



**\*REFERENCE JUNE MEETING AGENDA FOR ADDITIONAL INFORMATION**

**I. CHECK-IN (14 member & allies)**

CODE 100	Teresita Smith
CODE 200	David Boon, Catherine Gray, Rogenia Dean, Eric Holmes
CODE 300	n/a
CODE 400	Maria Romo
CODE 500	Cinnamon Wright, Stephen Depalo, Harry Stello, Rick Sabatino, Tupper Hyde, Ross Bagwell
CODE 600	Benjamin Michael
CODE 700	Terry Bailey
CODE 800	n/a
IV&V	n/a
WALLOPS	n/a

**II. MEMBER ACTIONS**

PROGRAM MANAGER	Will check with Goddard Library recording storing videos of program recording. Also check into what the colloquiums use.
DAVID BOON	Will check with MD VA POC regarding new update Veteran material we can have available for future programs. New lead within the Team Building Subcommittee.
TUPPER HYDE	Will put together an information email regarding Veteran Burial, which can be used to send to distribution list.
STEVE DEPALO	Is the new lead for the Internal Subcommittee.
RICK SABATINO	Taking Veteran Registration Cards to IV&V and reaching out to community on behalf of the VAC.
TERRY BAILEY	Reaching out to the Wallops community to assist in re-engaging our Wallops Veterans.
GENIA DEAN	Reaching out to APAAC to let them know we are interested in a possible collaboration for Memorial Day 2017.

**III. MEMORIAL DAY 2016 LESSONS LEARNED**

Link to review participant survey feedback/results: <https://www.surveymonkey.com/results/SM-FHS6GNDT/>

**VAC Committee Lessons Learned & Inputs**

**a. Before the Event**

**i. PROS:**

- The Planner was helpful and Shavondalyn Givens did an outstanding job.
- Dry-run (time to practice in advance)
- Support from the Office of Communication

- Weekly Planning Meetings
- ii. IMPROVEMENTS:
  - Have audio visuals tested and send to AV in advance
  - Have dry-run a week before event and if need be a final dry-run the week of the event
  - Have a time script to accompany the program

**b. During the Event**

- i. PROS:
  - Turn-out (audience)
  - Honor Guard and Bugler were on time and did a great job
  - Gate access for visitors went smoothly
  - Art Weaver did an amazing job
  - Hardcopy programs
- ii. IMPROVEMENTS:
  - Ensure backups are knowledgeable of primary roles

**c. After the Event**

- i. PROS:
  - Lunch and Tour went well
- ii. IMPROVEMENTS:
  - Solve issues of live recording and access after the program has ended
  - Give OCOMM advance notice of goodie bags

Special thank you to all the volunteers who helped to make this event a success. Pictures from the event are posted on our VAC website!



**I. SUBCOMMITTEES (MANDATORY FOR ALL DIRECTORATE REPRESENTATIVES & HIGHLY ENCOURAGE FOR NDP ALLIES)**

Sign-up for subcommittee at

<https://www.surveymonkey.com/r/VACSubcommitteeMemberSignUp>

*Once subcommittee are put in place, each subcommittee will be expected to report out each month. Maximum of 5 members per committee until all committees are filled. 1-year committee obligations.*

Subcommittee	Core Duties	Members	Current/Upcoming Activities
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Internal	<ul style="list-style-type: none"> <li>- Partnerships with Advisory committees</li> <li>- Partnerships with Directorates and/or Management</li> <li>- Memorial Day</li> <li>- Support for events at satellite locations</li> </ul>	<ol style="list-style-type: none"> <li>1. Lead: Steve Depalo</li> <li>2. Cinnamon Wright</li> <li>3. Christine Jhabvala</li> <li>4. ???</li> <li>5. ???</li> </ol>	<ul style="list-style-type: none"> <li>➤ Veterans Day Pre-Brainstorming</li> </ul>
External	<ul style="list-style-type: none"> <li>- Partnerships with local schools, universities, and/or community</li> <li>- Partnerships/Collaborations with other NASA Centers, and/or Government Agencies</li> <li>- TAPS</li> <li>- Wounded Warriors</li> <li>- Department of Veterans Affairs</li> <li>- Operation Give Thanks</li> <li>- Bringing external visitors to the Center</li> </ul>	<ol style="list-style-type: none"> <li>1. Lead: Maria Romo</li> <li>2. Darren "Nick" Greene</li> <li>3. John Woods</li> <li>4. Brennan Hay</li> <li>5. Artis Weaver</li> </ol>	<ul style="list-style-type: none"> <li>➤ Operation Give Thanks Pre-Brainstorming</li> <li>➤ Contact Department of Veterans Affairs for hardcopy material</li> </ul>
Communication	<ul style="list-style-type: none"> <li>- Website oversight (partnered with PM)</li> <li>- Marketing across all activities</li> <li>- New Veteran Employee Welcome Team (welcome letters &amp; emails)</li> <li>- Efforts to Increase Membership across GSFC</li> </ul>	<ol style="list-style-type: none"> <li>1. Lead: ???</li> <li>2. Patrick Michael</li> <li>3. LaMont Ruley</li> <li>4. Harry Stello</li> <li>5. ???</li> </ol>	<ul style="list-style-type: none"> <li>➤ Wallops VAC</li> <li>➤ Message from VAC: Veteran Resources Email (i.e. Burial/Benefits/etc...)</li> </ul>
Special Projects	<ul style="list-style-type: none"> <li>- Request for support that comes to VAC from Center Management, Directorates, and other ACs</li> <li>- OHCM Veteran related activities</li> <li>- Office of Communication and/or Education Office activities</li> </ul>	<ol style="list-style-type: none"> <li>1. Lead: Ross Bagwell</li> <li>2. Catherine Gray</li> <li>3. Olumide Onanuga</li> <li>4. ???</li> <li>5. ???</li> </ol>	<ul style="list-style-type: none"> <li>➤ EOPO/D&amp;I Combined AC Metrics Subteam</li> <li>➤ Science Jamboree on July 27</li> </ul>
Team Building	<ul style="list-style-type: none"> <li>- Recognition of committee achievements and committee members</li> <li>- Team building activities (after hour socials, community volunteering, etc.)</li> <li>- Retreat planning</li> <li>- Luncheons</li> </ul>	<ol style="list-style-type: none"> <li>1. Lead: David Boon</li> <li>2. Charlotte Brock</li> <li>3. Karen Rogers</li> <li>4. Rogenia "Genia" Dean</li> </ol>	<ul style="list-style-type: none"> <li>➤ Veterans Summer Picnic/Cookout – David will contact members for this event and brief next meeting.</li> </ul>

## I. WHAT'S NEXT/CLOSING REMARKS

The next committee meeting will be on Wednesday, July 27, 2016 from 11:30 a.m.-1:00 p.m. in Building 8, Conference Room 235.