

## Space Frontier Foundation Board Meeting Minutes – December 12, 2001

### **Present:**

- Bob Noteboom, Chairman of the Board
- Bill Boland, 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
- Rick Tumlinson, Board Member & President

### **Absent:**

- Denise Norris, Board Member (Proxy given to John Carter McKnight)

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

### **□ Approval of Minutes**

- December 5<sup>th</sup> Board Meeting.  
Motion to approve minutes of December 5 Board Meeting seconded and approved.

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

#### **• Financial Review – Shubber Ali**

The Foundation is currently about \$80K in the hole, and will still be in the hole after Gala profits are realized. Shubber Ali is still getting all the requisite detail to generate a final status. It's too soon to venture any projections right now. Mr. Ali will provide a draft report to the Chairman by this weekend.

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

The report is complete. General findings are that there is no real structure in place for accepting Advocates. Mr. McKnight is recommending a specific Advocate approval process, as well as policy on what the expectations of an Advocate. This would be integrated into the Advocates Handbook when that document is overhauled.

#### **• Fundraising Review – Bill Boland**

The report is still in progress. Regarding findings, we now wholly rely on voluntary contributions and are heavily dependent upon FINDS. There is no consensus on how fundraising should be undertaken. The role of the Board is unclear. Projects and events are not geared toward fundraising (only to pay for themselves). Our need for fundraising in the short term is acute. Recommendations should be done by Friday.

#### **• Internal Communications Review – Denise Norris**

No new progress since last week.

#### **• Projects Review – Bob Noteboom**

The report is forthcoming. All the necessary data has been collected.

#### **• Message Development Review – Tony DeTora**

A draft version of the report has been sent to the Board. As discussed, messaging is a key component of the Foundation. It is imperative to have firm procedures in place that are

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strictly adhered to across the organization. Mr. DeTora recommends that the Board establish a standing policy and messaging committee, who will further refine and grow policy development procedures. A liaison between that committee and the actual message dissemination mechanism is required. This “communications manager” will play a pivotal role in coordinating communications.

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

The messaging committee has been established. Mr. Tumlinson will have a draft report in the next couple of days.

- **PR/Media Review – Unknown**

Bob Noteboom, Tony DeTora, and Rick Tumlinson will be reviewing what the ideal process for generating press releases is vs. what the reality has been, and make recommendations. This item may be completed late due to getting a late start.

- **Organizational Affiliations Review – Unknown**

Mr. Boland and Mr. McKnight, with Mr. George’s assistance, will produce something for the next meeting, although it may not be totally complete by then.

- **Bylaws Review – Bob Noteboom**

Mr. McKnight still owes Mr. Noteboom the legal review of the bylaws he wrote. Additional changes to the by-laws may be warranted based on the final reports from all the Board members.

- **Ad Hoc Items**

- There was some discussion to clarify what the course of action will be once the 60 day review period is up, and how the final document is distributed to the Advocates. The Advocates will be notified by December 18 as to when and how the document will be available. The Chairman will provide the Advocate Coordinator with a message to send to the Advocates. The final document will be posted to the Advocates web page. The Advocates will have 2 weeks to review the document and provide feedback before final approval by the Board.
- Regarding John Strickland’s request for an endorsement of his SSP project proposal, we will respond with our support SSP research, and offer him assistance in refining his plan. Rick will write letter tomorrow.
- Bill Boland gave an update on the Mad Science & Team Encounter partnership; he will convey congratulations to Charles Chafar.
- Bob Hillhouse reported that Rich Pournelle of XCOR has Red Herring very interested doing an SES in the Bay Area around May. The Board requested that a budget and event proposal be generated. Mr. Hillhouse indicated that he could have this ready by the end of January.
- There will be a Gala follow-up gathering this Sunday with the Vodka people. They’ve indicated any time we want to do a small event (less than 100ppl), we can use their Malibu facility. Candace of Blue Room is helping us get into that scene. Rich people will be there. The idea is small, intimate events facilitate bonding.

- **Adjourn – 8:25pmPT/11:25pmPT**

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