

Space Frontier Foundation Board of Directors
60 Day Review
October 20 - December 18, 2001

Whereas the new board recognizes that significant changes may be required to strengthen the organization, we propose a 60-day review during which the following will apply:

- Recognizing the outstanding contributions and superior work ethic displayed by the current President, Treasurer, Secretary, Advocates Coordinator and the Executive Director, we request that each of these individuals continue in their current positions and provide assistance to the Board during the length of this review.
- The Executive Director will report to the Board Chair or his/her designated representative on a schedule selected by the Board during this review period.
- As a minimum, weekly Board meetings will be held to report progress on objectives listed below. Meetings shall not exceed 90 minutes without approval of the Board. All members of the Board as well as the President, Treasurer, Secretary, Advocates Coordinator, Project Coordinator and the Executive Director will be expected to attend these meetings.
- Due to potential legal and fiscal liabilities, new projects, new contracts and other obligations must be approved by the Board prior to initiation.
- In order to deepen the communication between the Board and operations of the Foundation, all official media statements (e.g. press releases, interviews, etc.) shall be reviewed by the Board prior to release, or, in the case of breaking news stories, as quickly as practicable thereafter.

During this 60-day period, Board Members shall provide regular reports to the Board, shall provide a written document describing their recommendations for Board approval and shall be responsible for the following specific responsibilities:

- Shubber Ali will work with the Treasurer and the Executive Director to review all existing financial processes, statements, contracts, and other relevant materials and determine the current financial status of Foundation operations and projects. He will then recommend to the Board any changes required to establish realistic operating budgets and apply industry standard accounting systems and procedures to all Foundation operations.
- John Carter McKnight will work with the Advocates Coordinator to review the current Advocate nomination and approval process. He will then recommend to the Board any changes required to formalize this process.
- Bill Boland will work with the Executive Director and President to review our current and potential fundraising sources and direction and determine their future viability and desirability. He will then identify additional opportunities for fundraising and recommend guidelines to be used in selecting which fundraising initiatives should be pursued.
- Denise Norris will work with the Secretary, Executive Director and Advocates Coordinator to review our current processes for internal communications with Advocates and general membership. She will then recommend to the Board any

changes required to improve these processes, which shall include as a minimum the creation of regularly scheduled e-mails and a revitalized internal Advocates web site.

- Bob Noteboom will work with a Board appointed Projects Coordinator and the President to review the requirements and reporting processes for current projects and operations. He will then recommend to the Board any changes required to improve accountability and increase synergy between projects and the operations.
- Tony DeTora will work with the President to review our current processes for establishing the message (i.e. Vision, Policies, and Positions) of the Foundation. He will then recommend to the Board any changes to these processes that will allow us to better clarify our message, integrate the knowledge, experience, and beliefs of our Advocates, and document a clear vision, a coherent set of policies, and timely and consistent positions.
- Rick Tumlinson will work with other Board members and the Founders to perform a Vision/Policy review. The goal of this review is to develop an overall Vision Map for the Foundation that highlights and explains the goals and inter-relationships between Projects, activities, Advocates and the core Vision of the Foundation.
- An individual appointed by the Board will work with the President and other officers to perform a PR/Media review. The goal of this review is to define (based on the final state of message development, Vision Map and top level goals of the organization) the type, form and structure of the Foundation's media operations, outreach, and archival activities.
- An individual appointed by the Board will work with the President and other officers to perform a review of the Foundation's organizational affiliations. The goal of this review is to trace, define and explain the strategic value, benefit, commitments, cost and potential liability associated with relationships between the Foundation and other organizations.
- The Chairman of the Board coordinating with all other Board members and the advice of legal counsel will review the bylaws of the Foundation and identify to the Board the changes required to strengthen our organization and to allow it to transition into an organization that can continue to grow and sustain itself.

At the end of this 60-day period, we will issue the Board's findings and recommendations for review and comment by the Advocates for a two-week period prior to implementing any changes.