

Langley Alumni Association (LAA) Board Meeting

Tuesday, May 12, 2026



Larcalumni.org

2025 LAA Officers

President: Kathy Ferrare (757 880-8676)

Vice-President and Programs: Susan McClain (757 285-3778)

Secretary: Jill Marlowe (757 209-2131)

Treasurer: Ray Rhew (757 880-5817)

Communications Officer: Richard Hueschen (757 868-6453)

2025 Committee Chairs and Other Officials

Membership Committee: Amy Radford

Nominating Committee: Susan McClain

Hall of Honor Committee: Mary Beth Wusk

Website and Publication Committee: Rick Ross

IT Committee: Roman Paryz

Langley Representative: Eileen Nelson and Mariya Georgieva

Past President: Dan Palumbo

Registered Agent: Geoff Tennille

Board Members-at-Large By Class

2027

Rich Antcliff
Mary DiJoseph
Susan McClain
Craig Ohlhorst
Tony Pototzky
Ray Rhew
Geoffrey Tennille

2028

Mark Ballin
Charlie Dunton
Odilyn Luck
Roman Paryz
Liliana Richwine
Eric Rissling

2029

Mike Fremaux
Wes Goodman
Jill Marlowe
Neil O'Connor
Amy Radford
Ray Whipple
Dave Young

LAA Board Meeting – May 12, 2026

1:00 PM to 2:00 PM

- **Call to Order & President’s Report:** Kathy Ferrare
- **Vice President’s Report:** Susan McClain
- **Secretary’s Report:** Jill Marlowe
- **Treasurer’s Report / Ad Hoc Committee-Donation Guidelines/Process:** Ray Rhew
- **Communication Report:** Dick Hueschen (pass)
- **Committee Reports:**
 - **Membership:** Amy Radford (pass)
 - **Website and Newsletter:** Rick Ross (pass)
 - **Information Technology:** Roman Paryz (pass)
 - **Hall of Honor:** Mary Beth Wusk (pass)
- **Old/New Business:**
 - **Ad Hoc Committee – Retirement Protocols (NASA/LAA):** Kathy Ferrare
- **Next Meeting: June 9, 2026 – LAA General Membership & Board Meetings**
- **Adjourn**

President's Report

Work-in-progress activities

- Retirement Celebration - finalizing documentation/expenses
- Hall of Honor

Nominating Committee Chairperson – Need to find a replacement for Susan

• **Responsibilities:**

- Annually recruit members for the committee.
- Prepare monthly General Membership and Board meetings charts.
- Annually, provide names for nominations for open Executive and Board member positions.
- **Ad hoc meetings/emails:** As special topics/concerns arise, there may be times that meetings will be needed with the President, other Board members and NASA Liaison as needed. Review of emails to process applications and answer member questions happens throughout the month.
- **Affiliations:** Close coordination with the Nominating Committee to identify potential officers, board members and committee chairs. Close coordination with Board members as well as LAA members.
- **IT knowledge/requirements:** Email address; software compatible with Microsoft Word, Excel, Powerpoint; Teams (if not able to attend every meeting in person and/or for other non-monthly special meetings); and free account to Box website (document repository).

Langley Orchestra (July 16, 2026)– Need a person to coordinate volunteers

- ***Kathy can make the Microsoft Form asking for volunteers***

Vice President Report – Upcoming Events

Langley Anniversary Orchestra (July 16, 2026)

- They are planning to assemble a special Langley Anniversary Orchestra and are inviting interested musicians to participate.
- May – Sign-Up sheet to be sent out to LAA members

NASA Langley STEM Opportunities

- *Action from April 14th meeting*
- *Susan McClain meeting with Barbara Murray on May 12th.*

Vice President Report – Upcoming Speakers

June 9, 2026 – Dr. Kevin Marlowe, Using AI to power your retirement

July 14, 2026 – LAA Picnic in the cafeteria (B2102)

August 11, 2026 - Stephanie Letourneau, Wetlands Watch, Catch the King Coordinator

September 8, 2026 – Allen Kilgore, Deputy Center Director, Update to the State of the Center

October 14, 2026 – Bryan Barmore, Master Naturalist Program

Vice President Report – Upcoming Speakers

November 10, 2026 - NASA Langley's Air Traffic Operation Laboratory presentation by Neil O'Connor (LAA Member).
Tour details to follow.

