

November 12, 2024 LAA Board Meeting Minutes

Call to order and Meeting Overview: Meeting was called to order at 1:21 PM

Attendance:

Olaf Storaasli (on-line)
Rich Antcliff
Charles Cockrell
Stan Cole
Mary DiJoseph
Kathy Ferrare
Wes Goodman
Richard Hueschen
Dave Hinton
Susan McClain
Craig Ohlhorst
Tony Pototzki
Ray Rhew (on-line)
Wayne Richie
Rick Ross
Geoff Tennille
Liliana Richwine

Summary of Meeting

President's Report

- Thanks Board & Officers: LAA Healthy, 10 Successful Events
- **230 members, \$16K Treasury**, Minutes: LarcAlumni.org
- '25 Officers + '28 Board Slate (Susan), **Bylaws & P&P**
- Dec 5 2-4 **Director's Reception**
- Dec **10 Holiday Party @ Crab Shack, Newport News**

IT Committee - Rick

- * Continue :LAA \Box structure discussions & updates
 - * Many new record uploads
- * Rapidly approaching Vimeo upload limits
 - * 2 uploads/month, 25 lifetime total
- * Vimeo Options (Need to make decision soon)
- * Reminder: newsletter article submissions past due - please let Rick know ASAP if you plan to submit na article

Vice President and Program Chair's Report

- Program Activities
- Continuing to line up Calendar Year 2025 speakers
- LAA Winter Luncheon: **December 10, 2025 (Tuesday)**
- Crab Shack on the James

- RSVP due December 2nd
- Crab Shack will work with us on menu if >60 people
- Flight Dynamics Research Facility (FDRF)
- Tour rescheduled to **December 12, 2024**

December 5, 2024 (Thursday): Center Director's Social

- 2:00 pm – 4:00 pm / Bldg 2102 (Reid Center): **NOTE DATE CHANGE**
- **Looking for 2 LAA members for each hour of the reception to staff the table to solicit new LAA members. Contact Kathy**
 - **Olaf volunteered to staff the table**

Secretary's Report

- Oct 2024 Board Minutes approved & posted to BOX & LAA Website
- Attendance List posted to BOX & LAA Website
- Note: Policies & Procedures documents, approved for development in May, to be discussed during this meeting

Treasurer's Report

- October Summary
- Organization Share \$25.00
- Money Market Savings \$13,335.73
- Smart Checking \$2,805.14
- Total \$16,165.87
- Increase of (from August): \$1.70
 - Interest
- Audit complete – a big thank you to Yvonne Dellapenta
- Developed list of improvements to implement mainly regarding file management/organization

Membership Committee Report

- Met with Security Chief Bright (Executive Officer to the OD) on 10/24/24 to update on LAA activities, badging policies, and resolve policy and workflow questions. (Kathy Ferrare and Dave Hinton).
- Very positive meeting
 - Gained clarity on use of Activity Badge vs. Visitor Badge – relaxed request to use visitor badges for other functions, with caveats.
- Updated badge policy is now active and on our web site.
- May have additional discussions around workflow – processing after submitting names provides little feedback for use in keeping members informed. May or may not have options to improve.
- Recommend continuing dialog with security for changing policy and workflow

details.

- Worked with Kathy/Ray/Dick to refine details of the P&P and terminology to best facilitate our responsibilities and clarify terms.
- Have opportunities for volunteering
 - HUNCH
 - Table at Director's Social

Communications Officer's Report

Old Business - Previous Motions

- **February motion:** Sharing our LAA 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.
- 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
- Nov update: Dan created the paragraph:

NASA Presentations Available for Viewing

The NASA Langley Alumni Association (LAA) holds monthly meetings at which invited speakers present material covering a wide variety of topics.

As you might expect, many of the talks are overviews of NASA programs ranging from NASA's current Artemis lunar expedition to the X-59 reduced sonic boom flight test. The remainder of the talks address the outside interests of the retirees such as the Master Gardeners organization, members' travel experiences and Yoga. Videos of these talks are available for viewing on the LAA website on the EVENTS page (<https://larcalumni.org/21-events/>). If you have any questions or comments contact Dan Palumbo (dlpalumbo@larcalumni.org).

November Motion: **Olaf made a motion to allow the notification to the CNU that the LAA videos are available on line. Charles Cockrell seconded the motion. Motion was approved all in attendance.** Dan Palumbo will wordsmith the notification/announcement. **Believe that this CLOSES the February 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-Oct 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.
- Nov Update: Closed Action - See New Business - New Policies and Procedures document provides guidance and definitions Dick was requesting.

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
 - 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
 - See New Business
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- 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.
 - Oct Update: Per Ray, overall budget is good; want to refine discretionary budget. Keep action. Will discuss with Lil Richwhine.
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- Pizza Talk Invite/Pizza at Board Meetings 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 NASA Langley.
 - The Thursday speakers are organized by NASA Langley.
 - The AIAA organizes speakers about every other month to help Langley.
 - Discussions are continuing.
 - Oct Update: Pizza Talk on Oct 10th was to discuss how it is organized.

Wes might attend.

- Retirement Protocol Question (Rich Antcliff) – What is the protocol policy that NASA follows for retirements (album, certificates, party)? Should the LAA have one?
- Nov Update: Contacted NASA Langley for information

New Business

- Potential Motion:
 - Tabled Policies and Procedures Document
 - Charlie Cockrell
- Potential Motion:
 - Revised Policies & Procedures Document sent to LAA Board on November 2nd from Olaf
 - Kathy Ferrare

Motion 1: Charlie Cockrell moved to take the motion on policies & by-laws from the table. Motion was approved by all present.

Motion 2: substitute the red lined version of the P&P document that Kathy mailed out to everyone a week or so earlier for the one that we just adopted and replace it with Kathy's version. Motion seconded by Olaf. Motion was Approved by all present.

Note: Craig commented on spelling errors. Charlie replied that spelling corrections could be handled by administrative actions without a vote. Kathy will accept all the changes in the red-lined version we just approved and send a clean copy out along with the red-lined By-Laws.

Adjournment of the Board Meeting

Next Board Meeting

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