

## Space Frontier Foundation Board Meeting Minutes – June 25, 2002

### **Present:**

- Bob Noteboom, Chairman of the Board
- Brook Mantia, Secretary
- Tony DeTora, Board Member
- Bill Boland, Board Member
- Denise Norris, Board Member
- Shubber Ali, Board Member

### □ **Call Meeting to Order 6:13pmPT/9:13pmET**

### □ **Approval of Minutes**

- A motion to accept the June 12<sup>th</sup> Board Meeting Minutes was approved.

### □ **Discussion on Bylaws Change Proposal**

Since the last meeting, Bob Noteboom consulted with Foundation attorney Pat Gibbs regarding proposed changes to the By-Laws concerning the position of President. He advised that there is not a requirement for a President according to the rules for Georgia corporations, but that there is a requirement for a CEO and a CFO for annual filing purposes. The Chairman or an Executive Director can fulfill the role of CEO. The proposed revision to the By-Laws has been circulated to the Board for review, but will wait for Pat Gibb's approval of the language before introducing the final version for approval. He is currently out of town and will not be able to respond before July 7.

### □ **Discussion on Operational Tasks and Leadership Candidates**

#### • Executive Director

An updated job description for Executive Director is needed. The Board discussed potential candidates. It may be wise to postpone selecting an ED until after the fall conference to understand what the organization really needs from that position. Advocates will also be solicited for nominations and volunteers for consideration by the Board.

#### • IT and Telecommunications

The Foundation's secure site certificate is up for renewal. The Board discussed possible candidates to handle the Foundation's IT and Telecommunications needs. Creating a team (rather than just 1 person) can help engage more Advocates.

#### • SpaceFront Publication

An editor is needed to revive SpaceFront. This position would report to the media coordinator. Shubber Ali volunteered his editing and graphic skills as editor of SpaceFront.

#### • Membership Database Management

Bob Noteboom will work with Bob Werb to pull a comprehensive list together and clean it up. The Advocate Coordinator position may be expanded into a Membership Coordinator—for which a job description would be needed. Bob Noteboom and Bob Werb will coordinate their efforts with Bill Boland and Mike Heney who are building an invitation database for the fall conference.

### □ Gala Account Receivables (Slivka and DMS)

Shubber Ali is still planning to follow-up with James George to pursue collections.

□ RTM 4 Conference Plans and Activities

If it is determined that a Board Meeting be scheduled at the Houston symposium, the afternoon of July 20<sup>th</sup> would be the best time. There are not many registrations; however, the good news is the costs have been kept low enough that not many registrations are needed to break even.

□ SFC 11 Conference Plans and Activities

Bill Boland is managing the first day's program on where we stand. Rich Godwin has consented to organize the second day around projects, and Sam Coniglio will be managing the third day of awards and recognition. The Annual General Business Meeting will be held the evening of 2<sup>nd</sup> day over dinner.

□ **Date for next Board Meeting: Tuesday, July 9, 2002 6:00pmPT/9:00pmET**

□ **Adjourn 7:10pmPT/10:10pmET**

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