

## **Space Frontier Foundation Board Meeting Minutes – November 28, 2001**

### **Present:**

- Bob Noteboom, Chairman of the Board
- Bill Boland, Board Member
- Denise Norris, Board Member
- John Carter McKnight, Board Member
- Libby Workman, Advocate Coordinator
- Bob Hillhouse, Treasurer
- Brook Mantia, Secretary
- Rick Tumlinson, Board Member & President
- Tony DeTora, Board Member
- Shubber Ali, Board Member
- James George, Executive Director
- Bob Werb, co-Founder

### **□ Call Meeting to Order – 7:05pmPT/10:05pmET**

### **□ Approval of Minutes**

- November 7<sup>th</sup> Board Meeting.

A motion to approve the Minutes of the November 7 Board Meeting was approved without discussion. Denise committed to getting the past minutes out to the Advocates by first of December, and post to the Advocate page on the website.

Note: Due to conflicts with the Clarke Gala and the Thanksgiving holiday, Board meetings have not been held since November 7.

### **□ Working Session (suspend parliamentary procedures)**

#### **• Discussion on policy for review of Foundation media statements**

- Policy/Vision Review – Rick Tumlinson

The Foundation is in motion, and there is a need to attend to on-going policy and urgent policy issues. Now is the time to throw down a “marker” regarding the New NASA Administrator, Sean O’Keefe. A Press Release is going out tomorrow congratulating O’Keefe on his appointment. Next week we will follow-up by attaching a cover letter to the press release and sending the package to the Senate confirmation committee members. The cover letter will lay out our agenda in 10 major initiatives.

- Policy Committee

Bob Noteboom indicated letter Rick described would serve as a foundation for the policy committee to work from. The committee would work on developing the 10 initiatives, culminating in a package sent to NASA with a request to meet O’Keefe for a briefing. The committee would not be limited to addressing the 10 initiatives exclusively.

A Motion to establish an interim policy committee, to deal with current policy issues until such time as permanent policy structure is put in place was tabled until next week’s call when a more definitive statement can be presented.

- There was discussion about the importance of having a policy that Foundation Directors and leaders do not contradict major, high-level Foundation policy. Although everyone is entitled to their personal opinions, care must be taken when identifying
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oneself as a leader of the Foundation. The Chair felt there was a big enough difference of opinion on this topic that it would not be settled tonight; however to err on the side of discretion, it would be wise to get Board review of any public statements (personal or otherwise) first and get closure.

□ **Discussion of how to address the Foundation's current deficit position.**

James George gave a brief report on Gala. Data is still coming in, so final accounting is not complete. Some expenses were higher than anticipated, with about \$10K less net than expected. Fewer items were sold at the silent auction, but we can move them to eBay and make up for it later. Ms. Norris requested final budget figures as soon as possible so we can close out the numbers and make distributions. (Any items sold at a later date on eBay will not be included. Figures will be final as of November 15.) There is still about \$100K in receipts outstanding. James George will provide updated Gala figures by Friday. Rick stressed that fundraising was not the sole objective of the Gala.

□ **Discussion on establishing Budget and Foundation Briefing Committees**

Bob Noteboom proposed establishing a finance committee to get a good understanding of our current status, how to address the issues and develop budgets. They would come up with a plan to work with our creditors on a payment schedule. Mr. Ali has been working on forms to account for projects and hours. The first step is to define cash flows. We need to identify all our creditors, distinguishing "hard" creditors from "soft" creditors. Proposed committee members would include Directors Shubber Ali, Denise Norris, and Bill Boland, with Treasurer Bob Hillhouse and James George, Executive Director.

A Motion to establish an interim finance committee to deal with current budget issues until such time as permanent finance committee is put in place was tabled until next week's call.

**Due to the allotted time for the meeting being up, and no motion to extend the meeting, the following items were deferred until the next meeting:**

- Financial Review – Shubber Ali
- Advocates Nomination/Approval Process Review – John Carter McKnight
- Fundraising Review – Bill Boland
- Internal Communications Review – Denise Norris
- Projects Review – Bob Noteboom
- Message Development Review – Tony DeTora
- Organizational Affiliations Review - Unknown
- Bylaws Review – Bob Noteboom
- Discussion on selection of bookkeeper
- Discussion on Ben Bova's conference expenses

□ **Adjourn – 8:31pmPT/11:31pmET**

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