

Langley Alumni Association (LAA) Board Meeting

Tuesday, June 9, 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 – June 9, 2026

1:00 PM to 2:00 PM

- **Call to Order & President’s Report:** Kathy Ferrare
- **Vice President’s Report / OSTEM Activity:** Susan McClain
- **Secretary’s Report / LAA Spirit Wear:** Jill Marlowe
- **Treasurer’s Report / Ad Hoc Committee-Donation Guidelines/Process:** Ray Rhew
- **Communication Report:** Dick Hueschen (pass)
- **Committee Reports:**
 - **Membership:** Amy Radford
 - **Website and Newsletter:** Rick Ross
 - **Information Technology:** Roman Paryz
 - **Hall of Honor:** Mary Beth Wusk (pass)
- **Old/New Business:**
 - **Ad Hoc Committee – Retirement Protocols (NASA/LAA):** Kathy Ferrare
- **Next Meeting:** July 14 – Picnic (NASA Cafeteria)
August 11 - 2026 – LAA General Membership & Board Meetings
- **Adjourn**

President's Report

Work-in-progress activities

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

Nominating Committee Chairperson (Replace Susan McClain) & Committee Members (2 people)

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).

By-Laws and Policy and Procedure Document Review Organizer

Vice President Report – Upcoming Events

Langley Anniversary Orchestra

Dates:

Wednesday July 15th from 4 p.m. – 7 p.m. - Rehearsal

Thursday July 16th at 3 p.m. – Dress Rehearsal for the concert

Thursday July 16th at 5:30 p.m. – Concert

One-day badge request for July 16th will be coming out later this month.

LAA Invitation to the NASA Langley Viking Symposium

Thursday, June 23rd / 2:00 – 4:00 pm Symposium

Trivia afterwards in Afterburners

Offered leftover retirement celebration products to NASA Langley

One-day badge request for July 23rd will be coming out later this month.

NASA Langley STEM Opportunities

Action from April 14th meeting

Met with Barbara Murray on May 12th to understand new agency priorities

Scheduling follow-up meeting to better understand LaRC needs for STEM requests and how LAA can meet them.

Vice President Report – Upcoming Speakers

July 14, 2026 – LAA Picnic

- Place: Langley Cafeteria
- Time: 4:00 pm – 7:00 pm

August 11, 2026 – Stephanie Letourneau, Wetlands Watch

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

October 14, 2026 – Bryan Barmore, Master Naturalist Program

November 10, 2026 – Neil O'Connor, NASA Langley's Air Traffic Operations Lab

December 9, 2026 – Holiday Luncheon

2027 Potential Speakers

- Generation180
- Jennifer Inman – SCIFLI work on Artemis II launch
- NASA Langley Center Director – State of Langley

Secretary's Report

- **May 2026 Board Meeting Minutes & attendance lists approved and on Box**
- **Significant Motions, Actions & Discussions from last meeting:**
 - DISCUSSION on Retirement Celebration. ACTION to Jill to finalize **archive of celebration documents** and move to Box once approved by Kathy.
 - ✓ Files archived under Committees > Retirement Protocols > Class of 2025 Retirement Celebration
 - DISCUSSION on **next steps for Retirement Protocols Ad Hoc Committee**. ACTION to Rich to update next steps, including determining if a different committee needs to be stood up for protocol action including follow on annual celebrations.
 - DISCUSSION on having shirts for LAA 40th Anniversary. ACTION – Jill to look into **getting LAA logo digitized and have embroidered shirts created**, possibly as fundraiser.
 - See update
- **No motions**

PLEASE SIGN THE BOARD ATTENDANCE SHEET BEFORE YOU LEAVE!

