

Space Frontier Foundation Board Meeting Minutes – December 7, 2002

Present:

- Bob Noteboom, Chairman of the Board
- Brook Mantia, Secretary
- Al Differ, Board Member
- John Cserep, Board Member
- Elaine Walker, Board Member
- Tony DeTora, Board Member
- Pat Dasch, Board Member

Absent:

- Rich Godwin, Board Member
- Bob Werb, Treasurer
- Sam Coniglio, Board Member

❑ **Call Meeting to Order – 9:06amPT/12:05pmET**

❑ **Approval of Minutes**

- A motion to accept the November 16th Board meeting minutes was approved.

❑ **Administrative Items**

- Leadership Roster Updates – No changes or updates.
- Business Cards – Sam Coniglio has sent out template. He will revise with all changeable fields (e.g., title, address, etc.) and re-send.
- Letterhead Updates – Nothing new.
- Advisors Update – Nothing new.
- Fluid Enterprise Accounts – The account not working. Bob Noteboom sent a note to Amy Stapleton to see what was happening.

❑ **Committee Reports**

- Message and Policy – John Cserep. Mr. Cserep will forward the “no child left behind” Op-Ed by Ed Wright to confirm attributed quotes. On the OSP-related letter, Mr. Cserep has revised the letter based on feedback from Jim Muncy and others. The tone may be a little contentious. Mr. Noteboom will discuss this with Mr. Cserep privately before it goes out. There was a question about who to in Congress it should be addressed to. There is a new Space Science Committee of House Science Committee starting January 3, 2003. The release strategy needs to be thought through, since there will be little attention during the holidays. The C-of-C is meeting again and care need to be taken that it doesn't dilute the MAP committee. For now, the two committees are communicating. Mr. Cserep will talk to Rick and see what's happening to insure consistency.
- Finance – Bob Noteboom. Bob Werb has put out a current set of reports. Waiting to hear back from Rich Godwin on status of Marietta Baglieri's efforts to recover Gala funds. Pat Dasch will follow-up with Ms. Baglieri.
- Operations – Tony DeTora. Mr. DeTora went to the Studio City office and cleaned out all Foundation materials. All that's left is some furniture, FINDS stuff and Rick Tumlinson's personal items. Some items were shipped to Mr. DeTora and some items were placed in storage. Bills were sent to the Treasurer. Mr. Werb is looking over the lease agreement to see if we can just walk away, as we did not sign the lease. A mail forwarding order now directs mail to Bob Werb in Nyack, NY. The 800# has been routed to Bob Noteboom's home office. An employment agreement needs to be worked out with Mr. DeTora for the Executive Director position, rather than a contractor agreement.
- Events/Projects – Rich Godwin. (Bob Noteboom covered this as Rich Godwin was not present.) The project agreement has been received from George Whitesides for Permission to Dream.

- Marketing & Fundraising – Pat Dasch. Ms. Dasch is working on a basic game plan for fundraising. She has some ideas to discuss with Mr. Noteboom and then she will be ready to present something to the whole Board. Ms. Dasch welcomes input on what the focus of an end-of-year donation letter should be—before Tuesday.
 - Member Services – Al Differ. Mr. Differ is still talking with Joe Gillin about the Advocate Coordinator position. The members list is still coming along. It must be ready to use to send out the new issue of SpaceFront. Daniels Graphics will mail them at 19c each and we want to give them a list of 1,000.
- **Other Business**
- Office Status – (See Operations report above.)
 - Executive Director Agreement Status – (See Operations report above.)
 - Project Proposals – Project Agreements & Budgets need to be collected. The proposal, agreement and budget for each project will be attached to the Board minutes and posted.
 - Chapter Affiliations – Tabled until later. Al Differ will schedule a meeting.
 - BBS – Done.
 - Review of Rick’s Core Materials Task – Regarding SpaceFront, 14 out of 16 pages are done. The last page is an RTTM “save the date” ad. Bill Boland was supposed to provide article on SFC11. More pictures will be added. Mr. Tumlinson may write an article on the roundtable. A fundraising letter might go on the back cover. It will go to the printer on Monday, to produce 2,000 SpaceFronts.
 - Advocates and Supporters Update – Mr. Noteboom will send this out soon.
 - SpaceFront Printing – Covered.
 - Space Frontier Conference 12 – Need to recruit Conference Manager. Please bring recommendations to the next Board meeting.
- **Date for next Board Meeting – Saturday, January 4, 2003, 9:00amPT/12:00pmET.**
- **Adjourn – 10:12amPT/1:12pmET**
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