Langley Alumni Association (LAA) Board Meeting
Tuesday, February 11, 2025

2025 LAA Officers

President: Kathy Ferrare (757 880-8676)
Vice-President and Programs: Charlie Dunton (757 876-1830)
Secretary: Mary DiJoseph (757 217-5511)
Treasurer: Ray Rhew (757 880-5817)
Communications Officer: Richard Hueschen (757 868-6453)

2025 Committee Chairs and Other Officials

Membership Committee: Dave Hinton
Nominating Committee: Susan McClain
Hall of Honor Committee: Vacant
Website and Newsletter Committee: Olaf Storaasli & Rick Ross
IT Committee: Roman Paryz
Langley Representative: Jessica Friz & Angela McGill
Immediate Past President: Olaf Storaasli
Registered Agent: Geoff Tennille

Board Members-at-Large By Class

2026	2027	2028
George Allison	Rich Antcliff	Mark Ballin
Charles Cockrell	Mary DiJoseph	Charlie Dunton
Kathy Ferrare	Susan McClain	Odilyn Luck
George Finelli	Craig Ohlhorst	Roman Paryz
R. Wayne Richie	Tony Pototzky	Liliana Richwine
	Ray Rhew	Eric Rissling
	Geoffrey Tennille	

LAA Board Meeting – February 11, 2025

1:00 PM to 2:00 PM

- **Call To Order & President's Report:** Kathy Ferrare
- **Vice President's Report:** Charlie Dunton – Upcoming Programs
- **Secretary's Report:** Mary DiJoseph – Approval of Meetings Minutes
- **Committee Reports:**
  - **Membership**: Dave Hinton
  - **Website & Newsletter:** Rick Ross
  - **IT:** Roman Paryz
- **Old/New Business:** Kathy Ferrare
- **Next Meeting:** March 11, 2025 (after General Mtg)
- **Adjourn**

President Report - Kathy

- **Productive transition is continuing!**
- **2024 Annual Report – please spread the word about LAA**
- **March 2025 Newsletter articles are due February 14th**
  - *Please think about submitting an article*
    - *Short or long articles – all are welcome!*
    - *Work related or personal experiences*

VP Report - Charlie

- **Program Activities**
  - Continuing to line up Calendar Year 2025 speakers

  - **Flight Dynamics Research Facility (FDRF)**
    - Tour to be rescheduled to April/May 2025

Secretary Report - Mary DiJoseph

- **January 2025 Board Meeting Minutes were approved and posted to Box**
- **Attendance list posted to Box**
- **Significant Motions & Actions:**
  - **Motion: Approve the December 2024 by-laws.**
  - **Vote: By-laws approved unanimously by those present, both in-person and on-line.**
  - **Motion: Approve the 2025 Officer's Slate**
  - **Vote: Unanimously approved by all present**
  - **ACTION: Rich Antcliff offered to investigate the possibility of an organizational YouTube account and report back to the board in February**

