

## **05-14-2024 Langley Alumni Association Board Meeting Minutes**

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

Meeting called to order at 1:25 pm

### **Attendance**

Olaf Storaasli (On-line)  
Richard Hueschen  
Charles Cockrell  
Rich Antcliff  
R. Wayne Richie (on-line)  
Tony Pototzky  
Wes Goodman  
Lilian Richwine  
Kathy Ferrare  
Mary DiJoseph  
Richard Ross  
Geoff Tennille  
Craig Ohlhorst  
Stan Cole  
Dave Hinton  
Angela McGill (NASA Liaison)

### **Summary of Meeting**

**Note: no Board meetings in June or July**

### **President's Report**

**Thanks BOARD & ALL OFFICERS - 4 successful meetings!**

- **June-Tour, July-Picnic (no General/Board meetings)**
- **Outstanding Speakers/Events - Thanks Kathy**
- **Healthy Membership (233) & Treasury (\$15K)**
- **LAA + (LaRC, CNU, VSGC) joint outreach & programs**
- **Dec 10 Holiday Luncheon or Banquet (conflict with LaRC Director's Reception)?**
- **LAA Future looks bright!**

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

### **Upcoming Events**

- **Picnic Update:**
  - Working details with NASA Langley Cafeteria staff
- **Dec 10: Holiday Luncheon & Director's reception**

- Discussion: should we change our holiday party to deconflict it from the Director's reception? Center catering staff really can't support 2 events in one day
  - **Motion to change the Holiday Luncheon date proposed by Mary DiJoseph. Charles and Liliana seconded the motion. All present - virtually and on person- voted aye.**
  - **Note: we will need a follow up action to determine the new date**

### **Program Activities**

- Finalized 2024 speakers, working on 2025
- Initial discussions on future LAA opportunities:
  - NASA Langley senior managers
  - Virginia Space Grant Consortium to support STEM+ initiatives (Dave Hinton)
- Interest in outside outings/field trips
  - The Hampton Roads AIAA Section (Representative Linda Bangert (AIAA & LAA member) invites the LAA to participate in going to The Flying Proms Symphonic Airshow in Virginia Beach
    - Date: June 15, 2024
    - Cost is ~ \$55/person
      - ***Need LAA trip coordinator . Kathy will reach out to Roman Paryz to see if he will be the LAA trip coordinator***

### **Secretary's Report**

- April 9 '24 Board Meeting Minutes approved. posted to BOX & LAA Website
- Attendees List posted to BOX & LAA Website • **97** total meeting attendees: **43** in person, **54** on line.

### **Treasurer's Report**

#### **Treasurer's Budget Development Status**

- Meeting held (TEAMS) on April 17th
- Notes and actions developed
- Updated draft budget developed
- Committee on Education and Outreach formed to research areas the LAA can support
- Follow on meeting to be scheduled before June meeting to get updates on actions/ideas

### **AD Hoc Educational Committee Report**

- “One of the purposes of the LAA is to encourage and facilitate Alumni involvement in activities benefiting students from elementary school through college to increase students’ ability to succeed in educational opportunities” (Bylaws Article II)
- Hope to develop an **Educational Outreach and Engagement Plan** for LAA members to impact education & outreach in our community. i.e.
  - Increase collaboration with NASA LaRC Educational Outreach Activities, including STEM (maximize our impact)
  - Increase educational outreach activities in local schools
  - LAA Book Award to outstanding student(s) during award ceremonies at Peninsula Schools and/or New Horizon’s Governor’s School Recognition Banquet. Examples:
    - On behalf of LAA, Astronaut Charlie Camarda could award a signed copy of his recent book with a personal note inside to a student(s).
    - Books written by NASA Langley Authors could also be awarded outstanding students.
  - Create & implement a Scholarship Fund
- Welcome LAA member involvement on our committee
- If you’re interested, please email Lil Richwine at [lilianarichwine@gmail.com](mailto:lilianarichwine@gmail.com) by May 31st