Look at - ACTION: LAA Spirit Wear (1)

- DISCUSSION on having shirts for LAA 40th Anniversary. ACTION – Jill to look into **getting LAA logo digitized and have embroidered shirts created**, possibly as fundraiser.
 - Embroidery by Sherri will wave digitizing fee if we order >10 items
 - Pricing:
 - \$45 for Polo (sizes S – 3X, mens & womens)
 - TBD Ball Caps
 - TBD Quarter Zips
 - Prices includes average of ~\$4 upcharge (varies by size) as LAA fundraiser
 - Have provided mock up of LAA logo on polo (see next slide)
 - Proposed order process:
 - Request Rick/Amy to develop on-line order form & potential e-payment (Ray investigating this with LFCU).
 - Have a table with sample & sizing kit available 30 min before general membership meetings; use QR code for people to place electronic order in real time. Accept checks in person or by mail, or e-payment (Ray investigating).
 - LAA will collect orders and payments until end of each month
 - We send order to Embroidery by Sherri on 1st of the month, payment due on delivery
 - Items will be completed for distribution to members at next LAA meeting
 - Can run group orders until interest fades; then use on-line order form for on demand orders indefinitely (same process- we collect order/payment)
- ***REQUEST approval to proceed with developing order form and begin taking electronic orders mid-June, with first group order to close at end of July***

ACTION: LAA Spirit Wear (2)



A series of overlapping, thin black lines forming various geometric shapes and polygons, primarily located in the upper left and center of the page.

AD HOC Donations Committee

Ray Rhew (Chair)

Version 5

Ad hoc Committee

- **Motivation**

- The LAA currently has a surplus of funds that exceed planned expenditures
- The Board decided to use funds in alignment with the LAA by-laws
 - Article IIc: 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.

- **Committee Charter**

- Develop a process for identifying, researching, and selecting organizations to donate LAA funds
- Determine potential donation funding levels based on projections of income, planned expenditures, and investments
- Research the initial list of donees suggested by committee members

LAA Donation Evaluation Criteria

- **Alignment with LAA by-laws**
- **Required Funding Level**
 - Can the LAA support the required funding level?
 - Is the opportunity for a single event or potentially an annual award?
- **Impact**
 - Potential students/teachers impacted
- **LAA Recognition**
 - How will the LAA be recognized for the donation?
- **Level of effort required by LAA members**
 - Can we leverage partners with established evaluation structures?
- **Other considerations**
 - How much of the organization's donations go to their mission versus overhead expenses? (E.g. <https://www.charitynavigator.org/ein/541447096>)

REQUESTED DONEE INFORMATION (form to be created)

- **LAA POC/info:**
- **Organization:**
- **POC/contact info:**
- **Alignment with by-laws (yes/no)**
- **Required Funding Level**
 - Amount?
 - Is the opportunity for a single event or potentially an annual award?
- **Date requested/needed**
- **Impact**
 - Potential students/teachers impacted
- **LAA Recognition**
 - How will the LAA be recognized for the donation?
- **Other considerations**
 - How much of the organization's donations go to their mission versus overhead expenses? (E.g. <https://www.charitynavigator.org/ein/541447096>)

Donation and budget planning for 2027 and beyond process

- **NLT September 2026 - Treasurer solicits expenditure inputs to the Board for the coming years**
- **NLT October 2026 - Members submit donation opportunities to Committee or Board-designated POC**
- **November 2026 – Committee/Treasurer provide summary of inputs to the board for consideration/voting, including:**
 - Final budget projections
 - Donation evaluations, including recommended options for consideration
 - Income targets to meet expenditure goals/objectives
 - Recommend investment plan to meet targets
 - Provide any other income options to meet targets
- **January 2027 – present plan to general membership including timeline for execution**

- **Note: The Board can decide to execute the donation process/evaluation annually or can decide on a single partner with a multi-year commitment**

Potential Donation Opportunities 2026 Consideration

- **Virginia Air and Space Museum** - VASC is highly aligned with LaRC.
 - Funding to support educational camps/programs in the \$1K (67 kids), \$2K (134 kids), & \$3K (201 kids) range
 - *Immediate need to support upcoming Viking event on July 18th*
 - No LAA time commitment
- **Virginia Space Grant Consortium** - VSGC is highly aligned with LaRC.
 - Funding for scholarships in the \$1K to \$2.5 K range. Also opportunities to award smaller amounts as prizes at existing events
 - Scholarship evaluation structure exists. LAA volunteers could participate
 - Requires 3-6 month lead time to arrange details with VASC and advertise
- **Hampton Education Foundation** – Directly supports local school districts
 - Funding to support scholarships or teacher grants in the \$1K - \$2.5K range
 - Scholarship evaluation structure exists. LAA volunteers could participate
 - Requires 3-6 month lead time to arrange details and advertise