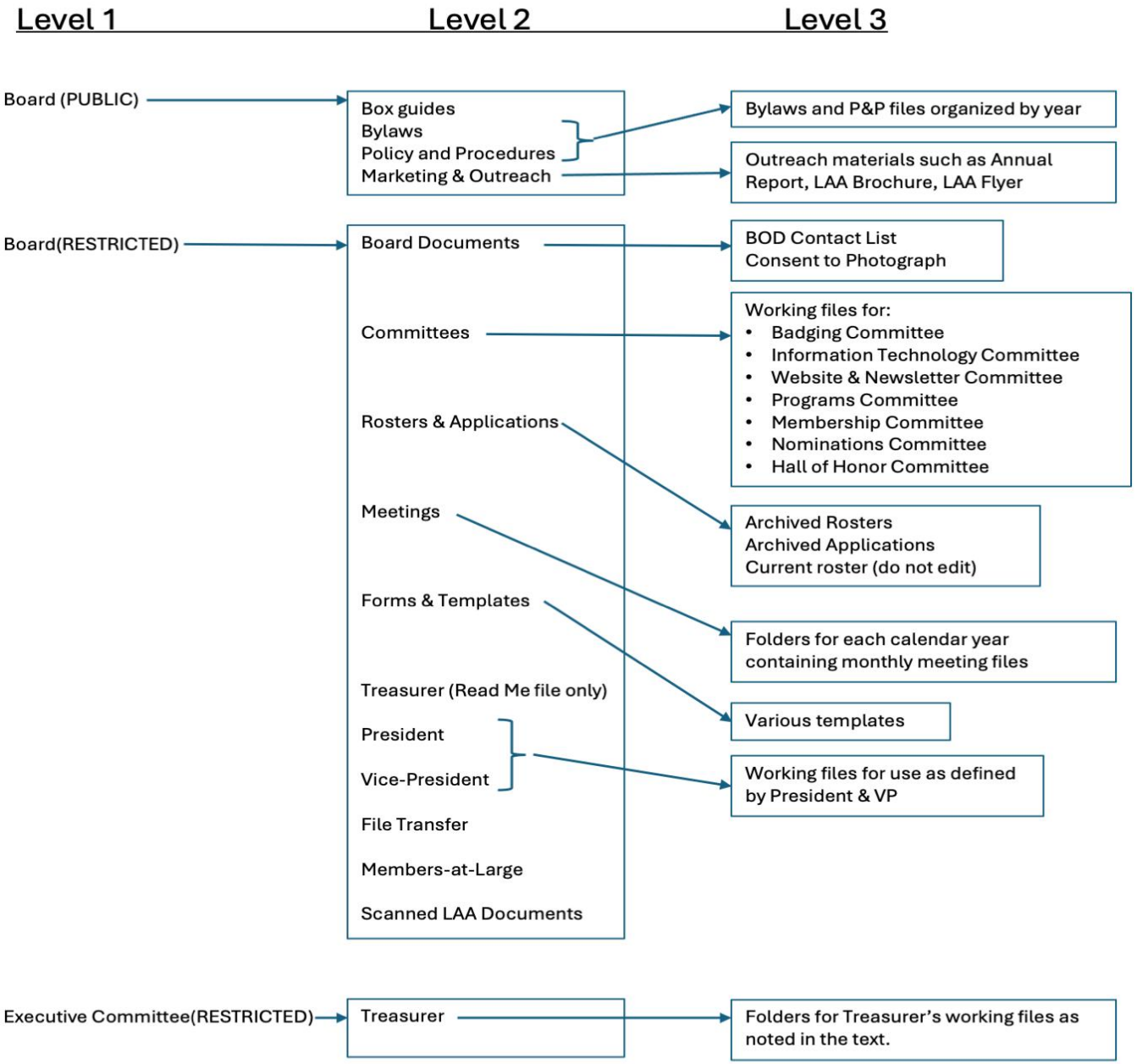
Membership Report to BOD – Dave Hinton

- **Activities completed:**
  a) Updated roster format per audit feedback and new terminology in the Polices and Procedures documents
  b) Finished a guide to storing key records on Box.

- **Box use essential for some Board positions**
- **Key Records:**
  a) By-laws and Policies & Procedures
  b) Membership Roster (current and archived) (PII)
  c) Membership Applications (PII)
  d) Archive of past meeting agendas, presentations, minutes, attendance
  e) Consent to photograph forms
  f) Templates or blank forms (application, badge policy, sign in sheets)
  g) Treasurer's files
  h) Marketing and Outreach materials (e.g.; brochures, flyers, external annual reports)

For details see Board (PUBLIC) > Box Guides > Guide to the LAA Box Structure (Jan 2025).pdf

Box Folders Map



Newsletter Report - Rick

- **Suggest changing committee name to "Website and Publications"**
- **More inclusive; would cover other publications such as:**
  a) Brochures
  b) Event posters
  c) Annual reports
  d) Other publications as needed
- **Requires a change to Policies & Procedures document**

