

Space Frontier Foundation Board Meeting Minutes – January 18, 2003

Present:

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

Absent:

- John Cserep, Board Member
- Rich Godwin, Board Member
- Bob Werb, Treasurer

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

❑ **Approval of Minutes**

- A motion to accept the January 4th Board meeting minutes was approved.

❑ **Administrative Items**

- Following the discontinuation of the Fluid Enterprise website, Bob Noteboom found a software application to create a document library on our website and passed that to Mike Heney. Hopefully he can set something up when he gets a chance. In the meantime, Brook Mantia will serve as a central document repository.
- Laurie Wiggins is planning to do a networking event in the D.C. area for local space activists, watch for an invitation.

❑ **Committee Reports**

- Marketing & Fundraising – Pat Dasch. Ms. Dasch is still trying to get in contact with Rich Godwin to see if Marietta has had any success in recovering outstanding Clarke Gala funds. Collecting money owed is an obvious priority. There was discussion at the last meeting about getting a letter out quickly, but it appears the mailing list could use some further scrubbing first. There is a service to check for address updates, the National Address Change Database (or something close), used by direct mail businesses. Ms. Dasch will find out how it works. (The Executive Director will take care of this process in the future.) She has a rough draft of the letter, but she's still waiting to receive her issue of the current SpaceFront as she would like to refer to it. Ms. Dasch will be addressing potential donors for specific projects and general recruitment strategy.
- Operations - Tony DeTora. A telecon will be held tomorrow regarding getting the database into a suitable application to generate reports, etc. The goal is to have it ready to get a letter out during the first week of February. Mr. DeTora will officially start as Executive Director on Monday, January 20, 2003, even though the employment agreement is not ready yet. There are details regarding Virginia employees that need to be sorted out before the agreement can be complete. Mr. DeTora is responsible for membership fulfillment right now.
- Member Services – Al Differ. Dr. Differ has been traveling for the past couple of weeks, but he has been receiving address updates. One new member has signed on. Dr. Differ has been in touch with Joe Gillin, the new Advocate Coordinator. Mr. Gillin's first assignment will be to send out dues notices to Advocates.
- Events/Projects – Rich Godwin. (Mr. Godwin absent)
- Finance – Bob Noteboom. A budget was submitted to the Treasurer a couple weeks ago and the committee is waiting for feedback. Mr. Noteboom will forward the proposed budget to the Board

for review in the meantime. Once the Executive Director is in place a project by project budget review will be conducted.

- Message and Policy – John Cserep. (Bob Noteboom for John Cserep) The press release on OSP has gotten some coverage. There is a MAP call on Monday nights at 7:00pmET. Not many people are attending. An area of concern is that the Foundation hasn't been making much headway in responding to issues while they're still current. Response time needs to be drastically improved. It was suggested that a dedicated "policy director" is needed to drive this effort, insuring we get press releases out on a timely and regular basis. Please respond to Bob Noteboom with your thoughts on the matter by Tuesday to determine whether to discuss this at the next Board meeting or schedule a (lengthier) separate telecon.

□ **Other Business**

- Executive Director Status. (See Operations Committee report above.)
- Core Materials Task Status and Future. Rick Tumlinson has forwarded the essay to the Board email list. It can be photocopied and used "as is" now. With some slight modifications, it can also be published as a booklet or brochure at some point in the future. Mr. Noteboom has received a draft of the PowerPoint presentation. He will ask Mr. Tumlinson to send it to the full Board.
- Project Proposals. Regarding a Foundation Affiliates program, Elaine Walker has set-up a sample website. Brook Mantia is working on text. The Affiliate Program would be focused on identifying those groups who align with the Foundation's Mission, and would be an informal, voluntary partnership. A motion to move ahead with developing an Affiliate Program and webpage was approved.
- Space Frontier Conference 12. No updates.
- Upcoming Events. No updates.

□ **Date for next Board Meeting : Saturday, February 1, 2003 9amPT/12:00pmET**

□ **Adjourn – 10:09amPT/1:09pmET**
