

08-13-2024 Langley Alumni Association Board Meeting Minutes

Call to order and Meeting Overview

Meeting was called to order at 1:29 pm

Attendance

On-Line

Olaf Storaasli
George Allison
Dominic Maglieri

In-person

Ray Rhew
Dick Heuschen
R. Wayne Richie
Susan McClain
Tony Pototzky
Wes Goodman
Dan Palumbo
Richard Ross
Geoff Tennille
Stan Cole
Dave Hinton
Mary DiJoseph
George Finelli

Summary of Meeting

President's Report

Thanks BOARD & OFFICERS - 8 successful meetings!

- June-Tour/M&G, July-Picnic (no General/Board meetings)
- Outstanding Speakers/Events - Thanks Kathy
- Healthy Membership (233) & Treasury (\$15K)
- Dec 11 Holiday Party - online signup
- **LAA Future bright! => Nominating Committee: '25 Off+Bd**

Vice President and Program Chair's Report

- Program Activities

- Langley Family Day Volunteer Activity – August 16, 2024
- Finalized 2024 speakers, working on 2025
- Preliminary discussions on potential LAA opportunities:
 - Virginia Space Grant Consortium (VSGC) re support for STEM+ initiatives (Dave Hinton)
 - May have Chris Carter, Director, Virginia Space Grant Consortium speak Jan 2025 on potential opportunities.
 - NASA Langley senior managers

Secretary's Report

- May 2024 Board Meeting Minutes approved & posted to BOX
- Attendance List posted to BOX
- 2 outstanding actions
 - Update from Ray on Budget proposal this month
 - Recommend proposed bylaws changes to the membership (need a membership vote)
- 1 follow up action to determine a new date for the holiday luncheon to deconflict it with the Director's reception (**note this was closed at the General Meeting. New Holiday Party Date is Dec 11**).
- Need update from Dan on the template for the CNU Lifelong Learning Center newsletter paragraph and procedure for placing a paragraph in the LLS newsletter

Question for Board: do you want this report to include closed actions?e.g. Closed action for Dan to present the results of Fall 2022 survey to Board.Decided not to survey for event interest.

Treasurer's Report

Example 5 Year Budget Plan												
	Actual	Planned	Actual - July	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	
	2023	2024	2024	2025	2025	2026	2026	2027	2027	2028	2028	
Beginning Balance	\$16,290.67	\$14,110.09	\$14,110.09	\$14,185.09		\$14,260.09		\$14,335.09		\$12,910.09		
Ending Balance	\$14,110.09	\$14,185.09	\$16,008.59									
Income	\$959.37	\$1,100.00	\$2,223.45	\$1,100.00		\$1,100.00		\$1,100.00		\$1,100.00		
Dues	\$864.00	\$1,000.00	\$1,730.00	\$1,000.00		\$1,000.00		\$1,000.00		\$1,000.00		
Interest	\$95.37	\$100.00	\$33.95	\$100.00		\$100.00		\$100.00		\$100.00		
*Donations/Events	\$0.00	\$0.00	\$459.50	\$0.00		\$0.00		\$0.00		\$0.00		
Expenses	\$3,139.95	\$1,025.00	\$324.95									
Non-Discretionary	\$639.95	\$1,025.00	\$74.95	\$1,025.00		\$1,025.00		\$2,525.00		\$3,025.00		
Web Site	\$49.95	\$50.00	\$49.95	\$50.00		\$50.00		\$50.00		\$50.00		
SCC	\$25.00	\$25.00	\$25.00	\$25.00		\$25.00		\$25.00		\$25.00		
*Membership/New	\$565.00	\$300.00	\$0.00	\$300.00		\$300.00		\$300.00		\$300.00		
SWAG	0	\$300.00	\$0.00	\$300.00		\$300.00		\$300.00		\$300.00		
**HoH	0	\$0.00	\$0.00	\$0.00		\$0.00		\$1,500.00		\$0.00		
***IT	0	\$150.00	\$0.00	\$150.00		\$150.00		\$150.00		\$2,150.00		
Reserve	0	\$200.00	\$0.00	\$200.00		\$200.00		\$200.00		\$200.00		
Discretionary	\$2,500.00	\$0.00	\$250.00	\$0.00		\$0.00		\$0.00		\$0.00		
Education	0	\$0.00	\$0.00	\$0.00		\$0.00		\$0.00		\$0.00		
Donations	\$2,500.00	\$0.00	\$250.00	\$0.00		\$0.00		\$0.00		\$0.00		
*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 5 years												
***Amount to hold onto for IT upgrade expenses that occur every 5 years (estimated). Also, includes Vimeo starter plan.												
^For 2023 this is the holiday party and picnic carryover from 2022 when most of the funds were collected but expense occurred in 2023.												

- Net increase thru July – \$1,898.50 (dues, interest, picnic)
- Expenses - \$74.95 (\$250 was a pass thru)
- Dues - \$1,730
- In good shape to make some decisions on the discretionary Budget. Next step is to develop the plan to execute.

