

Space Frontier Foundation Board Meeting Agenda – January 30, 2002

Present:

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

Absent:

- Libby Workman, Advocate Coordinator

□ **Call Meeting to Order – 7:03pmPT/10:03pmET**

□ **Approval of Minutes**

- January 23rd Board Meeting Minutes approved with minor edits.

□ **Review of Fundraising Campaign – Bill Boland**

Today was the first day of calls in the short-term fundraising campaign. Rick Tumlinson has raised \$400, plus a couple of Advocates who will pay their dues—a good result for the first day’s effort! Bill Boland will provide a daily status report to the Board through the completion of the campaign. Anyone making calls must coordinate with Mr. Boland so there is a single point of contact for each person being contacted, and consideration is given for particular potential donors that may require special handling. Although the intent of the campaign is to immediately retire Foundation debt, some contributors may only want to provide funds for a specific event or project so we’ll gladly accept whatever is offered.

□ **Review of Director of Development Position**

Bob Noteboom distributed an updated draft job description for the Development Director position. Bob Hillhouse commented that incentive bonus payments need to be paid sooner rather than later in order to be most effective. There was some discussion on how to structure the bonus plan. This will be a contract position. For legal and tax reasons, care should be taken not to create the impression that the Development Director is an “employee” of the Foundation in disguise, particularly since James George will have been a recent employee when he takes on the role of Development Director. His last day as Executive Director is January 31, 2002.

□ **Review of Outstanding Actions**

- Policy/Vision Review – Rick Tumlinson
Still in progress.
- PR/Media Review – Rick Tumlinson / Tony DeTora
Complete.
- Organizational Affiliations Review – Bill Boland / John Carter McKnight
Still pending completion of the Vision Map.

- Bylaws Review – Bob Noteboom
Bob Noteboom will have this complete for next meeting.

□ **Committee Reports**

- Message and Policy Committee – Rick Tumlinson / Tony DeTora
The MAP Committee did not meet this week. Tony DeTora has been talking to various people, putting things together. The biggest news is that the C. of C. is back in gear and picking up momentum. NASA has issued their commercial astronaut criteria today—which the Foundation publicly called for last year. The MAP Committee will review the NASA criteria and respond appropriately. Mr. O’Keefe is also presenting his 2002 budget on Monday.
 - Finance Committee – Shubber Ali
[Note: Shubber Ali had dropped off the call by this time due to cell phone problems.]
Bob Noteboom reported on the committee meeting, mainly outstanding Gala issues. James George spoke with the Playboy Mansion and got them to agree to take about \$5K off our tab. They said by sending them \$25K now, we can pay the rest when we’re able. There is still a disputed amount of about \$5,700.
 - Operations Committee – Denise Norris
Denise Norris needs to determine how the office function will be managed as of February 1 when there is no longer an employee in the office. Someone needs to collect the mail, process the bills, answer phones, etc. Until someone else is found, the President will collect the mail and send it to the Treasurer to make sure the bills are paid. A bookkeeper needs to be hired immediately. Ms. Norris will contribute \$1,000 to secure 10 months of bookkeeping services.
 - Events/Projects Committee – Bill Boland
Bill Boland is putting a little more time into developing the committee resolution in order to capture some other ideas. He is investigating the “nuts & bolts” of planning currently in progress for the Return to the Moon symposium and the annual Space Frontier Conference. He’ll be asking some tough questions to objectively justify the Foundation’s engagements. There are no “sacred cows,” and all events and projects will be subject to examination. The approach is to fine-tune our efforts, challenging ourselves to clearly define the goals and intentions of what we expect to accomplish. John Carter McKnight and Rick Tumlinson will also be participating on the committee. An immediate task of the committee should be to find a replacement conference manager for this year’s SFC so James George can devote himself exclusively to his Development Director objectives. Suggestions are welcome.
 - Marketing Committee – Rick Tumlinson / John Carter McKnight
A resolution will be circulated for a vote next week. A meeting will be scheduled in the near future.
 - Member Services Committee – Bob Noteboom
A draft resolution has been distributed to a few Board members. There was a recommendation to combine the Membership Coordinator and the Advocate Coordinator roles for now. Bob Noteboom will chair this committee. Bill Boland will serve on this committee also.
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□ **Discussion of New Jersey Public Space Center Project**

Bob Noteboom has reviewed the proposal and thinks it seems reasonable on the surface, but would like to get a legal review. The Foundation would get 10% as grant administrators, and an additional fee for payroll processing. Denise Norris has sample agreements that we may be able to use. Bob Hillhouse will give the proposal a look and offer his opinion.

□ **Adjourn – 8:30pmPT/11:30pmET**
