

## Space Frontier Foundation Board Meeting Minutes – September 28, 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
- Elaine Walker, Board Member
- Bob Werb, Treasurer

### **Absent:**

- Rich Godwin, Board Member
- Pat Dasch, Board Member

### □ **Call Meeting to Order – 9:06amPT/12:06pmET**

### □ **Approval of Minutes**

- Approval of the September 13<sup>th</sup> General Meeting Minutes was deferred until the next board meeting to allow all the Directors a chance to review the financial statements attached.
- A Motion to accept the September 21<sup>st</sup> Minutes was approved.

### □ **Administrative Items**

- Leadership roster updates – The Secretary has distributed a completed roster. A revised copy will be sent out to include the telecon Bridge number.
- Bios/photos for web site – Just a reminder for Directors to get their information to Peter Thorpe if it's not done yet.
- E-mail addresses (@space-frontier.org) – Any Directors interested in this should send Mike Heney a request directly to set it up.
- Business cards – Tony DeTora will follow-up with Peter Thorpe.
- Letterhead updates – A thorough review of the Board of Advisors is needed, but in the meantime the Secretary will update the letterhead to match the list of Advisors as listed on the website.
- Advisors update – In preparation for contacting the Advisors, Bob Noteboom needs to determine what their understanding of the role is. Rick Tumlinson was recommended as the best person to explain the terms (if any) under which Advisors were appointed.
- Fluid Enterprise Accounts – Accounts have been set-up for each director. The letterhead and leadership roster should be posted there. Amy Stapleton is available for training upon request.

### □ **Discussion on Committee membership and chairs**

- Message and Policy – Members: John Cserep, Elaine Walker, Tony DeTora and Rich Godwin. A committee chair will be selected when Rich Godwin can participate.
- Finance – Members: Bob Noteboom, Sam Coniglio and the Treasurer. Bob Noteboom will chair the committee.
- Operations – Members: Tony DeTora, Al Differ and Bob Noteboom. Tony DeTora will chair the committee.
- Events/Projects – Members: Rich Godwin, Elaine Walker and John Cserep. A committee chair will be selected when Rich Godwin can participate.
- Marketing & Fundraising – Members: Al Differ, Sam Coniglio, Rich Godwin and Pat Dasch. Ms. Dasch will be invited to chair the committee.
- Member Services – Members: Al Differ and Tony DeTora. No chair was selected.

Bob Noteboom will follow up with each committee to identify existing business and actions to be taken based on what's been happening over the past year. The Chairman will check-in with committee chairs on weekly basis. An immediate task will be to fill positions related to that committee (e.g., a Project Coordinator would be recruited by the Events/Projects committee.)

□ **Review of Leadership Job Descriptions, Candidates, and Committee Association**

- Executive Director – Tony DeTora circulated an updated version of the position description. After reviewing the changes, a Motion to approve the Executive Director position description was passed. The Operations committee will have oversight of the Executive Director position.
- Treasurer – Bob Werb provided his changes to Bob Noteboom and an updated position description was circulated. After reviewing the changes, the Treasurer position description was approved. The Finance Committee will have oversight of the Treasurer.
- Secretary – A previously approved position description for Secretary is posted on the Fluid Enterprise website. It needs to be updated to replace “President” with “Executive Director.” The Board approved the necessary changes. The Operations committee will have oversight of the Secretary.
- Development Director – Discussion of this position was deferred for further review, and to get James George in the loop. An updated position description should be ready in time for the next Board meeting for approval. The Marketing and Fundraising committee will have oversight of the Development Director position.
- Advocates Coordinator – Brook Mantia drafted a position description for Advocate Coordinator. The Member services committee will have oversight of the Advocate Coordinator position. The committee will develop the position description further and lead the search for an Advocate Coordinator. Bill Boland has expressed interest and is the leading candidate.
- Projects Coordinator – The existing job description was approved. The Events & Projects committee will have oversight of the Projects Coordinator position.
- Communications Director – No position description currently exists. There had been some work that went into this, which is being tracked down. The Message and Policy committee will have oversight of the Communications Director position.
- Operations Manager – Discussion of the Operations Manager position was deferred. The Operations Committee will determine if this position is necessary.
- Chief Information Officer – Discussion of the CIO position was deferred. The Operations Committee will determine if this position is necessary.
- Chairman of Board – The existing position description was approved in July 2001.
- Board Member – The existing position description was approved in July 2001.

Approved position descriptions will be posted on the Fluid Enterprise website. Bob Noteboom will check with Pat Dasch and Rich Godwin regarding the committees they want to participate on. Each committee is to complete job descriptions as needed and fill positions.

- **Update on Budget Process** – Bob Werb has agreed to coordinate the 2003 Budget process instead of Bob Noteboom. Committees should submit their budget projections for 2003 directly to Bob Werb for consolidation into the master budget. Due to the lack of good historical information, and unpredictable income, the committees will need to work from a zero-based budget. A draft budget can be ready by end-of-year, but won't be completely final until January. Mr. Werb would like to work the budget process using Fluid Enterprise. The Foundation's fiscal year is the calendar year, but Mr. Werb is researching the advantages of changing that.

❑ **Other Business**

- Spacefaring Web – John McKnight has set-up his Spacefaring Web Archive on the Foundation website this week. It is now linked on the front-page as a Foundation project. This is acceptable for the time being, until a Projects Coordinator has been appointed and the Events/Projects committee does a complete review of all Foundation “official projects.”
- BBS – Sam Coniglio will engage a team to lead an effort to revamp the BBS for more project-oriented activity. The Advocate email list is not intended to be used for discussion. The telecon Bridge line is available in the evening, west coast time, but any other times need to be coordinated with Christina Marshall who owns the line.
- World Space Congress – It is unclear if someone is taking the lead on this effort, or if we’re really in a position to take advantage of this. Rich Godwin is providing the booth space, but is not able to fully coordinate the Foundation’s participation. Tony DeTora will follow-up with Mr. Godwin and see what he needs. In the meantime, someone needs to own developing marketing materials and getting them to the show.
- The Five Outcomes – This discussion was deferred as it requires more time than available at present. Sam Coniglio will continue to coordinate compiling a list of Foundation assets.
- Vision Project/Space Settlement Act/Hollywood – There have been several ideas for projects put forward on the Advocate email list recently. Before any clear action can be taken, a specific leader needs to step forward and submit a proposal. Rick Tumlinson sent a proposal this morning that needs to be reviewed regarding the creation of a brochure, revival of SpaceFront, etc. Specific outcomes should be detailed, along with budgets and deadlines. Be ready to discuss the proposal at the next meeting, and be ready to address how much should we pay for these materials, if they should be vision or accomplishment focused (mainly the brochure), and what is needed to get it done.

❑ **Date for next Board Meeting** – Saturday, October 12, 2002, 9:00amPT/12:00pmET.

❑ **Adjourn** – 10:40amPT/1:40pmET

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