

Space Frontier Foundation Board Meeting Minutes – December 19, 2001

Present:

- Bob Noteboom, Chairman of the Board
- Bill Boland, Board Member
- Denise Norris, Board Member
- Libby Workman, Advocate Coordinator
- Bob Hillhouse, Treasurer
- Brook Mantia, Secretary
- Tony DeTora, Board Member
- James George, Executive Director

Absent:

- John Carter McKnight, Board Member (Proxy given to Bill Boland)
- Rick Tumlinson, Board Member & President (Proxy given to Bob Noteboom)
- Shubber Ali, Board Member

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

□ Approval of Minutes

- December 12th Board Meeting.
Approved as amended.

□ Collection of Advocate Dues

Bill Boland and Libby Workman had an action to develop a letter to the Advocates, and a draft has been completed. The online dues paying webpage needs to be updated for 2002. Denise Norris will work with Mike Heney to complete that. A letter to the general membership requesting year-end contributions needs to go out within the next two days. The current email distribution list for members is around 500-600, although it does not reach all the members. (We have physical addresses for over 2,000.)

□ Advocate Site Updates

The approved Board minutes since October 19 have been posted to the Advocates' page. Earlier minutes may still be posted. The final 60-Day Review Report will be posted there when it is ready.

□ Final Report

Input has been received for the first six of the ten actions of the 60-Day Review Resolution. Bob Noteboom noted that this was presumably because the first six items pertained to operations, and the last four to structure of the organization. A recommendation was made to schedule a two hour telecon to review the final document so all Directors participate in integrating the final report.

There was discussion on how to present the items that have been completed and accounting for those that haven't been completed. Should the deadline for the four outstanding actions be extended within the context of the original resolution? If the deadline is extended, should the first five premises outlined in the resolution be modified at all? After lengthy debate, the following motion was made.

Motion to complete the work on the following six items from the 60-Day Review Resolution, passed on October 19, 2001 and amended on October 31, 2001:

- 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.

and consolidate them into a single report to be reviewed by the Board within five days and published for the Advocates, no later than January 1, 2002, for a period of public comment lasting until January 15, 2002. A notification will be sent to the Advocates within two days letting them know the status of the 60 Day Review Resolution, including the four uncompleted items, and directing them to the new Advocate site for the purpose of reviewing the Board's work in the past 60 days. Another notification shall be sent to the Advocates concurrent with the publication of the aforementioned report directing them to the link by which they can download said report. **Motion approved.**

Motion: To extend the meeting until midnight, Eastern Time. **Approved.**

[Break 8:43pm-8:51pm]

There was an unsuccessful motion to table the discussion until later. Discussion continued on the disposition of the four remaining uncompleted items, resulting in the following motion.

Motion: Recognizing the extreme care with which organizational changes to the Foundation must be executed; the review period for the following four items from the 60 Day Review Resolution will be extended for no more than 60 days:

- 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
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- Foundation that highlights and explains the goals and inter-relationships between existing Projects, activities 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.

And, concerning the first five bullets of the Resolution:

- 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.

shall expire concurrent with the completion of the four aforementioned tasks. **Motion approved.**

A **Motion** was then made and passed to close the meeting, being past midnight on the east coast. The following items were not addressed for lack of time:

- Budget Plans
- Grant administration for New Jersey Public Space Center Feasibility Study
- Working Session - Review of Final Report
- Plans for release of final report
- Near term actions required for implementation of recommendations
- Discussion of World Congress on Commercialization of Space/New Space Economy Conference

□ **Adjourn – 9:05pmPT/12:05amET**
