



NASA Ames Contractor Council
Meeting Minutes
May 1, 2019
Building N200, Jack Boyd Committee Room

<u>Position</u>	<u>Name</u>	<u>Organization</u>	<u>M/S</u>	<u>Phone</u>
NASA Representative	Deb Feng	ARC	200-9	4-0256
President	Mark Rowland	Flight Research Assoc.	NRP-19	(510) 366-5909
Vice President	Mark Rowland	Flight Research	NRP-19	(510) 366-5909
Treasurer	Sara Jain	Tellus Solutions		(408) 368-0726
Secretary	Kathleen Kirk	DeVine Consulting	Fremont	(510) 713-8800

Call to Order [11:02] by Mark Rowland

Introductions

Guest Speaker(s): Amanda Saravia-Butler, Ph.D - The Ames Early Career Network:

- The Ames Early Career Network supports of the Ames Office of the Chief Scientist and the Agency Early Career Scientist and Engineer Working Group to build a community and advocate for early careers across all disciplines at NASA Ames.
- This nonprofit goal is to include improving communication across the center, providing opportunities for learning and development, disseminating useful information and resources, and inspiring the next generation of space explorers.
- ACC gave a grant which provides food and beverages to the Early Career Seminars. Some of seminar they have used this grant for is the Kepler Seminar, the Immersive Technology Seminar, the Nasa Twin Study Seminar and more.
- To be added to list to be part of the seminar workshops please email: arc-early-career-owner@lists.nasa.gov

Guest Speaker(s): Melissa Kirven-Brooks, PH.D – NASA Astrobiology Institute

- Melissa has been a contractor at Ames for over 23 years. She has mentored students for many of those years in both laboratory and more administrative activities.
- This spring Melissa requested for an intern through OSSI. After she received the approval from management, she submitted the ranked listing of students she wanted to mentor. Two weeks later she received an email asking whether her contract permits her to serve as a mentor.
- In the end, she was informed by the Office of STEM Engagement that the intern has been assigned to a Civil Servant in her group because there is a policy that prevents contractors from serving as mentors. She is going to talk with the legal department to solve this issue and get back to us.

NASA Ames Center Operations Update:

Deb Feng: NASA Representative

- No report

ACC Business Items

ACC President's Report – Mark Rowland

- Mark approved March Minutes at 11:29 am.
- No report

ACC Vice President's Report – Sandra R

- no report

ACC Treasurer's Report – Sara (TBD) (Mike Weiss substituting)

- Treasurer reported that we have enough money for upcoming events.
- Mike has estimated we have around \$29,000.00.
- He highly suggests not going past \$50,000.00. The ACC would need to spend money in our bank account for tax purposes.
- Event Analysis for last year:
 - Golf tournament analysis: received \$15,000.00 and profited \$8,000.00
 - Calendars analysis is a little messed up because of PayPal/website. Customers paying didn't put their company's name and it messed up the books. Mike is guessing the income was \$6,000.00 - \$8,000.00 and profits were around \$4,500.00
- Mike has also updated accounting data and made an analysis chart.

ACC Secretary's Report – Kathleen Kirk

- No report

Committee Reports

Small Business – Saba Hussain

- No report

Ames Calendar– Faten Mansour

- Preparing for the upcoming year for the calendar. The Ames Calendar needs a theme idea for the pictures.
- Brain storming:
 - o Cutting Edge Technology themed
 - o Diversity themed: projects, leader, maybe use imagination but not people oriented
 - o Mission to Mars themed or towards that
- ACC members can connect with their contact at NASA to see if they have pictures of the theme (we would need to confirm first if the pictures can be published to the public).
- Suggestion by Mike: please go back to original format by splitting Sunday - Saturday since last year calendar was Monday – Sunday.

Marketing and Communications - Renee Mitchell

- No report

Imagination Foundation – David Cornelius and Linda Cornelius

- No Report

Public Policy- Sara Jain

- No report

Safety Outreach– Mike Weiss and Linda McCahon

- Ames Monthly Incidents Update – March 2019
 - o One Case: Life Science Lab: Contract fell downstairs with loose handrail.
 - o Second Case: Bioscience Lab: Back problems from moving bucks from leaky roof.
 - o Third Case: Boiler Plant: A water leak incident with boiler occurred and will be fixed soon.
 - o Fourth Case: Unitary Plan Wind Tunnel Building: Employee injury after moving subsystem component (Weight: 35-60 pounds).
- You can call or go online trouble call In and they will fix it.

ACC Golf Tournament –Mark Rowland

- No report just needs a co-chair.

Contractor Excellence Awards – Deborah Kolyer and Sandra Rasmussen

- No report
- Suggested by Mike:
 - o The excellence awards and ACC awards should be given at the same time.
 - o Using an updated online system or email system so company can sign up their employees with no problem or limitation.

New Business

Mark Update on the Election:

- Re-Elections for March:
 - o President position: Mark Rowland is nominated for president and approved.
 - o Vice President: Sandra Rasmussen is nominated for vice president and approved.

- Question on Lodging for interns at NASA: Nasa Lodging is being demolish and will not be open for intern. They will have to rent a room or hotel.

Adjourning the Meeting

- Mark Rowland adjourned the meeting at 11:55 am.

Next Scheduled Meeting

- The next official meeting will be June 5th, 2019 at 11 am.