

Space Frontier Foundation Board Meeting Minutes – November 16, 2002

Present:

- Bob Noteboom, Chairman of the Board
- Brook Mantia, Secretary
- Al Differ, Board Member
- John Cserep, Board Member
- Rich Godwin, Board Member
- Bob Werb, Treasurer
- Pat Dasch, Board Member
- Sam Coniglio, Board Member

Absent:

- Elaine Walker, Board Member
- Tony DeTora, Board Member

Note: Due to technical difficulties, the meeting scheduled for November 9, 2002 was rescheduled for November 16, 2002.

☐ Call Meeting to Order – 9:09amPT/12:09pmET

☐ Approval of Minutes

- A motion to accept the October 26th Board Meeting Minutes was approved.

☐ Administrative Items

- Leadership roster updates – A few updates have been received since the last roster went out, and will be added.
- Business Cards - Sam Coniglio is working on a template he will distribute soon.
- Letterhead Updates – Complete and posted to Fluid Enterprise Site.
- Advisors Update – No Change.
- Fluid Enterprise Accounts – Al Differ noted that the site is “browser sensitive.”

☐ Committee Reports

- Message and Policy – John Cserep.
 - ✓ Awaiting feedback from the committee regarding an Op-Ed by Ed Wright for Space News. Rick Tumlinson posted a draft press release for feedback along same lines, i.e., government versus private space planes. It will go out as soon as finalized.
 - ✓ Elaine Walker is circulating the joint Mars Policy statement to the Mars Society and the Mars Institute.
 - ✓ Procedures for press releases have been sent to the Advocates. Mr. Cserep will send a copy to the Secretary to post on the Advocate Resources page.
 - ✓ There have been no formal meetings of the committee, although there has been a significant amount of email interaction.
 - ✓ Tony Verrengia has requested a letter of support from the Foundation in his efforts to ask Congress to review the 1997 Commercial Space Act and clarify the definitions of what constitutes a “commercial” vehicle. The Chairman of the Board will send a letter of support on behalf of the Foundation.
- Finance – Bob Werb. The Treasurer got the reports automated and sent out this morning to the Board and project managers. The current bank balance as of November 1 is about \$42,000, with \$9,000 being held for PTD. Total debt is now just under \$100,000. The external debt is about \$88,000. Funds still due from the Gala are still being pursued.
- Operations – Bob Noteboom for Tony DeTora. Tony DeTora is presently at the L.A. office wrapping things up there. Both the mail and phone will be forwarded or cancelled as necessary. The fax number will change to an efax account. The 800 Number is going to Bob Noteboom’s

house. The former local numbers will refer to the 800#. Office materials are being distributed as necessary. The only remaining items at the office belong to FINDS or Rick Tumlinson. Mr. Tumlinson notified the Chairman that FINDS now expects the Foundation to take on responsibility for paying the office rent and finding another tenant. Regarding the Executive Director position, Mr. DeTora is agreeable with being a contractor, similar to the arrangement with John Hanks. The new Foundation efax number is: 928-222-6996 and is directed to “info@space-frontier.org.”

- Events/Projects – Rich Godwin. The Board requested the committee to find out the status of the existing Foundation projects and event plans, including the next Space Enterprise and Return to the Moon symposiums. Planning for SFC12 needs to be initiated. Formal project agreements are needed on all current projects; samples are available.
- Marketing & Fundraising – Pat Dasch. Pat Dasch has been putting ideas out to the committee via email, since her travel schedule has made a real-time call difficult, although no one has really responded with anything except Rich Godwin. Al Differ will be drawn to coordinate with member services. Events and project will be key means of fundraising. A guest book will be initiated on the website to gather names. Our plans for public outreach need to be evaluated for what makes the most sense.
- Member Services – Al Differ. Joe Gillin has expressed tentative interest in the Advocate Coordinator position. A job description for a membership coordinator has been sent to the committee for review. An updated “membership” list has been posted to the Fluid Enterprise website. There are about 2,800 people on the list, including media. List is old however, and must be updated. Mike Heney has been requested to extract a list from credit card transactions.

