

## Space Frontier Foundation Board Meeting Agenda – September 21, 2002

### **Present:**

- Bob Noteboom, Chairman of the Board
- Brook Mantia, Secretary
- Tony DeTora, Board Member
- Sam Coniglio, Board Member
- Al Differ, Board Member
- John Cserep, Board Member
- Rich Godwin, Board Member
- Elaine Walker, Board Member

### **Absent:**

- Pat Dasch, Board Member
- Bob Werb, Treasurer

### ❑ **Call Meeting to Order 9:05amPT/12:05pmET**

### ❑ **Approval of Minutes:**

- A Motion to accept the August 27<sup>th</sup> Board Minutes was approved.
- The Annual Business Meeting Minutes of September 13, 2002 will be approved when the detailed financial information can be included.
- A Motion to accept the September 13<sup>th</sup> Board Minutes was approved.

### ❑ **Administrative Items**

- Leadership Roster Updates – The Leadership Roster lists Board members and officers, positions and contact information. All Board members are requested to get their contact information to Brook Mantia so she can put out an updated roster this week.
- Bios/Photos for Web Site – All Board members are requested to send their bios and a photo directly to Peter Thorpe for posting on the Leaders webpage.
- E-mail addresses (@space-frontier.org) – Board members can get set-up with an “@space-frontier.org” email address which can be forwarded to their primary email address.
- Business Cards – There is currently no standard for business cards. Tony DeTora will ask Peter Thorpe if he can design a template. He will also ask Marc Schlather about the printer that ProSpace uses as they are fairly inexpensive. Avery makes do-it-yourself forms that are easily available.

[Elaine Walker joined.]

- Letterhead Updates (including Advisors) – The Secretary will maintain the letterhead master. Bob Noteboom will contact each Advisor to get updated information and see if they're still interested in being an Advisor. If so, he will request a bio for the website. Brook Mantia will send a copy of the current letterhead to the Board for review.

□ **Discussion on Leadership Job Descriptions and Candidates**

- Executive Director – Tony DeTora circulated a draft Executive Director job description for the Board to review. This position would be the primary point of contact between Foundation operations and the Board. The ED would interact with project coordinators and conference chairs. The Board discussed the conditions under which this position might receive compensation. It was recommended to wait on finalizing the job description until Pat Dasch is back and can offer her input based on her experience.
- Treasurer – Bob Noteboom sent out this position description to the Board this morning. He is now awaiting feedback from Bob Werb.
- Secretary – Brook Mantia has sent this position description to the Board. She will have the existing job descriptions posted on website.
- Development Director – The job description for Development Director has been reviewed by the Board, but not approved. Specific salary info should be removed from the job description.
- Advocates Coordinator – Brook Mantia owes a draft job description for Advocates Coordinator. Bill Boland is considering taking on this position. A comprehensive, centralized database is needed to keep track of the Advocates (among others). ACT software would allow integration of such a database with QuickBooks, our accounting software.
- Projects Coordinator – A description for this position can be found in the 60-day Review Recommendations produced by the previous Board and posted on the website.
- Communications Director – Tony DeTora will see what has been done for this position.
- Operations Manager – This position would be covered by and/or subordinate to the Executive Director.
- Chief Information Officer – This position was proposed recently to address immediate issues regarding the phones, web site, etc. This function may be better contracted out, and accountable to the Executive Director.

Board members are urged to review the existing job descriptions for further discussion and recommendation of specific candidates at the next meeting.

□ **Discussion on Committees (See current Charters on Advocates Web Site)** – The Board reviewed the following sub-committees established by the previous Board. These are all areas for which the Board has ultimate accountability. The Chair polled the Board members for their interest in working in any of these areas. Anyone who hasn't reviewed the charters posted on the Advocates web site is encouraged to do so.

- Message and Policy – Tony DeTora briefly described the status of the MAPCom. Due to the distractions of operations, it fell by the wayside. This committee was intended to maintain and update official Foundation policy, act as a sounding-board for proposed policy, provide consistency, engage strong Advocate involvement and a smooth process. The Board still has the sole authority to determine policy, regardless of committee recommendations. Although policy statements may be written by a variety of individuals, the committee would be responsible for the logistics of policy implementation. There was some discussion as to whether there needs to be a committee or if it ought to be just one

person. Board members interested in participating on MAPCom are Tony DeTora, Elaine Walker, Rich Godwin and John Cserep.

- Finance – Al Differ, Bob Noteboom and Sam Coniglio expressed interest in the Finance Committee.
- Operations – The Operations Committee may be merged with the Finance Committee. Tony DeTora is interested in both the possibility of merging the two, and participating in that Committee.
- Events/Projects – Rich Godwin and Bob Noteboom are interested in this Committee.
- Marketing & Fundraising – Al Differ, Sam Coniglio and Rich Godwin expressed interest in Marketing & Fundraising.
- Member Services – Al Differ and Tony DeTora were interested in Member Services.

The Chair requested Board members to think some more about which positions they'd like to work on the most, talk to others, see if there are enough people to form a committee, then assign accountabilities.

- **Discussion on Budget Process** – There is currently no budget for 2003. The Chair requested that each of the committees come up with budgets for their area for next year. The Chair will roll these up into a master budget. This should be in place before the next fiscal year, which starts January 1, 2003.
  
  - **Other Business**
    - ClearReason Use – Amy Stapleton gave Bob Noteboom access to her online software. This can be used for Board interaction, and further evaluate its effectiveness “in action.” Dr. Stapleton will make herself available for phone training to anyone who desires it.
    - Spacefaring Web – John McKnight would like to affiliate his SpaceFaring Web column with the Foundation, and post his archived columns on the Foundation website. They would be posted with a disclaimer that the opinions expressed were the author's and not necessarily the Foundation's. Once given access, he can maintain the web pages himself. A Motion to allow Mr. McKnight to archive his Spacefaring Web on the Foundation website was approved. John Cserep will inform him of the Board's decision.
    - Mars Policy – The MAP committee will deal with this.
    - BBS – The Board discussed options for creating additional BBS forums, for example, having a public BBS in addition to the private BBS just for Advocates. The issue of behavior needs to be addressed also. A team will evaluate and investigate options, standards of conduct and enforcement, and come up with a proposal for the next Board meeting. Al Differ, Rich Godwin, John Cserep and Tony DeTora stepped-up to be on the team.
    - World Space Congress – Rich Godwin has secured an exhibit booth for the Foundation. Jim Busby, Rob Godwin, and maybe Elaine Walker, as well as Rich Godwin will be staffing the booth. The dates are October 14-19, 2002. There will be astronaut signings scheduled with a space suit on display. Needs include easels for signage and displays, chairs, display boards, etc. Tony DeTora may be able to provide support in this area. A
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plan is needed for the kind of outreach we'll do. Should we sell memberships? A Foundation fact sheet is needed. Bring lots of old SpaceFronts to give away.

- Vision Project [*deferred due to time constraints*]
  
  - **Date for next Board Meeting – Saturday, September 28, 2002, 9:00amPT/12:00pmET**
  
  - **Adjourn – 11:48amPT/1:48pmET**
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