Langley Alumni Association (LAA) Board Meeting
Tuesday, November 18, 2025

Larcalumni.org

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: Rick Ross
IT Committee: Roman Paryz
Langley Representative: Jessica Friz and Mariya Georgieva
Past President: Dan Palumbo
Registered Agent: Geoff Tennille

Board Members-at-Large By Class

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

LAA Board Meeting – November 18, 2025
1:00 PM to 2:00 PM

- **Call To Order & President's Report:** Kathy Ferrare
- **Vice President's Report:** Charlie Dunton
- **Secretary's Report:** Mary DiJoseph
- **Treasurer's Report:** Ray Rhew
- **Communication's Report:** Dick Hueschen (pass)
- **Committee Reports:**
  - **Membership**: Dave Hinton
  - **Nominating:** Susan McClain
  - **Website & Publication:** Rick Ross
  - **Information Technology:** Roman Paryz
- **Old/New Business:** Kathy Ferrare
- **Next Meeting:** January 13, 2026 @ 1:00 pm
- **Adjourn**

President's Report - Kathy

Work-in-progress activities

- VP/Programs & Membership committees – *Members are volunteering*
- Strategy/Plan for documenting Officers & Committees
  - *Draft President roles are being reviewed*
  - *Thank you so much for working this activity! It has helped during the nomination process.*

By-laws and Policies and Procedures Update

- Review Group - Dave Hinton (Chair), Marilyn Ogburn and Rich Antcliff – Thank You!
- Dave's been collecting/meeting with members who have proposed changes
- Tentative Schedule to meet January 13, 2026, approval
  - November 18th General Membership meeting – provide members with proposed changes
  - After Nov 18th meeting – send members review of potential updates
  - Before Dec 13th – send members final potential updates per By-laws (Article IX)

Nomination Committee Update

- Committee – Susan McClain (Chair), Mary DiJoseph and Amy Radford – Thank You!
- After Nov 18th meeting – send members potential nominees
- Before Dec 13th – send members final potential nominees (Article VI)

Vice President Report – Upcoming Events

November 18th, 2025: Life After Langley

- Three LAA members will speak about recent trips

December 9th, 2025: Holiday Luncheon

- Surf Rider restaurant in Poquoson @ 1:30 pm

January 13th, 2026: LAA Annual Meeting – Elections & By-law approval

February 10th, 2026: Center Director Presentation (Requested)

Interested in volunteering to organize a Langley Tour or Event this Fall?

Looking for 2026 speakers on NASA Langley activities/mssions!

Secretary's Report

- **October 2025 Board Meeting Minutes were approved and posted to Box**
- **Attendance lists posted to Box**
- **Significant Motions, Actions & Discussions:**
  - Discussion of past members' renewal: Past members can contact Dave Hinton and Ray Rhew to rejoin and bring their membership up to date.
  - Honorary Membership Discussion: Rick offered and Charlie agreed that we probably don't need to add new Honorary members; grandfather or convert current honorary members to life members. Make the change to P&P and submit the P&P to membership for vote
  - Motion: Adopt Rich's proposal to start a new Facebook page with multiple admins; use a generic @larcalumni.org email for contact; plus have our Web Page curator as the primary admin.
  - Proposed by Mary DiJoseph and seconded by Charlie. Motion passed unanimously. Rich and Rick will work jointly on completing the set-up for the new Facebook page

Treasurer Summary for October 2025

- October 2025 Summary
  - Organization Share $25.00
  - Money Market Savings $15,956.86
  - Smart Checking $2,898.86
  - Total $18,880.72
  - Increase (from August): $100.68
    - Income:
      - Interest
      - Dues (1 lifetime)
    - Expenses
      - None in October
  - Proposed investment approach to improve earnings
  - Proposed donation option

Topic - Investment Approach

- Current Accounts and returns
  - Organization Share $25.00 (0%)
  - Money Market Savings $15,956.86 (0.05%)
  - Smart Checking $2,898.86 (0%)
  - Total $18,880.72
- Topic:
  - Develop minimum cash assets to keep in Checking/Money Market Account
  - Invest remaining funds (Proposal from Bill Tomek – he has experience with this approach in the AIAA Futures in Aerospace)
  - Note: The NASA JSC Alumni chapter has been successful investing
  - Proposed Investment: Vanguard, with a non-profit organization declaration, as the company has typically the lowest expense ratios in the industry
    - 60% (VTI - Vanguard's total market index ETF which holds about 3600 equities)
    - 30% (VCIT – Vanguard corporate bond index fund that will offer ballast for any future market reduced returns
    - 10% (APPL)

Topic - Donation Opportunity

- **Hampton Education Foundation (HEF)**
  a) A special partner for Hampton City Public Schools
  b) Annual support funds two main areas:
     1) **Teacher Grant Program** to encourage and support teachers who are developing new programs that make learning more effective;

     Three options:

     – **$2,500 Group Innovation Grant:** Funding for a grant by two or more teachers and/or staff members at one school, who collaborate on an innovation and creative project grant, up to $2,500.

