

## **04-09–2024 Langley Alumni Association Board Meeting Minutes**

### **Call to order and Meeting Overview**

Meeting was called to order at 12:53 pm

### **Attendance**

See attached attendance list

### **Summary of Meeting**

#### **President's Report**

- **Thanks BOARD & ALL OFFICERS - 3 successful meetings!**
- **Outstanding Roster of Speakers/Events - Thanks Kathy**
- **Membership Outlook & Treasury Healthy (buoyed by Lifers)**
- **LAA & LaRC strengthening engagement: Reps & joint ventures**
- **LAA Future looks bright!**

#### **Vice President and Program Chair's Report**

- Finalized Calendar Year (CY) 2024 speakers and working on CY 2025
- Picnic Update:
  - Submitted NASA Langley form for cafeteria area.
  - New caterer was hired effective April 1, 2024.
    - Received some suggestions from LAA members. Open to more suggestions.
- **Program Activities**
  - Old Business Topic: Survey/Questionnaire on LAA Member Interest
    - Preliminary discussions held with NASA Langley senior managers on potential opportunities
    - Opening exploratory discussion with Virginia Space Grant Consortium regards supporting STEM+ initiatives
    - Interest in outside outings/field trips
    -
  - Fall 2022 Poll – LAA General Meetings and Social Gatherings
    - Received from Dan Palumbo his presentation to the LAA
    - *Dan to present at today's meeting the results.*

#### **Secretary's Report**

- March 2024 Board Meeting Minutes were approved and posted to BOX
- Attendance List posted to BOX
- 1 motion unanimously defeated (proposal to donate \$1000 to Hampton History Museum's Chris Kraft exhibit)

- 2 outstanding actions
  - Charlie Cockrell review bylaws (due April/May)
  - Dan Palumbo present results of Fall 2022 survey to Board at April meeting (continue discussion of aging in place)
- Follow up action to Ray Rhew to form a group to develop a budget proposal

### Treasurer's Report

- 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**

### Approach

- High-level Summary of last 3 years
- By-Laws – summary of goals and objectives we are targeting
  - Need to list these out to ensure we are targeting areas aligned with the LAA
- Develop categories based on by-laws and separate into discretionary and non-discretionary.
- Summarize last 3 years
- Project needs for next 5 years or at least through the next HoH – largest expenditure

### Ideas and Obligations

- Ideas to utilize our current funds?
  - a) Social events – current and prospective new members
  - b) Develop SWAG – could be future revenue stream
  - c) Education donations/activities/sponsorships
    - 1) Work with Center for possible collaboration
    - 2) Review any past donation activities
  - d) Donations to other non-profit type organizations
- Current Obligations
  - a) Yearly – \$100 for SCC and website
  - b) HoH - \$1300 (cadence?) – share with Center in future?
  - c) IT refresh (5 years?) - \$1500 (request additional donations if

needed?)

d) Reserve

	202	202	202
Income Yearly Dues	\$665.0	\$1,220.0	\$374.0
	202	202	202
Income Lifetime Dues	\$4,320.0	\$2,090.0	\$490.0
<b>Income Total Dues</b>	<b>\$4,985.0</b>	<b>\$3,310.0</b>	<b>\$864.0</b>
<b>Expenses (non</b>	<b>(\$620.2</b>	<b>(\$3,095.8</b>	<b>(\$74.9</b>
Beg. Bal	\$9,820.1	\$14,269.6	\$16,290.6
End Bal	\$14,269.6	\$16,290.6	<b>\$14,110.0</b>
Net	\$4,449.4	\$2,021.0	<b>(\$2,180.5</b>

