKR for a program to reimburse teachers for spending their own funds on classroom supplies

Discussion: (Dan, Charlie, Kathy & Ray) Dan noted the significant decline in income in 2023. He noted a need to assess our typical or standard operational income and expenses, and plan a notional budget based on those income and expenses. Evaluate options for spending any residual funds.

Action: form a group to perform this study. Ray to send an email to the board to solicit volunteers

Communications Officer's Report

Membership Committee Report - Dave Hinton

Board members may access up-to-date roster on Box.

- DO NOT make changes to the roster on Box – any edits you make will be overwritten.
- Building an attendance tracking sheet (focus on in-person and capturing remote as able) to phase in attendance for badge renewals mid-year.
- In “retail education” phase of the badge process.
- Will need Board discussion mid-year to review experience with new membership and badge policies/processes and refine if needed.

Future:

- Record-keeping of volunteer work at NASA Langley (e.g.; FIRE focus group, HUNCH CDR) and asking members for interest in supporting. Branding advances recruiting.
- Potential to gain an Executive Sponsor within the OD (both for increasing volunteer opportunities and to address remaining badge policy issues)?
- Will begin assessing options given to date for recruiting:
- Increase LAA branding via increased NASA Langley interactions, volunteer support
- Work with Langley management to get NSSC to send brochure to annuity requesters
- Quarterly blurb in Inside Langley (formerly @LaRC)
- Send quarterly or semi-annual note to Supervisors distribution list to forward our information to retiring employees.

Discussion: capturing records volunteer activities and participants. Knowledge capture and documentation of previous activities and tools to do also in the future

Action: Richard and David to coordinate and develop a recommendation for the mechanism/tools to capture these activities, including the activity and the LAA participants

Hall of Honor Committee Report

LAA Website Committee Report - Olaf • Flawless, Secure, weekly updates & backups <\$50/yr

- Performance A-rated NASA C, LaRC D
- Worldwide Interest:
- Talks/Videos mostly US
- Not all capability used (more disk space & features)

LAA ad hoc IT Committee Report - Rick Ross

- Met with Kathy & Olaf to continue revising approach for meetings
- Successful dry run from NACA room

Old Business

Outstanding Actions:

- Review Bylaws for potential editing => simplify to an informal guidelines document (Charlie Cockrell - Feb 2024). **Charlie will have these in April/May**
- Bring to the Board a proposal for the budget, as discussed at the January 2024 Board meeting (Ray Rhew) **Follow up action given at March Meeting**
- Promote LAA with soon to be retirees
 - Melanie R met with OHCM on the question about receiving the list of those that have filled out retirement forms & inviting them to join LAA before their retirement date. (Melanie Robinson – Feb 2024)

• Previous Motions

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- January/February motions: \$1,000 donation request to the Chris Kraft exhibit (Hampton History Museum) **Charlie thinks this is OBE. Recommends a vote now**
- **Motion: Charlie proposed a motion on the \$1000 donation to Hampton History Museum for the Chris Craft Exhibit. Wes seconded the motion. Discussion of previous action (Below). Support the exhibit by promoting it on the LAA Website. Dan noted that the exhibit expenditures aren't complete yet and a donation would still be relevant. Charlie suggested that a future donation should be a new motion. Dan noted that we need more information on our 2024 budget before making future budget allocations for these types of donations. Motion was defeated unanimously.**
 - Action Response from Melanie R: Per the museum's curator, " ... an exhibit featuring Chris Kraft, his story as a local citizen, his work at the NACA and NASA LaRC, and beyond."

• **February motion:** Share our videos or making them accessible to the CNU Lifelong Learning Center (Dan P)

- Action to Dan Palumbo to talk with Bobby Berrier and return to the board for further discussion/approval
- Discussion of difficulties and wisdom of transferring the videos. How much storage needed? Quality of the videos (are they all suitable for public dissemination?)
- Question on whether/how LAA might participate in the CNU LLC activities. Need to ask Bobby Berrier. Daniel talk to Bobby (Mary – Who is Daniel? Is it Dan Palumbo? We have several Dan's. Maybe we should put first name and last initial?).

• **February motion:** Allow Dick H (Communications Officer) to only send routine correspondence to active, dues paying members

- Discussion: What constitutes “routine” and discretion to send certain emails to the full list. Routine = e.g. meeting announcements
- 3 lists: active, inactive and delinquent. Dick currently communicating only with active and inactive
- Rich Antcliff recommended a discussion of the definition of delinquent when we revisit the policy manual
- No vote was taken per our minutes

New Business

Request to send out a survey(s) to all LAA members

- Background: Several requests to send out a survey have been suggested:
 - Improving monthly meetings / what type of speakers
 - NASA Langley activities our members would like to participate in (social and work related activities)
 - How members have tackled the challenges of aging. How long do you plan on staying in your home? Do you plan to "age in place" (home care) or move to assisted living facility? What is your experience with assisted living and nursing home facilities? Regard members' experience much more reliable than most information on the web.

• Will continue discussion of this item at the next meeting. Dan Palumbo given the action to present at the April 9, 2024 Board Meeting the results of the survey that was completed in the Fall 2022 timeframe.

- Tony P. proposed a discussion for planning group trips or activities
- Are there any issues with sending surveys (i.e. number of surveys; capacity limits on our IT resources; overwhelming our membership with multiple communications)?

Adjournment of the Board Meeting

Meeting was adjourned at 2:14 pm

Next Board Meeting

Minutes of a vote shall include a concise statement of the proposition before the Board or Executive Committee, a summary of discussions to include pros and cons, those participating in the vote, including proxies, the members who called for a vote and seconded