**Langley Contractor Steering Council Meeting Minutes**

**April 21, 2022 @ 2PM – 3PM**

Hybrid Meeting – 44 online / 10 in person

Meeting Started: 2:05PM

**Chris Fannin:** opening remarks. Welcome to our first hybrid meeting.

**Jonathan Kelly:**

* Update for VASBA:
  + Reminder for everyone – you are all invited to our Spring Mixer! Friday, May 19 @ 4PM – 7PM. Event will be at the James River Country Club. The event’s evening proceeds will benefit the VASBA Scholarship Fund.
  + Reminder for Save the Date: GALA! Thursday, September 29, 2022 @ 6PM – 11PM

**Susan McClain:** Director, Office of Procurement

* An email has gone out about Import / Export Control Training. It is a 7-minute video. All contractors should take the training. Please encourage your employees to take the training.
* Last week we held the preproposal conference for RSES. Thank you all that joined us! Over 100 participants. We provided an updated schedule of events.
* We are asking all Contract PMs to have discussions with COR/CO about RTOW and Remote/telework. We don’t want individuals reaching out to us and making those decisions without guidance.

**Stan Smeltzer:** Deputy Director SMAO, Acting Director of SMAO

* RTOW PPT to be shared and posted.
* Q & A:
  + Chris Fannin: As people are coming back to Center, what are some pitfalls to look out for. Top whammies?
  + Stan: We had a number of close calls. Mostly Facility issues. Take extra precautions since equipment may not have been used in 2 years (pressurizing, using hazardous equipment, etc.…). We’ve had a few injuries resulting from this.
  + Carter: Like Stan mentioned, just like in your online meetings, you must plan ahead. Some tasks require physical exertion. Take extra time to unwind – leaving out of your car and rushing into a testing facility, leave room for ramp up/ramp down. Questions to ponder: what does the hybrid model entail? What am I about to do?
  + Perform walk throughs and checking expirations dates. We ask for patience please!
  + Stan: we ask that you give folks a little more time for an operation. Get ready for the workday. In terms of safety culture, we want to have the reporting culture too. Don’t want people to feel like they can’t report things. We want to hear it. We want everyone to be empowered to do this. Engage everyone across the Center.

**Robert Betts:** Small Business Specialist, NASA Office of Small Business Programs, LARC

* LCSC Small Business update
* PPT Slides to be posted and shared on LCSC website.
* Reminder: May 11 - NASA Multiple Award Construction Contract “MACC” webinar
* Upcoming outreach events
* Reminder: ISR reports due by May 10 (reporting period March 31, 2022)
* Beginning May 8, I will be supporting the new IT Procurement Office and HQ Staff. More to come regarding my replacement.

**Timm Johnson:** Director of Mason Small Business Development Center

* PPT Slides

**Kerry Leonard:** Partnerships Lead (Acting), Office of Strategic Analysis, Communications, & Business Development

* Nickie Wills presented PPT Slides due to Kerry unable to attend.

**Bill Moore**: Hampton University

* PPT Slides - Science and Engineering Capabilities
* Hampton Univ, HBCU since 1868
* Proton Therapy Institute

**Chris Fannin:** closing remarks.

Meeting Ended: 3:13PM

Notes Taken By: Jenny Monokrousos, AMA