

NASA Alumni League, Florida Chapter, Board of Directors Planning Meeting  
SpaceTEC, January 8, 2015  
Approved Minutes, 01/20/2015

**Call to Order:** The meeting was called to order by the President Al Koller at 11:30 AM.

**Directors Present:** Catherine Alexander, George English, Roselle Hanson, Jim Johnson (T), Al Koller (P), Rich Nelson (VP), Yvonne Parker, Bill Riddle, David Schechter (S), Bob Sieck; Chuck Taylor (ex-officio)

**Directors Absent:** Lin Giesler, Dick Lyon, Marilyn Nelson, Norm Perry, Manny Virata

**Review of Agenda:** Agenda, included as Attachment 1, was accepted with no changes.

**General Announcements:** The president expressed appreciation to SpaceTEC for the use of facilities and lunch today, and for the other services provided in support of our joint LOU.

**President's Report:** The President reviewed the status of the chapter as we enter 2015. His report is included as Attachment 2.

**Minutes:** A motion was made/seconded/passed unanimously to approve the minutes of the October 21, 2014, Board Meeting as distributed.

**Financial Reports:** (1) Copies of the Financial Reports dated November 18, 2014, December 16, 2014, and January 20, 2015 were submitted by email: (a) As of October 31, 2014, the Checking Account balance was \$1,138.35; the Savings Account balance was \$8,978.49. (b) As of November 30, 2014, the Checking Account balance was \$1,542.00; the Savings Account balance was \$9,140.73. (c) As of December 31, 2014, the Checking Account balance was \$1,404.55; the Savings Account balance was \$9,790.73. (2) A motion was made/seconded/passed to accept the Reports for the record. Copies were emailed to the members of the Board in lieu of being included with the minutes.

**Old Business:**

**Status and votes by email:** (1) The meeting venue contract with the Radisson was approved 12-0 by email vote. (2) The meeting venue contract with the Delaware North Corp was approved 10-0 by email vote. These email decisions were confirmed unanimously by the Board at this meeting. **Closed.**

1. **Application for State exemption from sales tax:** The President reported that the NAL FL application for exemption from the Florida state sales tax has been approved. **Closed.**

2. **Status of Radisson and DNC Contracts:** The President reported that the venue contracts with the Radisson and the Delaware North Corporation have both been approved and signed. **Closed.**

3. **Results of Financial Audit:** "The Report on the Review of Financial Records and Practices, 2013-14", from the ad hoc Financial Audit Committee (Al Koller, Catherine Alexander, and Yvonne Parker) was presented and accepted by the Board at its October 21, 2014, meeting. Five recommendations, **Closed.**

- (1) Copies of checks: The Treasurer will use checkbooks so configured.
- (2) Two signatures: Required by current By-Laws; amended to require "one" in new By-Laws.
- (3) Month-end cutoff date for reports: Already implemented by the Treasurer.
- (4) Fiscal Year: Not defined; established to coincide with Calendar Year in new By-Laws.
- (5) Annual review – overall starting/ending balances: Now able to be reconciled.

4. Review of NALFL By Laws: [ad hoc By-Laws Committee (Enoch Moser, Bill Riddle, and Al Koller)]

The Board reviewed the proposed new By-Laws, section by section, with following actions:

- (1) Art I, Sect 3: Motion/second/passed to establish Fiscal Year “January1 – December 31”
- (2) Art II, Sect 2: subsection b. 3 was reinserted from current By-Laws, renumber b.3 to b.4
- (3) Art III, delete Sections 3 (member-called Board Mtg) & 4 (Members from other chapters).
- (4) Art IV, Sect 2: Motion/second/passed to rewrite to include Nominating Committee presents proposed new Directors for election by the Board and confirmation by members at September meetings. Election of officers by the Board will be presented to the membership for confirmation at the October meeting. Also change “term” to “year” in last line.
- (5) Art IV, Sect7: rewrite as “... written report is made and recorded in the minutes at the next...”
- (6) Art V Sect 2: Make consistent with Art IV, Sect 2
- (7) Art V Sect 3: Change to provide ex officio support for two years rather than just one.
- (8) Art VII: Motion/second/passed to insert new Art VII COMMITTEES – see Attachment 3
- (9) Current Art VII et. seq. are to be renumbered Art VIII - XI

General agreement to replace “member” with “Director” when referring to a Board member.