     – **$1,000 Individual Innovation Grant:** Funding up to $1,000 to fund an innovative and creative project.

     – **$500 Mini-Grant:** Funding up to $500 to help provide materials, supplies, and/or resources to enhance the classroom learning experience.

     2) **Student Scholarships** for graduating seniors from a Hampton City School. $1,000 each

     – to pursue further study or training at an accredited two-year or four-year institution or trade school.

     – to pursue further study or training at an accredited two year or four-year institution.

     – to pursue further study or training at an accredited two year or four-year institution.

- **We could – if interested: Donate to a general fund, a specific grant, or scholarship…**

Membership Report - Dave

- **Current Membership:** 300
  - 19 have not paid 2023 dues: To become "Past Members" in January
  - Additional 29 have not paid 2024 dues. (Under draft Bylaws change, reducing the unpaid period from 2 to 1 year, these would also become Past Members)

- **Bylaws and P&P Update:**
  - Minor updates this year; mostly clarifications and decisions made during the year
  - Drafts being kept on Box. You can download from:

    Board (Public) > 2025_Bylaws_Review_Team > Active Editing
  - Send comments to us, do not edit the files
  - Inputs to date (beginning early 2025) from Dave, Marilyn Ogburn, Rich Antcliff, Charles Dunton, Eric Rissling, Wayne Richie, Ira Abbott, Mary DiJoseph, Ray Rhew, Rick Ross..

Membership Report - Dave

- **Bylaws and P&P Update Highlights:**
  - Clarify certain items (e.g.; returning Past Member does not get a free calendar year, amending previously approved meeting minutes, email qualifies as “written” proxy, Ad Hoc Committee Chairs can vote if they are a Board member…)
  - Officer duties are in the Bylaws. Standing Committee Chairs in the P&P. The team will discuss putting all in one place
  - Will add policy around our document hierarchy, given addition of R&R and other procedures being written down

- **Substance Changes (Comments here or offline welcome):**
  - Honorary Membership: add criteria, consider the need for this membership:
    - We have 15 now, last one approved 2019
    - Ideas for criteria?
  - Reduce allowable unpaid period from 2 years to 1 before becoming a Past Member.

Nominating Committee Report

Nomination Committee

- Thank You – Susan McClain, Mary Dijoseph and Amy Radford

- Schedule to meet January 13, 2026, election
  - November 18th General Membership meeting – provide slate of nominations
  - Before Dec 13th – send members final slate per By-laws (Article VI)

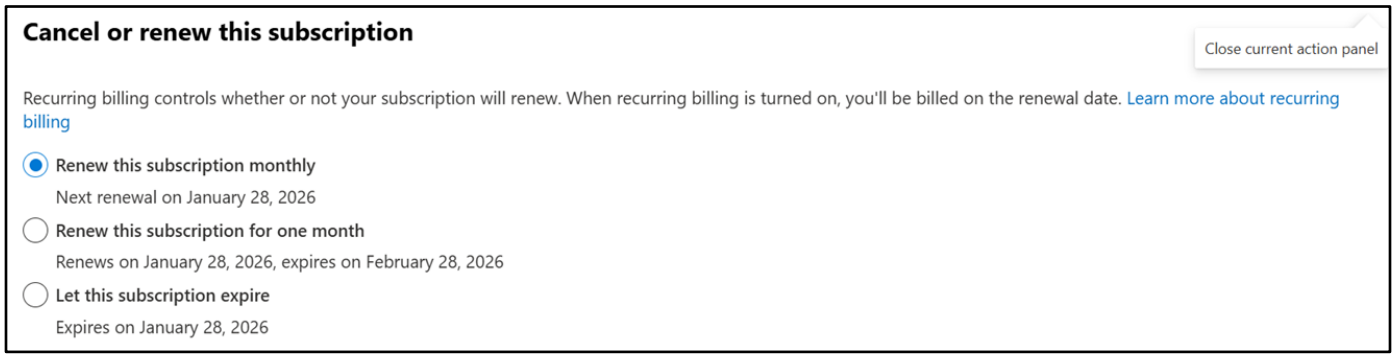
Website and Newsletter Report

2025 Annual Report — will be prepared in early January 2026

- Captures significant events during the year
- Limited to a single double-sided page for ease of distribution
- Includes facts and figures from 2025:
  a) Number of members (total and net added in 2025)
  b) Current treasury balance and change from previous year
  c) List of events planned for Q1 2026 (if known)
  d) Group photo from July picnic
  e) Officers and board members during 2025
  f) Officer and board member changes for 2026
  g) 2–3 sentence summary of each committee
- Will need input from Kathy, Charlie, Dave, and Ray
- 2024 Annual Report is available at https://larcalumni.org/wp-content/uploads/2025/01/LAA2024AnnualReport.pdf

IT Committee Report – Roman Paryz

- Recall from June 2025 Board meeting
  - Received notice that our free Microsoft Business Premium Grant will end on January 28, 2026 (renewal date)
  - Will be replaced with Business Basic (up to 300 licenses)
    - Supports Teams, email addresses, and web-based MS Office Apps
- Required Actions
  - Pick a test subject or two to see if Business Basic works for LAA
    - If it does, migrate everyone else to Basic
  - Cancel the current Premium grant by January 28
    - Simple to do; just point and click.



