

Space Frontier Foundation Board Minutes - Saturday, November 1, 2003

Present:

- Tony DeTora, Executive Director
- Al Differ, Board Chairman
- Bill Gaubatz, Board Member
- Joe Gillin, Advocate Coordinator
- Bob Hillhouse, Board Member
- David Livingston, Board Member
- Brook Mantia, Corporate Secretary

- Erin Medlicott, Board Member
- Manny Pimenta, Board Member
- Rich Pournelle, Board Member
- Natalie Vollrath, Board Member
- Bob Werb, Treasurer

Absent:

- Elaine Walker, Board Member

Call to Order 9:07amPT/12:07pmET

□ Approval of Board Minutes

- A motion to accept the October 4, 2003 Board Meeting Minutes was approved.
- A motion to accept the October 10, 2003 Board Meeting Minutes was approved.

□ Current Business

○ Executive Director Status – Tony DeTora

1. *Budget Report: 2003 Budget versus 2003 Actuals Year-to-Date*

The current reports will be available in a few days. There has been a lot of activity since the August reports. Projects and GenOps expenses are below expectations, with income slightly off. We have received several donations since August, including CFC contributions. All debt is carried over from previous year(s). Income is slightly above expenses, but not by much.

2. *Vision, Mission and Goals: Discussion and Suggestions*

Mr. DeTora distributed a document with a review of objectives from SFC11 for discussion, requesting that the 5 objectives be reviewed to see if they are still on track or still relevant. Directors are encouraged to take a look, try to understand, make recommendations and make adjustments if necessary. See if there are any objectives that ought to be added. Be prepared to discuss at the next BoD meeting.

3. *Fundraising: Lists of potential \$1,000+ Donors; Materials, Responsibilities, and Timelines*

The Board discussed several individuals who may be approached for contributions. Someone needs to put together an information packet for them. Some people may be more inclined to donate to specific projects rather than general donations, such as Steve Durst who will be contributing up to \$5,000 for RTTM5. Erin Medlicott will take advantage of her employer's matching contribution (up to \$1,000) program. Board members should also consider their own contributions. The recently-mailed fundraising letters should be followed up. A strong message needs to be developed. Mr. DeTora can provide copies of the letter and the list to board members upon request. Manny Pimenta suggested contacting philanthropic organizations for possible donations/grants.

4. *Board Info Reminder: Bios; Contact Info; etc.*

Please submit to Tony DeTora and/or Brook Mantia.

5. *NEOs Project and The Watch Project Materials Merge*

Since the NEOs project has been inactive, Richard Haase has assimilated that into The Watch project.

6. *Foundation Communications and Media: Concerns and Expectations*

The feeling of the Board is that we don't seem to be getting enough media hits for all the press releases we've been sending out. There needs to be more follow-up with specific press contacts. There needs to be better tracking of where they go and what the results are. How can we better hone of messages to be more appealing to press, get their attention. Can the membership be mobilized to be more responsive to current news and events? Forming a kind of "speakers' bureau" of experts could allow us to be more of a resource to press.

7. *Conference Coordinator: A Draft Job Outline*

Mr. DeTora has sent out a job description for a conference coordinator who would act in an advisory role for all Foundation events, reporting to the Executive Director. Brook Mantia has volunteered. Please e-mail concerns and feedback to Mr. DeTora.

8. *SFC12 Update*

The final numbers are still being tabulated, and James George is working on a full conference report. Some expenses are still being turned in; however, it looks like the conference ended up in the black.

○ Advocate Coordinator Status – Joe Gillin

▪ *Changes in Advocate Status – Dues Payments and/or Resignations*

Several Advocates renewed at the conference. Five new Advocates were inducted: Steve Durst, Kevin Greene, Richard Haase, Ed Hudgins, Tom Olson and John Powell (from 2002). Mr. Gillin needs to resolve with Mr. DeTora what to do about the lapsed Advocates.

▪ *Issues Raised By Advocates*

The Advocates expressed no objections to the Staggered Board Elections proposed at the annual meeting, so the Board will move forward with the process of implementation.

○ Working Committee Formation: Review of the Standing Committee and Interim Committees & Assignments

The Chairman gave a brief overview of the purpose and functions of each of the existing committees and urged the board members to review the website for more information. Board Members expressed interest in participating in the committees as follows:

1. Marketing & Fundraising: Manny Pimenta, Bob Hillhouse, Rich Pournelle and Bob Werb
2. Message and Policy (MAP): Bill Gaubatz, Rich Pournelle and David Livingston
3. Operations: David Livingston and Natalie Vollrath
4. Events and Projects: Manny Pimenta
5. Member Services: David Livingston

The Chairman and Executive Director will participate in all the committees. Ms. Medlicott will give the matter further thought and indicate her preferences shortly.

□ **New Business**

- Return to the Moon 5 – Manny Pimenta expressed the need to get volunteers and build a core team and get out the Call for Papers in time to include in the next issue of SpaceFront. The Call for Papers deadline will be around March.
- SFC13 – Need to get going on this and identify a conference manager. Al Differ will take the lead for now.

□ **Date for next Board Meeting:** Saturday, December 6, 2003, 9:00amPT/12:00pmET

Adjourn – 10:21amPT/1:21pmET
