

Space Frontier Foundation Board Minutes – Saturday, December 13, 2003

- Al Differ, Board Chairman
 - Brook Mantia, Corporate Secretary
 - Joe Gillin, Advocate Coordinator
 - Bob Hillhouse, Board Member
 - David Livingston, Board Member
 - Erin Medlicott, Board Member
 - Manny Pimenta, Board Member
 - Rich Pournelle, Board Member
 - Natalie Vollrath, Board Member
 - Elaine Walker, Board Member
 - Bob Werb, Treasurer
 - Bill Gaubatz, Board Member
- Absent:**
- Tony DeTora, Executive Director

Call to Order 9:05amPT/12:05pmET

□ Approval of Board Minutes

- A motion to accept the November 1, 2003 Board Meeting Minutes was approved.

□ Current Business

- Banking Change Resolution – The Board approved the Wachovia “Certified Corporate Resolution for Depository Authorization” for execution. The Secretary will send the paperwork to the bank.
- Space Settlement Project Proposal/Vote – There were no objections to Bob Noteboom proceeding as the Space Settlement Project manager. A formal vote was not deemed necessary. (See next item.)
- Foundation Reporting Structure - It is the sense of the Board that:
 1. Events and Projects of the Foundation form the vital backbone for how the Foundation accomplishes its objectives.
 2. Approval and support of events and projects ultimately rests with the Executive Director.
 3. The Board should not be directly involved in the approval and support processes for events and projects as these are operational in nature.
 4. The Board will retain its responsibility to engage in oversight of the related processes.
 5. Directors are encouraged to participate in these processes, but not while acting in their official role as Directors.
- Budget Report: 2003 Budget versus 2003 Actuals Year-to-Date – The Treasurer pointed out that “budget report” is a misnomer since we don’t really compare the numbers with to a defined “budget;” it just reflects actuals. However, the Treasurer and Executive Director will be developing a real budget. Projects are mostly self-funding, so Gen Ops is the only budget the Board controls. Any questions about reports can be directed to Mr. Werb.
- Foundation Media: Concerns and Expectations – It is the sense of the Board that:
 1. There must be a Public Relations (PR) Department responsible for message and policy process and Statements of the Foundation. This department should be composed of the PR Director and the Communications Director.
 2. The PR Director leads the PR Department and must report to the Executive Director. The Communications Director should probably report to the PR Director, but these details will be left to the Executive Director and PR Director to work out between them.
 3. The PR Director is not a Corporate Officer. The PR Director's authority to speak for the Foundation derives from the Executive Director.
 4. The PR Director's position must have a clearly defined job description. This should go without saying since all positions should have clearly defined job descriptions.
 5. The PR Director should be a paid position (contracted) and budgeted accordingly.
 6. The expectations of the PR Director should include a broadening of the spokesperson

role to include as many Advocates as are willing and able to perform the duties. Such duties should also be defined in writing and measured by the PR Director.

It is also the sense of the Board that:

1. Mr. Tumlinson has been filling the role associated with PR Director for the last couple months with no formal contract.
 2. As a result of Mr. Tumlinson's past and present contribution to the Foundation in the role being defined as PR Director, the job description should be a function of his understanding of the role with input from the Executive Director and the Board as/if needed.
 3. The PR Director's position should be filled as soon as possible to ensure we can make use of media opportunities [preferably by 1/1/2004].
 4. We do not object to payments to the PR director covering late 2003 if that person is Mr. Tumlinson. We leave this decision to the Executive Director and Treasurer where we think it should be made. We also do not object to a settlement involving payment for late 2003 to Mr. Tumlinson if he is not to be the PR director going forward as it may be in our best interest to avoid a fight with one of our Founders.
- Committee Assignments and Meeting Plan - Committees should meet in next week or two to review and update their charters
 - SFC13 and RTTM 5 – Mr. Hillhouse is pursuing the Queen Mary in Long Beach as the venue for SFC13.
 - Advocate Coordinator Status – Mr. Gillin reported that there are currently 60 Advocates in Good Standing and 41 lapsed Advocates. He also reminded the Board that we need to find someone else to take over the Advocate Coordinator position.
 - Vision, Mission & Goals: Discussion & Suggestions – Please review and provide feedback.
 - Executive Director Status – The Chairman and Executive Director have been in contact every other day. They are planning to send an end-of-year/holiday message.
- **New Business** – No new business was put before the Board.
- **Date for next Board Meeting:** Saturday, January 3, 2004, 9:00amPT/12:00pmET

Adjourn 10:13amPT/1:13pmET