Next Steps

- **Future Deliverables/Activities from the Ad Hoc Committee**
 - Completed analysis of sustainable donations budget (**July 31**)
 - Recommendations for donation levels, including investment and additional fund raising options (**July 31**)
 - Work with President and Vice President to designate a Board member to be the POC for additional donation opportunities that conform to the criteria
- **Motions:**
 - Approve evaluation criteria as presented
 - Approve the 2027 and beyond timetable for deliverables and future donation decisions
 - The Committee recommends donating **\$1.5K** to the VASC for student participation in the Viking event **on July 18th**.

Membership Report

- Membership Committee Initiative Updates
 - New LAA video
 - Drafted script and charts
 - Looking for volunteers to be interviewed
 - 3-4 people – 10+ years, 5 years, 1-2 years
 - Questions to answer:
 - Why you joined
 - What you enjoy the most about being a member
 - Please let Amy know if you are interested

Be sure to sign the attendance sheet!

Website & Publications

- In 2020, LAA moved to a low-cost web server
 - a) *Cost reduced from ~\$600 to \$50*
 - b) *Met most of LAA's needs for 5+ years*
- However, there were some issues
 - a) Exceeded storage capacity twice; quota raised
 - b) 4 GB (5/20) => 6.5 GB (2/25) => 9 GB (5/26)
 - c) When quota is exceeded, website stops functioning
 - 1) Users cannot view website
 - 2) Admins cannot log into WordPress to correct the problem
- Additional actions taken
 - a) Removed all videos
 - b) Removed log files
 - c) Purged cache files

Website & Publications

- Internet provider (HDL) provided the two upgrades at no cost
 - a) 4 GB initial storage (May 2020)
 - b) 6.5 GB (February 2025)
 - c) 9 GB (May 2026)
- LAA was informed that we are at the maximum storage for our entry-level account
- Additional monthly cost will be incurred next time an upgrade is required

IT Committee Report – Roman Paryz

- The LAA now has a LinkedIn page
 - You must have a LinkedIn account to view or be an Admin
 - Currently there are 3 Admins
 - Roman Paryz, Rick Ross, and Jill Marlowe
- Will also use this for Hall of Honor content
- <https://www.linkedin.com/company/116058466/admin/settings/manage-admins/>

The screenshot shows the LinkedIn Admin Page for the Langley Alumni Association. The page is divided into several sections:

- Header:** LinkedIn logo, search bar, and navigation icons (Home, My Network, Jobs, Messaging, Notifications, Me).
- Left Sidebar:** Profile picture, name "Langley Alumni Association", "Enhance your Page" button, "4 followers", "+ Create" button, and "View as member" button. Below this is a menu with "Dashboard" (selected), "Page posts", "Analytics", "Feed", "Activity", "Inbox", and "Edit Page".
- Today's actions:** A section titled "Today's actions" with the subtext "Pages that complete these actions regularly grow 4x faster". It contains two cards: "Add a valid email domain" (with an "Add" link) and "Add a competitor" (with an "Add" link).
- Track performance:** A section titled "Track performance" with the subtext "Grow your Page 3x faster by leveraging insights and analytics". It contains four cards showing performance metrics: "Search appearances" (0, 100% last 7 days), "New followers" (0, 100% last 7 days), "Post impressions" (0, N/A), and "Page visitors" (0, 100% last 7 days).
- Build your employer brand:** A section titled "Build your employer brand" with the subtext "Companies with a LinkedIn Career Page get 8x more applications as those without".

Old Business - Retirement Protocols (NASA/LAA)

- **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)
- **June Update: Investigating next steps needed by LAA**

Old Business – Donations

- **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
- **June Update: Presented criteria, process (2026 & beyond), & next steps**

Old Business – LAA Spirit Wear

- **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
- **June Update:** See Jill Marlowe's charts for details.

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.

June Update:

- Met with Barbara Murray on May 12th to understand new agency priorities
- Scheduling follow-up meeting to better understand LaRC needs for STEM requests and how LAA can meet them.

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

Back-UP / Additional Info on Actions

Old Business – Retirement Protocols– 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.