December 9, 2026 – Holiday Luncheon

Potential Speakers:

Generation180

SCIFLI Update

**Speaker suggestions?
Please talk to Susan McClain.**

Secretary's Report

- **April 2026 Board Meeting Minutes were approved and posted to Box**
- **Attendance lists posted to Box**
- **Significant Motions, Actions & Discussions from last meeting:**
 - **DISCUSSION** that LARC is not accepting STEM engagement volunteer opportunities due to lack of staff led to an **ACTION** for **Susan to contact LARC lead to find out how LAA can support STEM volunteer opportunities.**
 - **MOTION PASSED** (Motion – Wes, 2nd – Lil) by unanimous vote to **spend \$400 on Class of 2025 Retirement Celebration.**

PLEASE SIGN THE BOARD ATTENDANCE SHEET BEFORE YOU LEAVE!

Ad Hoc Committee: Donation Guidelines/Process

Develop a process for researching and selecting opportunities to donate LAA funds that align with our mission, including the following Guidelines:

- for funds needed by the LAA for non-discretionary and discretionary categories to enable determining funds available for donations
- for acquiring funds other than membership dues
- for determining donation fund level

May Update

- Team – Rick Ross, Bill Tomek, Dave Young
- Met with Melvin Ferebee – Virginia Air and Space Center
 - a) Provided and discussed several ideas for donation opportunities
- Developed summary charts on findings and recommendations

Ad Hoc Committee: Donation Guidelines/Process

Summary Report

Team: Dave Young, Bill Tomek, Rick Ross, Ray Rhew

Findings and Recommendations

- Reviewed several organizations for potential donations (summary below).
- Draft budget development process that includes donation element and criteria.
- Recommended donations for 2026.

Organizations Reviewed/Discussed

- **Hampton Education Foundation** – potential to support scholarships and or teacher grants in the \$1K - \$2.5K range
- **NASA Langley STEM Office** – at this time, personnel support within the organization a higher priority than financial donations
- **Virginia Space Grant Consortium** – potential for scholarship in the \$1K to \$2.5 K range
- **Virginia Air and Space Museum** – potential funding to support educational camps/programs in the \$1K - \$3K range

Ad Hoc Committee: Donation Guidelines/Process

- NASA LAA Five-Year Budget Development Process (Draft)

Treasurer

- Summer – solicit expenditure inputs for the coming year(s) (provide historical data for reference purposes)
 - Standard operating expenses
 - LAA sponsored events
 - Donation opportunities (provide target amounts)
- Fall – compile responses
 - Provide summary of inputs to the board for consideration/voting and or discussion
 - Include donation evaluation criteria for each entry
 - Include income targets to meet expenditure goals/objectives
 - Recommend investment plan to meet targets (keep existing or provide new plan for review)
 - Include historical revenue generation levels from dues
 - Provide any other income options to meet targets
- Winter – present plan to general membership including timeline for execution

