

September 10, 2024

LAA Board Meeting Minutes

Call to order and Meeting Overview

Meeting was called to order at 1:10 PM

Attendance

On-Line

Olaf Storaasli
Dominic Maglieri
Dan Palumbo

In-Person

Charles Cockrell
Mary DiJoseph
Kathy Ferrare
Wes Goodman
Richard Heischen
Dave Hinton
Susan McClain
Craig Ohlhorst
Tony Pototzky
Ray Rhew
R. Wayne Richie
Richard Ross
Geoff Tennille

Summary of Meeting

President's Report

- Thanks BOARD & OFFICERS - 9 successful events!
- Great Events, 244 Members, \$16K Treasury *healthy*
- Helped NASA find "missing retirees"
- LAA Future bright: '25 Officers + '28 Bd to Nominate (Susan McClain)

Vice President's Report

Program Activities

- Working on 2025 speakers
- Investigating places to hold the Winter Luncheon

- Flight Dynamics Research Facility (FDRF) tour to be rescheduled in Nov/Dec timeframe
- Potential LAA Opportunities:
 - Introduction to Langley's OSTEM Manager via Lindsay Rogers
 - OSTEM has a variety of events they support and have a need for volunteers throughout the year

NASA Collaboration: Lindsay Rogers

Secretary's Report

- August 2024 Board Meeting Minutes approved & posted to BOX
- Attendance List posted to BOX
- 1 outstanding action
 - Recommend the proposed bylaws changes to the membership (need a membership vote)
- Note that the policies & procedures documents, which we approved for development in May, is still a work in progress *Charlie Cockrell to report*

Treasurer's Report

- August Summary
 - Organization Share \$25.00
 - Money Market Savings \$13,331.29
 - Smart Checking \$2,705.14
 - Total \$16,061.43
 - Increase of (from May): \$52.84
 - 1 yearly membership dues (multiple years)
 - Interest and picnic
- Thank you to those who have paid their dues!
- Reminder (to everyone else) to pay their dues!
- Audit underway – Yvonne Dellapenta
- Draft budget developed (no recent changes) – Education Outreach Committee input

Communications Officer's Report

In Memoriam

1. John Gustafson

Committee Reports

Membership: Dave Hinton

- Met with Lindsay Rogers (Executive Officer to the OD) on 9/4/24 to update on LAA activities, volunteering activity increase, and gain feedback on increased badge policy rigor. (Kathy Ferrare and Dave Hinton).
- Very positive meeting
 - Efforts to increase volunteer support of STEM and other center activities is highly welcome. LAA has significant expertise to lend.
 - Envisions LAA as community with NASA Langley
 - Increased badge rigor and LAA policy is well aligned with Langley. Zero changes suggested. We have increased Langley confidence in our diligence.
 - Will set up future discussion including Security to share details and explore process improvements.
- Will have future discussions with Langley around volunteer programs.
 - Please let Dave or Kathy know of your interest in STEM, mentoring, judging at student competitions, etc. We would like to build a cadre of motivated LAA members.

IT: Newsletter/Website: Rick/Olaf

- **Flawless, Secure, frequent updates & backups**
- **A-rated, Cost <\$50/yr, 16 Menu items**
- **Unique Visitors since '22:**
- **Newsletter Visitors 9/24**
- **Computer & Phone**
- Dave Hinton, et al., developed a new organizational structure for Box
- Thanks for those who submitted Newsletter articles

Educational Outreach: Lil Richwine

- “One of the purposes of the LAA is to encourage and facilitate Alumni involvement in activities benefiting students from elementary school though college to increase students 'ability to succeed in educational opportunities” (Bylaws Article II)
- We would like to develop an **Educational Outreach and Engagement Plan** that provides for the LAA and its members to impact education and outreach in the community. For instance:
 - Increased collaboration with NASA LaRC Educational Outreach Activities, including STEM (maximize our impact)
 - Increased participation in educational outreach activities in local schools

- LAA Book Award to an outstanding student(s) during award ceremonies at Peninsula Schools and/or New Horizon's Governor's School Recognition Banquet.
Examples:
 - On behalf of LAA, request that Astronaut Charlie Camarda donate a signed copy of his recent book with a personal note inside which could be given to the student(s).
 - Other books written by NASA Langley Authors could also be donated to outstanding students.
- Create and implement a Scholarship Fund
- Looking for LAA member involvement on this committee
- If you're interested, please email Lil Richwine at lilianarichwine@gmail.com by September 30th