Communications Officer's Report

Obituaries Announced at Aug 13 Members Meeting:

1. Diane Forrest, 80
2. Ralph Eanes, Jr. 66
3. James Johnson, 80
4. Charles Woerner, 87
5. Norman Crabill, 97
6. Herbert Greene, 90
7. James Russell, 86
8. Linda Sue Booth, 70
9. William "Bill" Jones, 90
10. Melvin "Mel" Lucy, 87
11. Gary Ballard, Sr., 95
12. Bruce Conway, 81

Membership Committee Report

LAA Badge Process Update

- Policies & Processes Modified Jan 2024.
 - Improved membership vetting process ensures new members meet Bylaws eligibility criteria
 - New badge policy aligns with Agency policy & ensures members understand badge purpose & agree to comply
 - Improved badge request process ensures we only consider members in good standing who agree with badge policy
 - Began meeting attendance tracking in January.
- Time for a half-year checkup
 - Have complete 6-month renewal cycle & attendance history.

2024 Experience to date

- All existing members were run through the membership vetting process w/assistance from Melanie.
 - Data from IDMAX, personal knowledge, Langley phone books,
 - Federal Employee lookup site
 - Not all members could be validated, but they do not have or want badges. And are therefore not eligible for a badge
 - The roster records the vetting outcomes.
- No issues were encountered admitting new members
 - Low workload, has been easy to vet all to date
 - No off-nominal cases have occurred to stress the system.
 - Badging rigor markedly improved – ready for next phase.

Badge Statistics

See Dave's presentation for time-phased Table:

YTD: 98 badges expired; 89 renewals requested; 16 badges not renewed; 23 new badges requested

- NASA policies (LAPD 1600.7B, NPR 1600.4 A, NPR_2841.1)
 - Badge issuance based on affiliation and need for access.
- LAA:
 - Our written badge policy states the member agrees: “to regularly participate in LAA activities on-Center to include at least 1 LAA monthly meeting in each 6-month period” and that “badges may not be renewed if a member becomes delinquent or does not participate in LAA activities on an ongoing basis”
- Two phase implementation

- LAA Meeting attendance overview:
 - Unique Names (badge requests in 2024): 94
 - Is 40% of our 243 members yearly/life members
 - Number attending in-person in 2024 (at least once): 79
 - Hence about 15 badges out there were not needed for access first half of 2024

Experience Suggests:

- We reduced the # of outstanding badges about 15%
 - About 18% of members who have agreed to the badge policy are not meeting it
 - Some may feel entitled to a badge by being a retiree or LAA member
 - LaRC is increasingly sensitive to badging workload. It costs LaRC to process badges (workload & security posture). Some badges requested are not used, some not picked up, rework if members do not follow through the process.
 - We must respect NASA policy on purpose & use of the badge & only make requests for the purpose intended.
 - Note: July 30 LAA informed of a revised B&P policy for Visitor Badges. LaRC needs to reduce #badges requested & not picked up. You will be asked to confirm to B&P that you intend to show up. Details will be provided when known

Plans

- Include attendance history going forward when renewing activity badges (trial period complete)
- Communicate with members: add details to the Badge tab on LAA Website (e.g.; tips, use of visitor badge, reclama)
 - If inactive for 6 months, decline badge renewal & either confirm a change in participation is needed or use a Visitor Badge for LAA meetings 'til participation reestablished.
 - Reclama & return-to-active opportunity provided (e.g. otherwise active member who dealt with a family emergency).
 - Revisit the badge experience & our actions with our NASA Liaison & POC in OD.
 - Awareness of progress
 - Refine details and workflow

A Badge is a privilege!

Hall of Honor Committee Report

LAA Website Committee Report

- Flawless, Secure, frequent updates & backups
- **A-rated** (speed structure), 16 Menu items, Cost <\$50/yr
- Updated NASA Retiree Orgs (Thanks Wayne & Rick)

LAA ad hoc IT Committee Report

- Dave Hinton, et al., developed a new organizational structure for Box
- Thanks for those who submitted Newsletter articles

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 Action:** Dan was not able to attend the May meeting so moved to August.
 - **August update:** no update. Dan not clear on the intent of the action. He will poll the board members on what the content of the newsletter should be. Need a better idea on the intent of the LLS newsletter for LAA. Will provide an update to the board in September
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- **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
- **August update:** Dick is still sending emails to delinquent but not inactive members. Dick is waiting for a decision from the board. Agreed that Dick can continue on his current path. & codify in the policy & procedure document.
- **April Action:** Charlie Cockrell to include this in the policy/procedure document.
- **May motion:** Change the Holiday Luncheon due to the conflict with the Center Director's social.

- Discussion: Center Director's holiday social is on the same day as the LAA luncheon

- Motion passed to adjust our December luncheon and it was left to Olaf and Kathy to decide on a different day.

- **Decision:** Moved from Tuesday, Dec 10th to Wednesday, Dec 11th.

CLOSED

Outstanding Actions:

- 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.

- May: Ray to bring an update in August. **See notes under Treasurer's report for the August update**

- 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.

- May Motion: Adopt the policy and procedure document as presented and recommend to the membership the changes to the bylaws delivered by Charlie.

- 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.

- Motion Vote: Plan for the Policy & Procedure document Passed

- **Think we are waiting to see a final policy and procedures document?**

New Business

1. Form Nominating Committee (3) => **2028 Board(5+) & Officer Slate** by Dec 2024

President appoints the chair of the nominating committee. Chair selects the committee members. Committee members don't have to be current board members (see the bylaws)

- Susan McClain volunteered to chair the committee. Dave Hinton agreed to serve on committee

Adjournment of the Board Meeting

Meeting adjourned at 2:29 pm

Next Board Meeting

September 10, 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