### **Communications Officer’s Report**

#### **Membership Committee Report**

- Still working with Langley to set up Box collaboration space.
  - Concern about sustainability of this process, will try it
- Finished adding LAA to Center retirement checklist. Annabelle confirms it will include both CS and contractors.
- Suggesting Board discussion in August to review experience with revised badging policies and adjust if needed.
  - Roughly 5 per month are being declined for renewal
  - Attendance requirement is being applied leniently for first half of 2024
  - Will need Board concurrence at that time on level of rigor to be applied for participation and dues in arrears. It is likely that some who have “concurred” with the badge policy will not be meeting the participation threshold.
  - May need to invest effort to reset cultural expectation around the badge.
- Positive exploratory discussion with Virginia Space Grant Consortium.
- Updating the roster with information from membership applications on willingness to volunteer

#### **Hall of Honor Committee Report**

### **LAA Website Committee Report**

- Flawless, Secure, weekly updates & backups(3)
- Performance A-rated (speed structure), Cost <\$50/yr
- International Interest
- Room to Expand

### **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 (LLS) (Dan Palumbo)**
  - Discussion: Dan P. spoke to LLS board member & developed a proposal to provide a paragraph in their newsletter with links to LAA 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.
  - LAA needs a better understanding/more details on how this would work before we proceed. Suggest writing it in the policy/procedure document. What does proposed paragraph include: links to coming live meetings? To existing recordings? How frequent is the newsletter?
  - *April Action: Dan Palumbo to provide the template for the newsletter paragraph and procedure for placing a paragraph in the LLS newsletter. He will prepare a motion on this activity at the May Board meeting.*
  - *May update: get update from Dan in August*
- **February motion: Allow Dick Heuschen (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 the definition of delinquent when policy manual is revisited. No vote was taken per our minutes
  - *April Action: Charlie Cockrell to include this in the policy/procedure document.*

### **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.
- April: Dan Palumbo presented results from Fall 2022 Member poll
- Discussion: Consider occasional social outings to complement the formal monthly meetings. Need volunteers willing to do the event planning/organization. Result: Let's not survey on event interest.
- *Closed – April 2024: No survey at this time.*

### **Coordinate/develop a volunteer document** to capture activities/participants etc (Dick Heuschen/Dave Hinton – March 2024 action)

- Discussion: Dick Heuschen (Communications Officer) will continue to send information to members on requests received for volunteer support. Dave Hinton (Membership Chair) volunteered to follow-up after the events to collect data on who attended, responsibilities, lessons learned etc.
- *Closed – April 2024: Dick H. and Dave H. agree to the responsibilities.*

### **Bring to the Board a proposal for the budget**, as discussed at the January 2024 Board meeting (Ray Rhew – March 2024 action)

- Status: Ray provided overviews of the last 3 years and a notional proposed budget (see Treasurer's Report); Had Budget Development Process meeting with volunteers on April 17th.
- *Update from Ray in August*

### **Review the bylaws for potential editing => simplifying** into an informal guidelines document (Charlie Cockrell - Feb 2024 action/April-May timeframe)

- Status: Charlie requested feedback on the proposal to create a policy & procedure document along with changes to the LAA By-Laws by end of April.
- *Motion from Charlie: adopt the policy and procedure document as presented and recommend to the membership the changes to the bylaws delivered by Charlie. Seconded by Wes Goodman.* Discussion: Kathy noted that she added numerous topics to the policies and procedures document that were incomplete and will need expansion. Charlie noted that the policy and procedure document updates can be done as an amendment to the policies, which does not have to go to the full

membership for approval. Updates to the bylaws must go to the full membership for change.

- **Vote: all present, in person or on line, voted Aye**

### **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 Annabel Durrand to place a statement about the LAA on the Langley check-out form.
- Status: Melanie provided statement to Annabel. *Closed – April 2024: Per Dave Hinton, action is closed; he will check with Annabel to see if any checkout forms have been distributed with the statement on it.*

### **New Business**

#### **Adjournment of the Board Meeting**

**Motion to adjourn proposed & seconded**

**Meeting adjourned at 2:18 pm**

**Next Board Meeting:** August 13, 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**