Actions on the bylaws are **Open** pending revision and review for approval by the Board.

**New Business:**

The President presented a list of NALFL Wants/Needs: for People; and Things – see Attachment 4.

1. People: No immediate resolution, except to initiate recruitment activities. **Open**
2. Things: Most things have been procured or donated (many from director Rich Nelson). **Closed.**

**Items from the Floor:**

1. Board concurred to invite Darlene Koenig, DNC as guest at our January luncheon. **Closed.**
2. Motion/second/passed to appoint Ann Bolton as our Sunshine/Sympathy Committee Chair. **Closed.**
3. Mary Lou Harlow has fallen and is at home – a card will be provided by Suzanne Jamieson. **Closed.**
4. Request was made to reconsider “Associate Membership” for NASA contractors. **Open**
5. Motion/second/passed to procure upgraded software (up to \$100) for the donated laptop. **Open**
6. Motion/second/passed to accept the CCTS offer to be named to host a meal at no cost to us during the Space Congress at the Radisson, contingent on CCTS paying the Radisson directly (not passing through NALFL). **Closed.**

**Next Board meeting:** Tuesday, January 20, 2015, at 10:45 AM at the Radisson.

**Adjourn:** The meeting was adjourned by the President at 2:40 PM.

Submitted by David Schechter, Secretary

**Agenda, NALFL Board Meeting, January 8, 2015**  
**SpaceTEC, 7099 N. Atlantic Ave, Suite 300, Cape Canaveral,**  
**11:30 a.m. – 1 p.m. ET**

---

**Recognition of SpaceTEC Support and Review of 11/24/14 LOU**

**Working Lunch: President's Report – Status of NAL Florida Chapter for 2015**

**Minutes from the 10-21-14 meeting**

**Financial Report as of December 31, 2014**

**Old Business: Open actions from the 10-21-14 meeting and subsequent emails**

- 1. State Exemption from Sales Tax (Johnson)**
- 2. Status of Radisson and DNC Contracts (Koller)**
- 3. Results of Financial Audit (Hanson) –**  
**Five recommendations:**
  - (1) Copies of checks;**
  - (2) Two signatures (bylaws);**
  - (3) Reporting: month-end cutoff date;**
  - (4) Fiscal year (bylaws);**
  - (5) Annual review - overall starting/ending balances.**

- 4. Review Of NALFL Bylaws (Koller)**

**Five primary areas for discussion:**

- (1) Article I, Section 3 is added to provide for a fiscal year - January 1 - December 31.**
- (2) Article II, Section 2 is modified to clarify the target for scholarships (b.1), and eliminate the group travel and discount programs (b.3).**
- (3) Article V, Section 2 is rewritten to establish the timing of election of officers and require confirmation by the membership.**
- (4) Article VI is reorganized in its entirety and rewritten to establish responsibilities for each of the officers, including the past-president as an ex-officio member of the Board.**
- (5) Article VII, Section 3 is reworded to allow a single signature authority for signing checks and adds the provision that signature authority may NOT be delegated.**

**New Business:**

**NALFL Wants/Needs –**

- People: Treasurer, Asst. Treasurer, Membership, Programs, Arrangements, Awards/Recognition, Database, Publicist, CIO**
- Things: Computer Speakers**

**Items from the Floor**

**Next Board Meeting – February 17, 2015 in the “Green Room” at the KSC VC**

**Adjourn**

## **President's Report: Status of NAL Florida Chapter for 2015**

- **Structural Status:** (Al)
  - ✓ Current Board at 100%; No change at NAL HQ (Peterson)
  - ✓ \*Committees: Executive; Bylaws; Contracts; Programs; Membership; History/Photography; Registration; Education
  - ✓ Networking - Email, Newsletter, Website, Facebook, YouTube
  - ✓ Agreements with Delaware North & SpaceTEC for outreach
  - ✓ Draft Bylaws reviewed and comments compiled (Old Business)
  