Ad Hoc Committee: Donation Guidelines/Process

Budget Example

	Proposed Budget													
	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned
	2023	2024	2024	2025	2025	2026	2026	2027	2027	2028	2028	2029	2029	2030
Beginning Balance	\$16,290.67	\$14,110.09	\$14,110.09	\$16,459.24	\$16,459.24	\$19,982.08		\$20,857.08		\$20,132.08		\$20,207.08		\$20,982.08
Ending Balance	\$14,110.09	\$15,135.09	\$16,459.24	\$16,324.24	\$19,982.08	\$20,857.08		\$20,132.08		\$20,207.08		\$20,982.08		\$22,057.08
Income	\$959.37	\$1,100.00	\$2,674.10	\$2,040.00	\$4,068.62	\$2,150.00		\$2,150.00		\$2,150.00		\$2,150.00		\$2,150.00
Dues	\$864.00	\$1,000.00	\$2,140.00	\$1,500.00	\$3,810.00	\$1,500.00		\$1,500.00		\$1,500.00		\$1,500.00		\$1,500.00
Interest	\$95.37	\$100.00	\$44.60	\$40.00	\$19.12	\$400.00		\$400.00		\$400.00		\$400.00		\$400.00
*Donations/Events	\$0.00	\$0.00	\$489.50	\$500.00	\$239.50	\$250.00		\$250.00		\$250.00		\$250.00		\$250.00
Expenses	\$3,139.95	\$75.00	\$324.95	\$2,175.00	\$545.78	\$1,275.00		\$2,875.00		\$2,075.00		\$1,375.00		\$1,075.00
Non-Discretionary	\$639.95	\$75.00	\$74.95	\$675.00	\$390.39	\$275.00		\$1,875.00		\$1,075.00		\$375.00		\$75.00
Web Site	\$49.95	\$50.00	\$49.95	\$50.00	\$49.95	\$50.00		\$50.00		\$50.00		\$50.00		\$50.00
SCC	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00		\$25.00		\$25.00		\$25.00		\$25.00
^Membership/New	\$565.00	\$0.00	\$0.00	\$300.00	\$0.00	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
SWAG	0	\$0.00	\$0.00	\$300.00	\$315.44	\$0.00		\$300.00		\$0.00		\$300.00		\$0.00
**HoH	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$1,500.00		\$0.00		\$0.00		\$0.00
***IT	0	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00		\$0.00		\$1,000.00		\$0.00		\$0.00
Discretionary	\$2,500.00	\$0.00	\$250.00	\$1,500.00	\$155.39	\$1,000.00		\$1,000.00		\$1,000.00		\$1,000.00		\$1,000.00
Education	0	\$0.00	\$0.00	\$1,000.00	\$0.00	\$500.00		\$500.00		\$500.00		\$500.00		\$500.00
Donations	\$2,500.00	\$0.00	\$250.00	\$500.00	\$155.39	\$500.00		\$500.00		\$500.00		\$500.00		\$500.00
*Target for additional donations through one time gifts from members and or sponsor events to raise funds (additional \$ for picnic, holiday luncheon...)														
**Amount for HoH expenses that occur every 5 years														
***Amount for IT backup hardrive in 2026 and new computer in 2028.														
^For 2023 this is the holiday party and picnic carryover from 2022 when most of the funds were collected but expense occurred in 2023.														

Ad Hoc Committee: Donation Guidelines/Process

Donation Evaluation Criteria

Donation Categories	Required Funding Level	Impact	Evaluation Criteria		Resources to Process	Organization/Location
			LAA Recognition	Leverage		
Scholarships for students						
Grants for teachers						
Funding for teacher supplies						
Student prizes tied to events such as drone competitions						
STEM supplies for NASA outreach						
Monetary awards for NASA personnel (CS and WYE?)						

Old Business – Outstanding Action

- **President/Treasurer to discuss forming Ad Hoc Committee for Donations: Recommend process for soliciting and evaluating donation opportunities (Ray Rhew – January 2026 Action).**
- Develop a process for researching and selecting opportunities to donate LAA funds that align with our mission, including the following Guidelines:
 - for funds needed by the LAA for non-discretionary and discretionary categories to enable determining funds available for donations
 - for acquiring funds other than membership dues
 - for determining donation fund level
- April Update:
 - Team – Rick Ross, Bill Tomek, Dave Young
 - Met with Bonnie Murray – NASA LaRC OSTEM
 - Provided and discussed several ideas for volunteering as well as donation opportunities
 - Plan to develop consolidated list to review at next team meeting – April
- ***May Update***
 - ***Met with Melvin Ferebee – Virginia Air and Space Center***
 - ***Provided and discussed several ideas for donation opportunities***
 - ***Developed summary charts on findings and recommendations***

Old Business - Retirement Protocols (NASA/LAA) – Next Steps?

- **Outstanding Action from LAA 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?
- April 2026 Update: Retirement Celebration – May 1st @ 3:00 pm
 - 75+ RSVP's received inviting 90 guests / estimating for 300 personnel
 - Completed and in graphics/printing: Celebration program, certificates, retiree gift
 - Announcement to Center personnel placed on Inside Langley. Flyer/Names also sent to Langley organizations.
 - Announcement sent to LAA members, request for one-day badges for LAA members (not retirees/guests to be celebrated), and request for volunteers
 - RSVP for a one-day badge and/or plan on volunteering due Fri, April 17
 - Need ~30 volunteers
 - Motion/Vote Passed - Estimated Cost: \$400
 - LAA bringing in the food/paper products.
 - Food: Cake, Water, Candy & Mints; Paper Products (unused can be used for the picnic)
- **May 1st Retirement Celebration was a HUGE Success!**
 - **Received several Thank You notes from the retirees. Enjoyed by all.**
 - **Thank you so much to everyone that participated in making this event so wonderful!**
 - **Approved Budget: \$400 / Initial Expenses: \$370 (waiting on one more expense)**

Old Business – NASA Langley STEM Opportunities

- **April 14 Board Meeting:** Discussion that LaRC is not accepting STEM engagement volunteer opportunities due to lack of staff led to an ACTION for Susan McClain to contact LARC lead to find out how LAA can support STEM volunteer opportunities.
- **May Update:** Susan reached out to Barbara Murray. Will meet with her on May 12th.