### 3-Year Expenses

Expenses		202
<b>Non-</b>	Annual Filing Fee for Virginia SCC	\$25.0
	Hosting fee for LAA Website	\$49.9
		<b>202</b>
	Annual Filing Fee for Virginia SCC	\$25.0
	Hosting fee for LAA Website	\$49.9
	HoH: Plaques & Photos	\$754.0
	HoH: Refreshments	\$464.0
	Comm gear & computer for NACA Room	\$1,774.4
	Checkbooks & Certified Mail	\$28.4
		<b>202</b>
	Annual Filing Fee for Virginia SCC	\$25.0
	Hosting fee for LAA Website	\$49.9
	IRS fee for filing tax-exempt status	\$275.0
	VECTEC Solutions - pay off old web server	\$190.0
	Postage and stamps	\$11.0
	Shipping Expenses	\$40.4
	Reimburse D. Ambur for expense of certificates	\$28.8
		7

### Summary of Expenses Over 3 Years

Example 5 year Budget Plan					
	2024	2025	2026	2027	2028
Balance	\$14,110.09	\$13,135.09	\$12,160.09	\$11,185.09	\$10,210.09
Income	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
Dues	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
*Donations/Events	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
Expenses					
Non-Discretionary	\$1,475.00	\$1,475.00	\$1,475.00	\$1,475.00	\$1,475.00
Web Site	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
SCC	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
Social	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00
SWAG	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00
**HoH	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00
***IT	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00
Reserve	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00
Discretionary	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
Education	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
Donations	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
*Target for additional donations through one time gifts from members and/or sponsor events to raise funds (additional \$ for picnic, holiday luncheon)					
**Amount to hold onto for HoH expenses that occur every 3 to 5 years					
***Amount to hold onto for IT upgrade expenses that occur every 5 years (estimated).					

## Treasurer's Budget Plan Development

## Communications Officer's Report

### Have developed template to record outcomes of volunteer activities

- Adds Outcomes to the request log maintained by Dick Hueschen
- Intended use: documenting LAA value, conversations with senior Langley leadership, lesson learned and process improvements, potential annual summary/report
- Request feedback of outcomes for the Dave Young LIFE focus group and airspace expertise (meeting date, LAA participants, NASA feedback/outcomes/lessons learned). Kathy Ferrare provided feedback to Dave Hinton on April 3, 2024.

## Membership Committee Report

- Met w/Angela McGill for transition of badging processes. Seeking solution to Box file sharing for information exchange.
- Adding LAA to Center retirement checklist – holding for verification
- Will need Board discussion mid-summer to review experience with revised badging policies and adjust if needed.
  - 10 dropped off renewal list March + April; 2 voluntarily & 8 due to no response

- Attendance requirement is being applied leniently for first half of 2024
- Opening exploratory discussion with Virginia Space Grant Consortium regards supporting STEM+ initiatives

#### Future

- Follow up on recruiting ideas

#### Hall of Honor Committee Report

No report this month

#### LAA Website Committee Report

- **Flawless, Secure, weekly updates & backups(3)**
- [Performance A-rated](#) NASA C, LaRC D, Cost <\$50/yr
- **Worldwide Interest:**
- **Talks/Videos mostly US**
- **Room to expand** (diskspace & features)

#### LAA ad hoc IT Committee Report

- Implemented revised approach for virtual meetings at the March meeting
  - Olaf – host (remote)
  - Rick – co-host (NACA room)
  - Kathy – backup (NACA room)
- Developed proposed IT budget for Ray