□ **Other Business**

- Office Status – (See Operations Committee Report)
- Executive Director Agreement Status – (See Operations Committee Report)
- Project Proposals – The Chained Rocket project proposal is on Fluid Enterprise. It is based on the “Killing Impediments to Opening the Space Frontier” initiative from SFC11. The Board is requested to review and be prepared to discuss the proposal at the next meeting. The other pending project proposal was submitted by Al Differ regarding the Frontier Files. He has since gotten a commitment for an editor, and a writer.
- Chapter Affiliations – There has been some discussion about expanding the Foundation reach through “loose” affiliations with external groups, for example, with individual chapters of NSS or the Mars Society. The San Diego Mars Society chapter has actually made a proactive request. The Board recommended that external chapter leaders within the Foundation (Eileen Walker, Brook Mantia, Al Differ, et. al.) come up with a proposal outlining the requirements, benefits, etc. Al Differ will coordinate this effort on behalf of Member Services.
- BBS – Done
- Review of Rick’s Core Materials Task – The project is about 80% in compliance right now, which is good.
- Advocates and Supporters Update – Bob Noteboom will be resuming his periodic update to Advocates and Supporters regarding Foundation business. The pending announcement will cover four main items:
 - ✓ Tony DeTora’s appointment as Executive Director;
 - ✓ John Hanks appointment as Communications Director;
 - ✓ The transitioning of the Foundation office in Studio City;
 - ✓ Rick Tumlinson’s contract arrangement for core materials.

This will be going out mid-week. Send email to Bob Noteboom for any additional topics that need to be mentioned. (A solicitation for end-of-year donations is always worth mentioning!)

- Space Frontier Conference 12 – A Conference Manager needs to be assigned. Al Differ will see if any Advocate is willing to step up. Dates and location need to be determined. Aligning SFC12 with World Space Week (October 4-10) is a possibility.
 - **Date for next Board Meetings** –
 - ✓ Sunday, November 24, 9amPT/NoonET – Short continuation meeting to address the 2 pending project proposals
 - ✓ Saturday, December 7, 9amPT/NoonET – Regular Board meeting
 - **Adjourn – 10:41amPT/1:41pmET**
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Special Projects Meeting – Saturday, November 24, 2002

Present:

- Bob Noteboom, Chairman of the Board
- Brook Mantia, Secretary
- John Cserep, Board Member
- Tony DeTora, Board Member
- Sam Coniglio, Board Member

Absent:

- Rich Godwin, Board Member
- Al Differ, Board Member
- Elaine Walker, Board Member
- Pat Dasch, Board Member

This meeting of the Board was held, as an “addendum” to the November 16 Board meeting, to further discuss the Chained Rocket Project and Frontier Files Project proposals.

Chained Rocket Proposal – Submitted by Alisa Schreibman, et. al.

Comments have been shared in email. On the matter of CR quarterly press releases, the intention is to work independently, but in parallel to the MAP Committee for better streamlining. The CR would interface with the Board through MAP Committee chair, John Cserep—who is also involved with the CR project. Final press releases would be run by the Board on a 24-48 hour turn-around, to check for any “show-stoppers” and give the Board a chance to notify CR to hold off on a release of the Board has objections. Consistency of message between CR and MAP is an issue to be monitored, but for now John Cserep will be able to help maintain consistency because he belongs to both MAP and CR. The press release would then be given to the Communications Director for distribution. One press release per quarter should not create an inordinate amount of work for him. The proposal suggests that the project will be “revenue neutral,” intending to be self-funding; however, they should understand that all projects are subject to a 10% administrative overhead fee, as contained in the project agreement template. With regard to the suggested Chained Rocket Award, since this is a “negative” award, it doesn’t seem to benefit Foundation. Instead, maybe conduct a ceremony at the next Space Frontier Conference. A Project Agreement needs to be completed for this project, and a detailed budget of income and expenses must be submitted before final approval

Frontier Files Online – Submitted by Al Differ

This is a proposal for an online, moderated newsletter. Since this would be an automated application, the need for an editor, and a paid one at that, needs to be clarified. Participants would join the online community, submit articles, comment and vote on each other’s submissions for publication. A more formal budget (than that already in the proposal) needs to be submitted, along with the completed Project Agreement.

Adjourn - 10:21amPT/1:21pmET
