

Space Frontier Foundation Board Meeting Minutes – February 13, 2002

Present:

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

Absent:

- Rick Tumlinson, Board Member & President
- Denise Norris, Board Member
- Shubber Ali, Board Member

□ **Call Meeting to Order – 7:08pmPT/10:08pmET**

□ **Approval of Minutes**

- A motion to accept the February 6th Board Meeting minutes, with minor edits, was approved.

□ **Review 60-day Report – Part II**

Bob Noteboom distributed Part II of the 60-Day Report which was reviewed during the meeting. The final revision will be distributed on Monday.

There was a discussion about efforts to improve communication to the Advocates, and how to expedite pertinent news as necessary. Certain news should not wait until, or depend upon, Board minutes being approved. For example, the resignation of the Executive Director and the status of the office are things that impact the entire organization and should be conveyed in a timely manner. These are things that should be communicated directly, and not heard second hand. However, other things would not be appropriate to “leak” prior to the Board Minutes being approved. We’ll try it for 30 days, and see how it goes. Bill Boland will take point.

□ **Review of Fundraising Campaign**

Bill Boland has distributed the latest update. A total of 13 Advocates have been contacted. There is not much momentum, and Mr. Boland is open to suggestions. Advocates continue to pay their dues. Monthly contributions will be accepted. Resistance seems related to a sense of confusion among the Advocates over the current state of the Foundation, as well as the events related to September 11. There was discussion about expanding the scope of people being approached, and consideration of incentives we can offer that would not require out of pocket expenses by the Foundation. John Carter McKnight will put together a proposal.

□ **Review of Proposed Director of Development Contract & Discussion of New Jersey Public Space Center Project**

Bob Hillhouse is working on the Director of Development contract to insure that the language reflects that this is a contractor position and not an employee. He will review it with James George and forward to the Board by Monday night. Mike Urban, as a contractor, will have a similar contract. There are strict rules in California regarding fundraisers for non-

profits that we need to be aware of. The Foundation would receive 10% as grant administrators (e.g., doing 990's etc.) Any additional expenses incurred in this capacity should be built into the proposal, so that it does not come out of the Foundation's 10% portion.

□ **Discussion of RTM Symposium and other projects**

Two events have been previously approved: the Return to the Moon symposium and the annual Space Frontier Conference. From an execution perspective, having a realistic budget, including cash flows, is imperative. Nothing gets paid until the budget is approved. Sponsorships are crucial, but we need to get a better handle on understanding what they'd want.

Bill Boland mentioned the IEG conference (www.sponsorship.com), held annually in Chicago whose focus is solely on sponsorships. This could be a tremendous resource for us. We have the potential to raise significant sponsorship funds, but it will take understanding ourselves and what we offer.

□ **Committee Reports**

- Message and Policy Committee – Rick Tumlinson / Tony DeTora
No report.
- Finance Committee – Shubber Ali
No report.
- Operations Committee – Denise Norris
No report.
- Events/Projects Committee – Bill Boland
The following resolution was introduced:

*Resolution to Establish the Events and Projects Committee
of the Space Frontier Foundation*

Resolved that an Events and Projects Committee of the Space Frontier Foundation be established to:

Projects

Evaluate new and existing projects and assess each project's benefits to and requirements of the Foundation, and recommend to the Board the nature of the relationship proposed, including compliance criteria for each party.

Manage approved projects on behalf of the Foundation.

Deliver a semiannual compliance review to the Board of Directors for each supported Project.

Events

Receive and evaluate proposals for Foundation Events and assess their benefit to and requirements of the Foundation for each occurrence of each event. At a minimum, each proposal to be evaluated shall include a written description of the project team, message, goals and objectives, date and location, and proposed budget.

Manage the relationship with the conference team on behalf of the Foundation.

Issue a joint Event After Action Report, together with the event team, to the Board of Directors including assessment of goals and objectives, financial results, team performance, and recommendations for improvement.

Membership

The committee should, at a minimum, include one Board Member, a Founder or Advocate of five years good standing or more, and a total of not more than five persons.

A motion to accept the resolution was approved.

- Marketing Committee – Rick Tumlinson / John Carter McKnight
No Report
- Member Services Committee – Bob Noteboom
The following motion was introduced:

Motion to: Establish a permanent Membership Services Committee to develop, implement and oversee (in conjunction with the appropriate Foundation officers, committees and staff) programs to create value in Foundation membership and encourage the retention of members.

The Membership Services Committee shall:

1. Develop and implement membership feedback systems;
2. In conjunction with the appropriate staff, develop and implement membership bonus packages;
3. Coordinate membership-focused events, such as retreats and town halls;
4. Draft materials for communicating benefit information to the membership.

Members of the Committee shall include the Executive Director, the Advocates Coordinator, [the Membership Coordinator] and [at least one member] of the Board.

The motion was approved by the Board.

- **Dates for future Board Meetings**
We will move from weekly meetings to every other week until things are going smoothly, then go to a monthly schedule. The next Board telecon will be held February 27.
 - **Adjourn – 8:28pmPT/11:28pmET**
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