#### Old Business

- **Previous Motions**
  - **February motion: Sharing our videos/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
    - **Status:** Dan spoke to someone on the **LifeLong Learning Society (LLS)** board & developed a proposal to provide a paragraph in the newsletter with links to the videos. They will bring this up at the next LLS board meeting. Someone from the LAA needs to develop the paragraph for the newsletter. CNU does not have the disk space to host the LAA's **recordings. CNU only does live-stream (does not record their presentations); newsletter is 2 pages long.**
      - Charlie suggested we need a better understanding/more details on how this would work before we proceed. Suggest writing it in the policy/procedure. What is in the proposed paragraph: links to coming live meetings? To existing recordings? How frequent is the newsletter?
      - **ACTION:** Dan to provide the template for the newsletter paragraph and procedure for placing a paragraph in the **LLS newsletter and will prepare a motion on this activity at the May Board meeting.**
    - **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; March discussion – more discussion needed on on definition of delinquent when policy manual is revisited
- *No vote was taken per our minutes*
- **Status:** Charlie put this into the policy, which we will discuss later in the meeting
- **Closed: January/February motion: \$1,000 donation request to the Cris Kraft exhibit (Hampton History Museum)**
  - 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.”
  - Closed - March 2024: Motion was defeated unanimously.
  - Side suggestion: Support the exhibit by promoting it on the LAA website.
- **Recognition ceremony for Melanie Robinson.** Kathy Ferrare presented Melanie with a mug and a gift certificate in recognition of her service to the Board.
- **Outstanding Actions:**
  - **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.
    - March 2024 Action: Dan Palumbo to present in April the results from the Fall 2022 Member poll
    - **Status:** Dan provided a presentation of the poll results:
      - Are you opposed to scheduling less frequent General Meetings? 3 yes/44 no
      - Classes of meetings/outings for consideration (& # of people): social (28); military history (26); flight-like facility tours (27); LaRC facility tours (24)
      - Suggestions for outings/social gatherings (multiple)
      - Would you consider a day trip? 26 yes/6 no (~ 8 hrs max)
      - Mode of transportation (car/bus/train)? Bus/train preferred
      - Interest in overnight trip? (8 yes/26 no)
    - **Conclusions:**
      - consider occasional social outings to complement the formal monthly meetings
      - Need someone willing to do the event planning/organization
      - Consider Holiday Party maybe as a night event instead of lunch. Comment made that some members don't drive at night.

- **Result:** Let's not survey on event interest
- **Coordinate/develop a volunteer document** to capture activities/ participants etc (Dick Heuschen/Dave Hinton – March 2024 action)
  - **Status:** Dick Heuschen (Communications Officer) will continue to send information to members on requests received for volunteer support. Dave Hinton volunteered to follow-up after the events to collect data on who attended, responsibilities, lessons learned etc.
- **Bring to the Board a proposal for the budget**, as discussed at the January 2024 Board meeting (Ray Rhew – March 2024 action)
  - Solicited volunteers for study/provided initial thoughts
  - **Status:** Ray provided overviews of the last 3 years and a notional proposed budget (see Treasurer's Report above)
- **Review the bylaws for potential editing => simplifying** into an informal guidelines document (Charlie Cockrell - Feb 2024 action/April-May timeframe)
  - **Status:** Charlie sent the proposed changes to the Board last week. One addition to bylaws to authorize a process & procedures document. Started process document with the badge policy/ procedure; added policy/process for communications with active/delinquent/previous members. Board can make changes to this document with only a board vote
  - **Request/Action:** provide feedback to Charlie on the policy & procedure document by May 1. Charlie will bring update to May meeting for discussion.
  - **Discussion** –
- **Promoting the LAA with soon to be retirees**
  - Melanie Robinson to meet with OHCM on the question about receiving the list of those that have filled out retirement forms and inviting them to join the LAA before their retirement date. (Melanie Robinson – Feb 2024)
  - HR unable to provide a list of employees that have submitted their application
  - Melanie Robinson and Dave Hinton working with Annabelle Durrand to place a statement about the LAA on the Langley check-out form.
  - On April 4, 2024, Melanie Robinson emailed Ms. Durrand with the statement. In the email it stated "If any changes are needed, please email Dave at: [davidhinton@cox.net](mailto:davidhinton@cox.net)" since she is changing jobs.
    - *Action to be closed once the update is implemented. Did not capture whether we agreed to close this action. Do we need a motion? {Kathy's thoughts - Don't think we need a motion since it was an action. We might want to wait until we hear that it has been done. I can talk to Dave Hinton about this. I adjusted the first sentence of the bullet.}*

### Adjournment of the Board Meeting

Meeting was adjourned at 2:11

**Next Board Meeting: May 14, 2024**

**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**