



NASA Ames Contractor Council
Meeting Minutes
October 4, 2017
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	Kimberly Salazar	SGT	269-3	4-5353
Vice President	Jasmine Ali	Bay Systems	J 28-	510-415-0917
Treasurer	Mike Weiss	Jacobs Technology	227-4	4-3434
Secretary	Sandra Rasmussen	Critical Realm Corp	Sunnyvale	408 270-2188

Call to Order

- Kimberly Salazar gaveled the meeting to order at 11:03 am
- Small business – Christine Monroe
- NASA app is available in the Apple Store and Google Store
- Small Business Administration (SBA) will be providing training on how to review & file an Individual Subcontract Reports (ISR) and how to file a Summary Subcontract Report (SSR) for an Individual or Commercial Subcontract Plan.
- **Prime and Subcontractor Electronic Subcontracting Reporting system (eSRS) Training**
- Small Business Administration (SBA) will be providing training on how to review & file an Individual Subcontract Reports (ISR) and how to file a Summary Subcontract Report (SSR) for an Individual or Commercial Subcontract Plan.
- **Training Description:** Each training will provide step by step instructions on how to submit and review subcontract reports. Participants will be able to ask questions & receive answers at the end of each session. The training will be recorded for training purposes.
- **Training Facilitator:** SBA's Subcontracting Program Manager and Commercial Marketing Representative (CMR)
- **Intended Audience:** Any Federal government prime and sub-contractors required to file and/or review subcontract accomplishments in the eSRS and needs guidance.
- **Training Material:** We will be using the eSRS Quick Reference training material located at: <https://www.esrs.gov/resources>
- **Location:** Training will take place online using the AT&T web & telephone conferencing software. The log on information for both the web and telephone are in the training schedule.
- **Cost:** Free
- **Number of Participants:** There is a limit of 220 participants per training session. If you cannot get into a training event the training material is available online.
- No registration is required to attend. You may log in 10 minutes before training begin.

- **How to connect to the web & telephone conference: Web:** Click on the link in the training schedule for the session you desire to attend.
- **Telephone call in #:** If you are unable to connect to the conference by computer, you may listen by telephone only at 1-877-369-5243 or 1-617-668-3633 using the telephone access code. If you need technical assistance, call the AT&T Help Desk at 1-888-796-6118 or 1-847-562-7015.
- Beginning on October 1 – new NAICS code SBA website has a tool and it will assist you.
- ESRS training sessions Oct 10, 17 Nov 7 through SBA
- 3 outreach events: Oct 12 Capital Regional Sacramento 8:30 -12
Oct 17
Nov 1st Business match making event double tree hotel
Oct 24th small business specialists at Kennedy space center in Florida

Introductions

- Each attendee introduced themselves and their employer and contract information.
- September Minutes were reviewed and approved

Business Items

Committee Reports:

- Small Business: Jasmine Ali – Kimberly presented on behalf of Jasmine
 - Showcase 2017
 - Need to add a 15-minute break in the middle. The date is October 19th.
- President’s Report – Kimberly Salazar
 - Check website to make sure your companies information is correct
 - Ames Exchange – no new updates; currently doing inventory in their stores. New things coming in November. Renovation lodge is on hold due to funding issues. For the \$100 rate send Kimberly your info so you can be put on the list for that rate.
 - Imagination Foundation – we will relook at the application on hold for reconsideration
- Financial report: attached reports - Kimberly presented for Mike Weiss
 - Finance looks good. Kimberly asked if we can relook at distributing some money for Imagination Foundation. Kimberly will bring the one which we put on hold to the next meeting to be reconsidered.
 - Kimberly would like to blog the winner’s information
- Marketing Communications – Renee Mitchell
 - Showed the blog that he created which can be retrieved from the website
 - The link will be on the ACC website
 - www.amescontratorcouncil-blog.com
 - Change photo every month to show what’s happening on site
- ACC Golf Tournament: \$15,626.00 has been deposited but our expenses still need to be calculated for our profit
- Contractor Excellence Awards – Sandra Rasmussen
 - Date is November 9th
 - Application will be distributed center wide on September 1st
 - Safety note will be on that email provided by Mike Weiss
 - Deb Feng will say a few words at the event

- Christine Monroe will also help hand awards
 - Key Note Speaker has been filled
 - Volunteers need
- Calendar – Faten
 - Has brought photos for the committee’s approval for the calendar
 - Group approved photos so Faten can move forward
 - We will discuss the possibility of having a multi-level sponsorship next year. One level for logo on a page, and another for logo appearing on the back page
 - Kimberly will check with Kenny regarding how many calendars the Exchange would want
- Public Policy – Niell Callis
 - The government does not seem to be resistant to NASA projects
- Discussion
 - Partner in Excellence – Q: Why is there no support to ACC? A: The Exchange could no longer support this event due to the requirements and restriction at NASA – the contractors could not carry the cost themselves.
- Adjourning the Meeting
 - Kimberly Salazar adjourned the meeting at 12:02 pm.
- Minutes submitted by Sandra Rasmussen

Next Scheduled Meeting

- The next meeting is scheduled for November 1st , in Building N200, Jack Boyd Room