

Space Frontier Foundation Board Meeting Agenda – December 5, 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
- Tony DeTora, Board Member
- Shubber Ali, Board Member
- James George, Executive Director

Absent:

- Rick Tumlinson, Board Member & President

❑ Call Meeting to Order – 7:06pmPT/10:06pmET

❑ Approval of Minutes

- November 28th Board Meeting.

After a brief discussion about how deferred items from the last meeting should be reflected, the minutes from the November 28 meeting were approved as amended. Denise Norris is still working on posting the minutes to the website, and will complete this week.

❑ Resolution to establish interim Finance Committee

Motion to: "Establish an interim Finance Committee that will work with the Executive Director and Treasurer to establish a clear understanding of the Foundation's current financial position, liabilities, and obligations, as well as to create a working budget for the coming year and a framework for approval of ongoing expenditures and a mechanism for accurate reporting and tracking of all finances for the Foundation. In addition, the Committee will deal with other urgent finance-related issues that require response during the interim period. This interim committee shall consist of Shubber Ali (Chair), Bob Noteboom, Bill Boland and Denise Norris, with participation by the Treasurer and Executive Director, and shall exist until a permanent committee is established following the 60-day review period." Motion approved as amended.

❑ Resolution to establish interim Policy or Message Committee

Motion to: "Establish an interim Message Committee that will work to establish a clear understanding of the Foundation's current policy positions; a briefing document specifically tailored to the new NASA Administrator about these policy positions; and a framework for the development, review and approval of all policies for the Foundation. In addition, the Committee will deal with other urgent message-related or policy-related issues that require response during the interim period as assigned by the Board or its Chairperson. This interim committee shall consist of Rick Tumlinson (Chairperson), Bob Noteboom, Tony DeTora, John Carter McKnight, Bob Werb and James Muncy, with participation by other individuals as deemed necessary by the Committee Chairperson, and shall exist for 30 days or until a permanent policy/message process is established." Motion is approved as is after brief discussion.

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

In preparation for the 60 Day Review Report, the Chairman requested that each Director write a one page summary on their respective review items for the next Board meeting. It should contain both findings (past) as well and recommendations (future).

• **Financial Review – Shubber Ali**

Regarding status of audit, Bob Hillhouse and the auditor, Conrad Geidt, have met and see no issues yet. They are in the process of gathering all the financial documents. More information is still needed from FINDS, so we put Geidt in touch with FINDS' CPA. Shubber Ali needs the chart of accounts, cash disbursements, bank statements, etc. before the finance committee can move forward. James George will provide a breakdown of debts related to specific projects to Bob Noteboom within the next day; the only open issue is the SSP project liability. Geidt will be putting everything into QuickBooks Pro 2000 for bookkeeping and the audit. The Board felt it was premature to proceed with anything related to the bookkeeping function until getting direction from the finance committee.

• **Advocates Nomination/Approval Process Review – John Carter McKnight**

Generally complete.

• **Fundraising Review – Bill Boland**

One of Bill Boland's objectives in the fundraising review is to unify the efforts of Foundation events and projects within the "new" Foundation identity. The Chair requested an analysis of past mechanisms for fundraising—i.e., dues, event registrations, projects, sponsorships, etc. The focus has been on coming up with new strategies, breaking out of past methods, and achieving less dependence on FINDS for support.

• **Internal Communications Review – Denise Norris**

Internal communication leaves much to be desired. Denise Norris will outline methods and frequency of communications, and provide recommendations.

• **Projects Review – Bob Noteboom**

Bob Noteboom has heard back from almost every project leader on the questions he submitted. Not much is new since the last report, although he needs to fill in a little more information. His recommendation will include a project manager job description, and project structure and approval process.

• **Message Development Review – Tony DeTora**

The interim committee is now established. There have been several methods for message development in the past, with some disagreement among the participants as to how well they worked. Tony DeTora's recommendation will be to make the interim committee permanent, depending on how well it works. There is a distinction between message development and message dissemination, and both will be addressed in the final report.

• **Policy/Vision Review – Rick Tumlinson**

Item skipped as Mr. Tumlinson was absent.

• **PR/Media Review – Unknown**

This item was partially covered in the messaging efforts. Bob Noteboom, Tony DeTora and Rick Tumlinson should speak within the next week.

• **Organizational Affiliations Review – Unknown**

Bill Boland and John Carter McKnight will take this on.

- **Bylaws Review – Bob Noteboom**

John Carter McKnight had done a legal review, and will forward it to Bob Noteboom. Denise Norris suggested creating a kind of “council of elders”, with 5 seats and lifetime appointments. Consensus of discussion was that consideration of such a council ought to be included in a comprehensive organizational review.

- **Discussion on how to address the Foundation’s near term deficit position**

The \$100K in outstanding receipts from the Gala should be collected this month. Invoices continue to come in, and the Playboy Mansion still needs to be paid. The Foundation has recovered the money it fronted for Gala expenses and has used it to pay Caesars, office rent, and the Executive Director’s salary and expenses. James George is providing a spreadsheet detailing expenses (paid & due), and revenues (received & outstanding).

Concerning the Foundation’s deficit position in general, recommendations are welcome. There had been discussion about sending out a fundraising letter to the membership, however, by itself, it probably wouldn’t yield enough results to make it worth the effort. There is a level of urgency for the finance committee to understand the current situation and make appropriate decisions about who gets paid what. The immediate situation needs to be addressed immediately to pay December bills (rent, phone, etc.) The finance committee should regulate payments made from the GenOps budget to maximize leverage of funds.

- **Discussion of World Congress on Commercialization of Space**

Bill Boland has taken the lead on discussions with Paul Muir. The proposal Muir submitted is a model for how this show might work, with the Foundation as the host organization. Much depends on how we define (or redefine) ourselves, which may be different than the past. Comments are invited from all. We have a timeline of about two weeks to make a decision. There are no up front costs required—however it will require a lot of effort. A date for March 2003 is currently being targeted, since there’s not enough time to get organized by next September. Bill Boland will formulate an overview of what would need to be decided on in the next couple of weeks.

- **Adjourn – 8:35pmPT/11:35pmET**