IT Committee Report – Roman Paryz

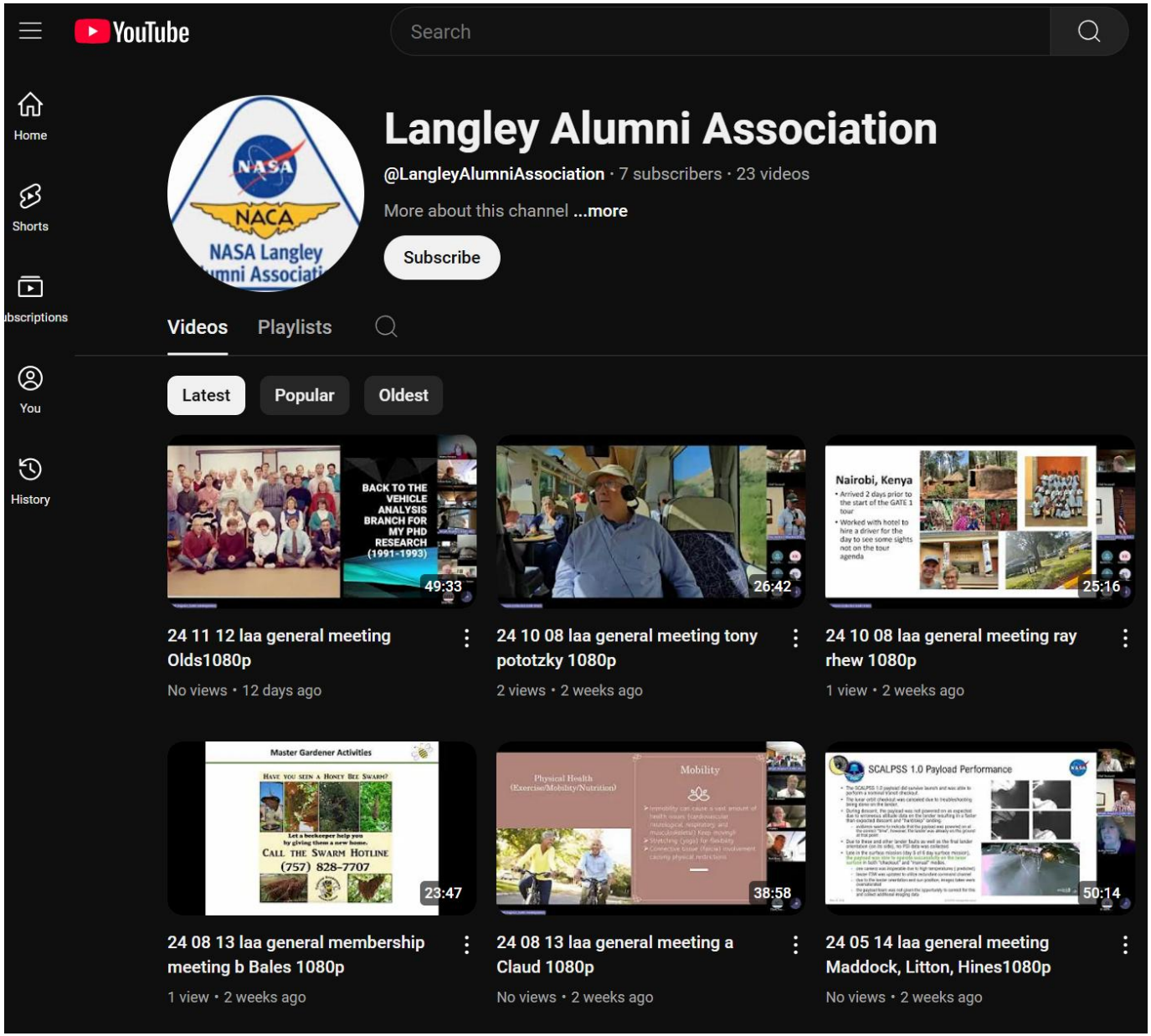
- **Several options were discussed to alleviate Vimeo upload limits (25)**
  - Upgrading Vimeo 60 videos max for $144/year or 120 videos is $240 / year
  - Box is not a viable option due to upload file size limitations
  - Using YouTube

- **As a potential solution, a YouTube site was created to store the LAA videos**
  - Rich Antcliff created the YouTube site and uploaded several videos for perusal
  - https://www.youtube.com/@LangleyAlumniAssociation
  - The site is a "brand" site which means the owners can be changed at any time
    - Four current “owners” are Rich Antcliff, Kathy Ferrare, Rick Ross, & Roman Paryz
  - Maximum storage is 256GB which is considerably more than the Vimeo 5GB limit
    - For a typical 500 MB meeting upload, there is capacity for approximately 500 videos
    - Some video description edits and cover photos may be required

- ***Recommend using YouTube exclusively for videos of monthly meetings, linked through the LAA website ~~ Thank you Rich Antcliff!***

- **Follow-On Action:** Links in other LAA sites / documents / newsletters will have to be updated as needed

IT Committee Report – Roman Paryz



IT Committee Report – Roman Paryz

- **Rick Ross created @larcalumni.org email addresses for new board members**
  - Roman Paryz rwparyz@larcalumni.org
  - Kathy Ferrare kferrare@larcalumni.org

- **Rick Ross linked the following addresses to shadow accounts**
  - rwparyz@larcalumni.org to Records@larcalumni.org
  - kferrare@larcalumni.org to President@larcalumni.org and Info@larcalumni.org

- **Langley Exchange (LEA) web page for LAA**
  - Page currently just links to our LAA website
  - Maintained by NASA; we can submit monthly updates
  - Fixed size; limited amount of information
  - ***Looking for volunteers to work on content***

Old Business – 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.
  - 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/Nov Update: Per Ray, overall budget is good; want to refine discretionary budget. Keep action. Will discuss with Lil Richwine.
  - *Jan Update: Ray provided budget overviews; Ray will provide update on outreach discretionary budget at April Board meeting.*

- **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
  - *Jan Update: Rick Antcliff to reach out to Langley Human Capital*

Old Business – Outstanding Action

- **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.
  - Oct Update: Pizza Talk on Oct 10th was to discuss how it is organized. Wes might attend.
  - *CLOSED: Jan Update: Provided information on pizza talk process. Will load information on Box.*

- *Clarification – Rick Ross receives meeting information when the AIAA sponsors the Pizza Talk. This occurs several times a year.*

- *Will work on a process for quickly getting the word out about Langley meetings. No LAA one-day badges will be processed; for Non-AIAA lectures no ability for pizza sign-up because requires access through Langley firewall.*

Old Business – Outstanding Action

- **Approaching Vimeo upload limits of our presentations**
  - 2 uploads/month, 25 total lifetime video uploads
  - Currently at 84% (21 of 25 videos)

  - *Options (need to make a decision NOW!):*
    - Delete older videos to stay below the 25-video limit
    - Upgrade to a paid plan: $12/month for 60 videos
    - Keep older videos on YouTube, newer ones on Vimeo

  - *IT Recommendation: Use YouTube to store videos*