NASA Digitized Films: Marilyn Ogburn

History:

2019: Library building collection of film reels (dated 1930s-1980s; mostly from LaRC, Wallops, and JSC) had grown to several thousand; \$143K end-of-fiscal-year funds cobbled together to finance a "transformation" proposal to digitize them

- 2019-2021: About 2,700 films digitized by a company called "Revolve"; films placed in a "Box" account; I developed and assigned subject matter categories for most of them
- 2020-2022: LAA's LRKC (Langley Retiree Knowledge Capture ad hoc committee) tracked the project's progress, with the expectation of LAA involvement at some point
- 2020-2024: Multiple repositories considered
- 2023-2024: I composed abstracts and identified metadata for some films

Status:

- All film reels have been digitized
- Much work remains to be done to define metadata for these 2,700 films
- A (hopefully) final decision has been made for the repository (see <https://exlibrisgroup.com/products/alma-library-services-platform/digital-resources>)- To be purchased in 2025- Initial entries to be made in November, 2025
- Many *videotapes* also need to be digitized

Plans Under Consideration

- Recruit more volunteers- NASA librarians- NASA subject matter consultants/experts- Other NASA employees- LAA members- Internal NASA and/or general public (possibly via "crowdsourcing")

- Prioritize and assign the work
- Make films, related documents and/or other required resources publicly available

Note: Marilyn is requesting LAA volunteers. She will provide the Board with more information on the number of people and the skills she needs.

Old/New Business

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: 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.*
 - *September update: Table this motion and replace it with one to provide a boilerplate announcement for the LLS newsletter about the LAA with a link to the online archive of our videos. Dan will create the paragraph and distribute it to a few people for comment before a board vote on the motion*
 - **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.
- *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.*
- **Outstanding Actions:**
- **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: Passed
 - *Additional Action: Updates to the policy and procedure document were provided to Charlie. He will revise and provide the board with an updated document to review.*
 - *See notes from Charlie's September 10 presentation to the board below*
 - **Was: Note: the new bylaws approved by the board in Spring 2024 will be presented to the LAA membership for an approval vote at the January 2025 Membership Meeting. Kathy will resend this newest version to the board for reference.**
 - **Revised wording: Note: Changes to the January 2024 By-Laws were proposed at the May 2024 meeting. The Board motioned/approved a new document entitled LAA Policies and Procedures. The By-Laws proposed changes will be reviewed by the members and voted on in the January 2025 Annual Meeting.**
 - *Dan Palumbo noted that we need to send the bylaws to the general membership before the annual meeting. Kathy proposed a presentation to the membership in November 2024, followed by mailing the document in December*

Charlie Cockrell Report On Policies and Procedures Document:

Policies:

Policy 1: Committees

Policy 2: Badges

Policy 3: Communications

Policy 4: Dues

Procedures

Procedure 1: Minutes

Procedure 2: Budget development & presentation

Procedure 3: Budget Approval

Procedure 4: Yearly Review

Procedure 5: Communications with Langley Liaison

Procedure 6: Tax Exempt Status

Charlie requests that the board review the latest version of the policies and procedures document and provide him with comments within 3 weeks.

Kathy requested that all board members provide inputs in their specific area of responsibility. Kathy will send the current draft to the board.

New Business

• Wes Goodman noted that "Pizza Talks" held weekly on Center with respect to LAA badges. He got verification from the Board that our LAA badge is good for us to attend the talks. Rick Ross said that he would pass on the weekly announcements of the topic to be presented that Thursday.

Adjournment of the Board Meeting

Meeting was adjourned at 2:16 pm

Next Board Meeting: November 12, 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

LAA By-Laws state:

ARTICLE IX: AMENDMENT OF THE BY-LAWS

These By-Laws may be amended by written notice of the proposed change to the Board and membership two (2) weeks prior to the Annual Meeting of the Membership or to a special meeting of the Membership during the year, at which time the change will be presented to the membership for comment. The quorum for these meetings is as defined in Article VI, Section 1c. The amendment shall be voted upon at the next Board meeting. A two-thirds vote of the Board, providing a quorum is present as defined in Article IV, Section 4(c), is necessary to ratify an amendment to the By-Laws.