Old Business – Outstanding Actions

- Further investigate the hybrid approach and investing with Vanguard and report back to the board. Unanimously approved by all present and on-line. (Ray Rhew – Jan 2026 Action)
 - Initial contact made with Vanguard (preliminary options discussed)
 - More details on AIAA investment approach provided (summary below)
 - Established an Investment Portfolio
 - maintain a minimum of 50% of its assets in high quality fixed income securities (includes investment grade corporate bonds, U.S. Treasury and government agency bonds, and mortgage-backed securities) and a minimum of 25% of its assets in common stocks of companies with expectations of above average growth and/or sustainable dividend payout.
 - shall be realized through investment in high quality mutual fund(s) as opposed to a stock portfolio. The selected investment portfolio shall have an expense ratio less than 1% (less than 0.5% if possible).
 - Eighty percent (80%) of all dividend and capital gain distributions for the fiscal year (Oct. 1-Sept. 30) preceding a scholarship award shall be applied toward a “Futures in Aerospace” scholarship(s).
 - Twenty percent (20%) of all dividend and capital gain distributions each fiscal year shall be reinvested
- Feb 2026 Update: Plan to continue discussions on Vanguard account opening and access procedures. Will hold action request until Ad Hoc committee objectives are completed.

New Business - May 12, 2026

- **Langley Alumni Association 40th Anniversary – February 2027**
 - Other NASA Alumni organizations have used their anniversaries to raise funds for donations/scholarships by selling their alumni merchandise (shirts, t-shirts, hats etc).
 - Interest in organizing this type of fundraiser

New Business

Back-UP / Additional Info on Actions

Old Business – Outstanding Action – Prior Month Info

- **President/Treasurer to discuss forming Ad Hoc Committee for Donations: Recommend process for soliciting and evaluating donation opportunities (Ray Rhew – January 2026 Action).**
- Motivation – LAA Bylaws Purpose:
 - Assist the LaRC to maintain contact with Alumni to the mutual benefit of the LaRC and the Alumni.
 - Encourage and facilitate Alumni involvement in activities benefiting students from elementary school through college to increase the students' ability to succeed in all educational opportunities.
- Develop a process for researching and selecting opportunities to donate LAA funds that align with our mission, including the following Guidelines:
 - for funds needed by the LAA for non-discretionary and discretionary categories to enable determining funds available for donations
 - for acquiring funds other than membership dues
 - for determining donation fund level
- Feb 2026, Update: Ad Hoc Committee established in January; Ray Rhew – Committee Chair. Requested volunteers at Feb General Membership Meeting
- March 2026 Update – Committee members met to discuss options
- April Update:
 - Team – Rick Ross, Bill Tomek, Dave Young
 - Met with Bonnie Murray – NASA LaRC OSTEM
 - Provided and discussed several ideas for volunteering as well as donation opportunities
 - Plan to develop consolidated list to review at next team meeting in April

Old Business – Outstanding Actions – Prior Month Info

- **Retirement Protocol Question (Rich Antcliff)** – What is the protocol policy that NASA follows for retirements (album, certificates, party)? Should the LAA have one?
 - Nov 2024 & April 2025 Updates: Contacted NASA Langley Human Capital Ofc – The employee’s organization decides.
- Jan 13, 2026: Action for President to determine approach for DRP Retirement Party: Possibly ad-hoc committee or Program Committee to lead.
- Feb 2026 Update: Ad Hoc Committee, Retirement Protocols (NASA/LAA), was established.
 - Rich Antcliff is the Committee Chair. Expanding scope to include short/long term activities. Committee Members: Rich Antcliff, Jill Marlowe, Sharon Monica Jones, and Christina Moats-Xavier
- March 2026 Update: Retirement Celebration – May 1st @ 3:00 pm Reid
 - Finalized initial plans with Steve Gayle (Office of the Director).
 - Invite will go to employees who retired January 1, 2025 – January 31, 2026.
 - Celebration Activities- Employee recognition, Class of 2025 photo, & light refreshments
 - LAA members and Center employees will also be invited.