IT Committee Report – Roman Paryz

Business Premium vs Business Basic Comparison

Feature	Business Premium	Business Basic
Desktop versions of Office apps (Word, Excel, PowerPoint, Outlook, etc.)	✅	❌
Advanced security features (Microsoft Defender for Business, Microsoft Purview)	✅	❌
Device management (via Microsoft Intune)	✅	❌
Access and Publisher (PC only)	✅	❌
Webinar hosting and attendee tools in Teams	✅	❌

What You'll Still Have with Business Basic

Despite the changes, you'll retain access to essential tools that support collaboration and productivity:

- Web and mobile versions of Office apps
- Microsoft Teams (chat, call, meet with up to 300 attendees)
- Business-class email with Exchange
- 1 TB of OneDrive cloud storage
- SharePoint
- Standard security and support

IT Committee Report – Roman Paryz

How to Transition from Business Premium to Business Basic

Here's a step-by-step guide to help you make the switch smoothly:

Step 1: Evaluate Your Current Usage

- Identify users who don't need desktop apps or advanced security features.
- Use the Microsoft 365 admin center to review license assignments and usage patterns.

Step 2: Purchase Business Basic Licenses

- Go to Microsoft 365 admin center > **Billing** > Purchase services.
- Select "Details" next to Microsoft 365 Business Basic and **buy** the number of licenses you need. Important: Although the process says "purchase," **eligible nonprofits receive the first 300 Business Basic licenses for free.** You will not be charged for these licenses, even though they are added through the purchase flow.

Step 3: Reassign Licenses

- Navigate to **Users** > Active users.
- For each user, go to Licenses and Apps, uncheck Business Premium, and check Business Basic.
- Save your changes.

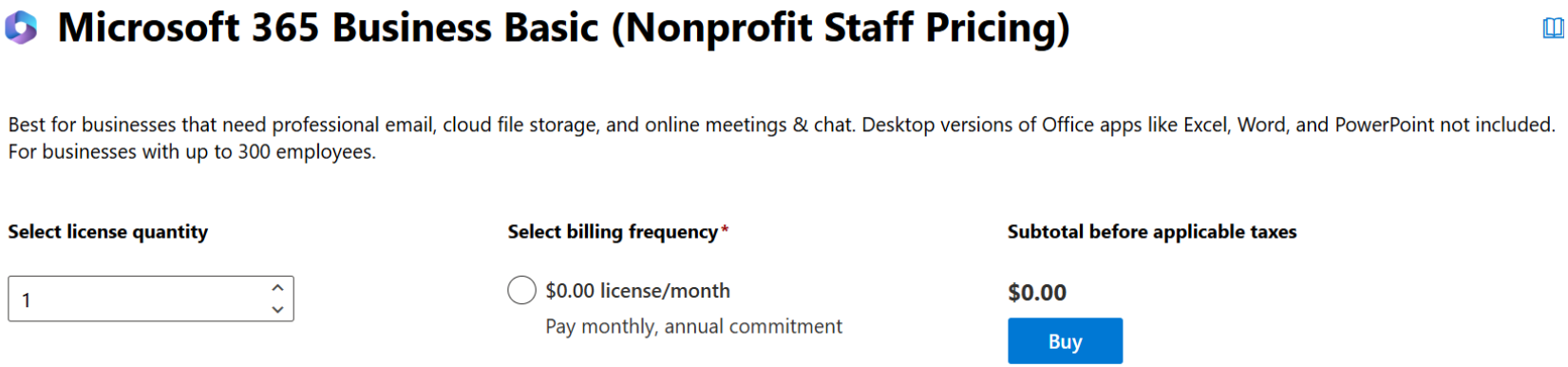
Step 4: Remove Unused Premium Licenses

- Once all users are reassigned, reduce or cancel your Business Premium licenses to avoid unnecessary charges.
- Go to Billing > Your Products
- Click on Microsoft 365 Business Premium, then click remove licenses
    - *Ensure that users have been unassigned licenses or that may cause an error*

Step 5: Communicate the Transition

- Let your team know what's changing and what tools they'll still have access to.
- Offer training or resources to help them adapt to web-based tools.

IT Committee Report – Roman Paryz



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.
  - *April Update: Ray provided budget overviews; Ray will provide update on outreach discretionary budget at a future 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
  - April Update: Reaching out to Langley Human Capital
  - ***Suggestion: Celebration for current retirees after Jan 9, 2026***

New Business