

SBA Monthly Board Meeting

Minutes taker E. Harstad

Those present M. Nelson, R. Fevig, E. Harstad

Absent B. Brown, D. Takehara, J. Nelson

Location of the meeting Adobe Connect

Date August 14, 2014 4:07 pm–4:55 pm

1 Board positions

1.1 Organizational structure

Created two additional named positions: membership coordinator and conference director.
Added conference coordinator liaison to VP responsibilities.

1.2 Accepted positions

R. Fevig accepted as vice president.
E. Harstad accepted as secretary.
D. Takehara accepted as membership coordinator.

1.3 Open positions

Treasurer: Offered to J. Nelson
Private/hobby representative: Offered to B. Brown
Student representative: Open for nominations
Industrial representative: Open for nominations
Conference director

2 Academic conference

2.1 AHAC 2015

B. Beck-Winchatz from DePaul University expressed interest in hosting in 2015, accepted by unanimous consent.

Task: Follow up with DePaul (R. Fevig)

2.2 AHAC 2016

E. Agrimson from College of St. Catherine requested to host in 2016, accepted by unanimous consent.

Task: Follow up with St. Catherine (M. Nelson)

3 Board communications

Discussed and confirmed communication policy. CC chair on external communications. Use board mailing list for all board communications. Official SBA e-mail accounts will be set up for all board members.

Task: E-mail policy reminder (M. Nelson)

Task: Setup e-mail accounts (E. Harstad)

4 Partnership policy

4.1 Non-profit partnerships

Link sharing or memorandum of understanding or most likely ways forward. Explore these methods before next meeting.

Task: Draft non-profit partnership policy (M. Nelson)

4.2 For-profit partnerships

Rockzip has requested an undefined partnership. Board is hesitant at this time to explicitly endorse for-profit organizations. Explore possibilities before next meeting.

Task: Prepare report on partnerships methods (E. Harstad)

4.3 Branding

Branding guidelines and logo must be finalized before any partnership can be entered.

Task: Logo and branding options (M. Nelson)

5 Membership policy and drive

Tabled until next meeting due absence of D. Takehara. Maintain contact with members through sba@stratoballooning.org mailing list.

6 2017 Eclipse project

Currently being organized by Montana Space Grant. SBA would like to be involved, can provide organization and infrastructure. Discuss creating a liaison position within SBA.

A List of tasks

R. Fevig	Follow up with DePaul (August 14, 2014)	1
M. Nelson	Follow up with St. Catherine (August 14, 2014)	1
M. Nelson	E-mail policy reminder (August 14, 2014)	1
E. Harstad	Setup e-mail accounts (August 14, 2014)	1
M. Nelson	Draft non-profit partnership policy (August 14, 2014)	2
E. Harstad	Prepare report on partnerships methods (August 14, 2014)	2
M. Nelson	Logo and branding options (August 14, 2014)	2