

October 8, 2024 LAA Board Meeting Minutes

Call to order and Meeting Overview

Meeting was called to order at 1:17 pm

Attendance

Olaf Storaasli (on-line)
Ray Rhew
Charles Cockrell
Rich Antcliff
R. Wayne Richie
Susan McClain
Tony Pototzky
Melvin Ferebee
Wes Goodman
Kathy Ferrare
Mary DiJoseph
Geoff Tennille
Craig Ohlhorst
Dave Hinton

Other Attendees: Damodar Ambur; Manjula Ambur

Summary of Meeting

President's Report - Olaf Storaasli

- Thanks Board & Officers: LAA Healthy, 10 Successful Events
- 230 members, \$16K Treasury, *Minutes*: LarcAlumni.org
- Bylaws, '25 Officers + '28 Bd Slate (Sue/Jan '05)
- Dec 10 *Holiday Party* + Dec 5 2-4 *Director's Reception*

Vice President and Program Chair's Report - Kathy Ferrare

- **Program Activities**
- Lining up 2025 speakers
- Exploring sites for Winter Luncheon: Doing lunch for the Holiday party. Decision on venue next month
- Flight Dynamics Research Facility tour => Nov/Dec
- Potential LAA Opportunities:
- Introduction to Langley's OSTEM Manager via Lindsay Rogers
- OSTEM supports a variety of events & needs volunteers throughout the year

NASA Collaboration: Jessica Fritz and Angela McGill

Secretary's Report: Mary DiJoseph

- Sept 2024 Board Meeting Minutes approved & posted to BOX
- Attendance List posted to BOX
- 1 outstanding action
 - Recommend proposed bylaws changes to membership (members to vote at Jan 2025 Meeting)
- Note that the policies & procedures documents, which we approved for development in May, is still a work in progress

Treasurer's Report: Ray Rhew

- 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

Committee Reports

Membership: Dave Hinton

- 2 New members this past month
- **Michael Garton** who retired in 2024 from the NASA EPO with 8 years service. Michael resides in Suffolk with his spouse Karen.
- **Carol Wieseman** who retired in 2024 from the Aeroelasticity Branch with 45 years service. Carol resides in Newport News.
- Please be sure to get your name on the sign in sheet!

- Attendance is being used in screening badge renewals

IT: Newsletter/Website: Rick Ross & Olaf Storaasli

- Flawless, Secure, frequent updates+backups
 - A-rated, Cost <\$50/yr, *Contents (Menu)*
 - Unique Visits: '22-Sep 7,132 => Oct 7,370
 - Newsletter Visits 66 => 79 (90% US)
 - Computer + Phone access

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 30

NASA Digitized Films: Marlyn Ogburn

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/Sept 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.*
 - *October: Leave action open pending approval of the policies and procedures document*
- Old Business: 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
- September: Updates to the policy and procedure document were provided to Charlie. He will revise and provide the board with an updated document to review.
- September 12, 2024: Sent board updated documents and requested comments to Charlie by Sept 27th
- October update: Charlie still waiting for comments? Changes have primarily been editorial rather than content

Motion: Accept the policies & procedures document as it exists today (October 8).
Proposed by Charlie Cockrell. Seconded by Craig Ohlhorst.

Discussion: Charlie summarized the history of and rationale for the decision to separate by laws and policies and procedures document. He noted that By-Laws refer to WHAT we do and the policies refer to HOW we do it. Both are working documents and can be changed at any time by the proper procedure. By-laws changes require an approval vote by the general membership.

Dave Hinton wants to see a cross walk from old by laws to new bylaws + Policies and procedures. Noted that some of the badge policies belong to NASA, not the LAA

Motion: Dave moved that we table Charlie's motion to allow further review
Melvin seconded David's motion

Vote: All present voted to table the main motion

Comments on the policies and procedures document are due to Charlie on **OCTOBER 22**
Charlie noted that changes to the bylaws can be presented to the membership at anytime. Do not need to wait for the annual meeting. They are changed effective as of the vote, unless there is a delay stipulated in the motion.

Charlie noted that there is an existing crosswalk and redline of the 2 documents that was circulated and voted on several months ago

- **Continued: Review the bylaws for potential editing => simplifying** into an informal guidelines document (Charlie Cockrell - Feb 2024 action/April May timeframe)
- *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*
- **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.
- *August Update: Per Ray, in good shape to make some decisions on the discretionary Budget. Next step is to develop the plan to execute.*
- **Proposed Question (Wes Goodman)** – "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.
- *September Update / Additional Info: LAA reached out to organizers.*
- *The Thursday speakers are organized by NASA Langley.*
- *The AIAA organizes speakers about every other month to help Langley.*
- *Discussions are continuing.*

New Business

- **Rich Antcliff:** has there been any discussion of having food at our LAA Meetings?
- **Kathy:** need someone willing to organize it and determine the financing. Next week's pizza talk is about how to organize a pizza talk.
- **Rich:** approached by someone from the military asking about how we organize a retirement. Used to be a big deal, but it isn't anymore. Is there a formal protocol (no)? Should the LAA work with LaRC OHCM on developing a protocol?
- **Kathy:** will work with Jessica to determine what protocols currently exist and get back to the board

Adjournment of the Board Meeting

Meeting was adjourned at 2:00 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