- **Membership Status:** (Lin Giesler)
  - ✓ 100+ paid members, 10 LIFE members
  - ✓ Membership Cards and Directories for all paid members
  - ✓ Recognition Certificates presented for service, contributions
  
- **Financial Status:** (Jim Johnson)
  - ✓ Positive Balances for Checking and Savings
  - ✓ \$500 checks to NSC for Space Week and Pink Team for FIRST
  - ✓ State of Florida 501c3 sales tax exemption received (5 years)
  - ✓ Financial Audit: Check copies, Fiscal Year, Signatures, Reconciliation
  
- **Program Status:** (Rich Nelson)
  - ✓ Speakers identified through June 2015
  - ✓ Policies: No-shows pay, menu reservations, differential cost
  - ✓ \*Radisson and DNC Contracts Approved and Signed
  
- **Records Status:** (David Schechter)
  - ✓ Databases for membership, website, outreach/networking
  - ✓ Agenda and Minutes in hard copy and digital formats

\*Wants/Needs identified for proposed actions (see list)

## Attachment 3

### ARTICLE (VII). COMMITTEES

Section 1      Membership Committee. The membership committee shall be a standing committee appointed annually by the president. The chair shall be a current serving director. The members of the committee may be appointed from the board of directors or the general membership. This committee shall have the responsibility to maintain the required membership lists and shall lead the efforts to recruit new members and to retain current members of the League.

Section 2      Nominations Committee. The nominations committee shall be a standing committee appointed annually by the president. The chair shall be a current serving director. The members of the committee may be appointed from the board of directors or the general membership. This committee shall have the responsibility to annually recruit, and present to the board of directors, nominees for a new class of directors and a slate of officers for election by the board. This committee will also be responsible to nominate general members to fill vacancies that occur between elections.

Section 3      Programs Committee. The programs committee shall be a standing committee appointed annually by the president. The chair shall be a current serving director. The members of the committee may be appointed from the board of directors or the general membership. This committee shall have the responsibility to arrange for programs/speakers for the league luncheons, meetings, and special events as required. The committee will coordinate arrangements between the speakers and the meeting/event venues. A reasonable attempt will be made to replace any canceled program.

Section 4      Committees: Additional standing or ad hoc committees may be appointed by the president as needed to accomplish the goals of the League.

# NALFL NEEDS LIST - 2015

## PEOPLE

These slots are to fill vacancies and/or free up board members who are needed to provide support before each meeting.

1. **Treasurer** – to provide control and accountability for all financial transactions and reporting.
2. **Assistant Treasurer** – to assist in light bookkeeping and provide support for reporting and tracking income and expenses.
3. **Membership Chair** – to manage the membership process and coordinate all member-related data.
4. **Program Chair** – to contact speakers and schedule programs for meetings and events. Works with the Arrangements Chair.
5. **Arrangements Chair** – (known in show business as a GRIP) – to oversee AV and meeting setup. See THINGS below.
6. **Registrations Chair**– coordinates event registrations and manages on-site registration desk. Works with the Treasurer.
7. **Awards/Recognitions Chair** – to identify candidates and promote activities that recognize exemplary people/actions.
8. **Database Chair** – to work with the Secretary and Membership Chair in managing the mailing list, membership listings, etc.
9. **Photographer** – to provide support for overall photographic coverage of meetings and events.
10. **Historian** – to help research, write, and maintain material including the official photo gallery for historical records.
11. **Publicist** – to interface with local media outlets, providing input for newsletters, notices, and press releases.
12. **CIO** – to manage the Website, Facebook, and YouTube pages. (Note: These may be administered by separate individuals).

\***Requesting replacement.** **New- Not Yet Filled.**

## THINGS

This equipment will allow us to do our own setup to reduce costs

1. **\*\*Laptop computer** – must be able to run current PowerPoint.
2. **Computer speakers** – standard plug-in type. May be powered.
3. **\*\*Extension cord, 50 foot, with multiple outlets or power strip.**

\*\*Already acquired.