

Minutes
Board of Directors
World Space Week Association
3 October 2018, Bremen, Germany



1) Call to Order and Introductions

The annual meeting of the Board of Directors of World Space Week Association (WSWA) was called by the Chairman Dr. Francisco Javier Mendieta at 08-00 on 3 October 2018 during the International Astronautical Congress held in Bremen, Germany.

The following persons participated in the meeting (those marked * participated via teleconference):

Directors in attendance (17):

- Chris Welch
- Randy Sweet
- Francisco Javier Mendieta
- Lisa LaBonte
- Sergio Camacho
- Kerrie Dougherty
- Jean Baptiste Desbois
- Kaori Sasaki
- Bill Nye
- Oleg Alifanov
- Yann Guoy
- Misuzu Onuki
- Muhammad Latif (for Amir Nadeem)
- Vera Mayorova
- Andrew Sloan
- Michael Simpson
- Zheng Yao

- Ines Prieto
- Marius-Joan Piso
- Dennis Stone
- Catherine Doldirina
- Athiye Jawad
- Alex Karl
- Alisa Mokaeva
- Liudmila Volosatova
- Ben Basely-Walker
- Emma Itius
- Christian Feichtinger
- Maruska Strah
- Jeroen Toelen
- Buckner Hightower
- Taichi Yamazaki

Directors Represented by Proxy (2)

- Tom Hanks (Francisco Javier Mendieta)
- Ali Al-Mashat (Dennis Stone)

Others in Attendance (15)

Chairman Mendieta welcomed attendees and asked each to introduce themselves.

2) Secretary Report

- a) Mr. Stone presented meeting from the previous meeting and they were approved.
- b) Next meeting will be held during the UN COPUOS STSC in Vienna Austria. The day and time of the meeting will be announced.

3) Treasurer Report

Mr. Buckner presented the financial report, highlighting budget vs. actual values that show that the incoming donations were lower than expected and hoped for.

The discussion highlighted the need to focus on fundraising, also among Directors.

Airbus promised to fast track payment of the promised donations for the last two years.

The Financial Report was approved.

4) Nominating Committee Report

- a) Mr. Stone presented all nominations on behalf of the Nominating Committee. All nominations were approved by unanimous consent.

The Board of Directors thanked Mr. Simpson for the service, guidance and support to the organisation.

a) Call for volunteers to take over the position of the Nominating Committee Chair currently held by Mr. Camacho was announced.

5) Executive Committee Report

a) Mr. Stone presented the new Executive Director Ms. Strah and expressed the pleasure of having Ms. Strah taking the position. Ms. Strah made a presentation with an overview of short to mid-term goals, focusing on fundraising and using the celebration of WSW 20th anniversary since declared by UN GA. Directors welcomed Ms. Strah.

b) Mr. Stone made a briefing on WSW statistics and events. During the discussion it was suggested to extract benefit from commercial WSW celebration activities, for example by auctioning. It was also stressed that representatives from more countries that have many WSW events, like Saudi Arabia, should be invited to the Board of Directors.

c) Ms. Jawad, VP Development, presented fundraising strategies, stressed the need to communicate and provide benefits to donors. The challenge for WSWA is to increase its stability. Funds can be attracted through project-based events, “recruiting” more individual donors. Directors suggested to launch another Board of Directors funding campaign, as well as for the Directors to share any contacts that could result in donations or sponsorship. It was suggested to ask for more from the start. Kerry Dougherty suggested to place the donation button on the website on a more visible spot. Mr. Karl, VP Partners and Programs, presented an overview of activities regarding sustaining current and acquiring new partners, including contacting partners with whom no active relationship currently exists, new MoUs. Mr. Karl stressed the need to streamline partnerships and follow up on partnership value for WSWA. With regard to programs, Mr. Karl provided an overview of initiated activities, including approaching Yuri’s Night, WSW Greetings Video and Space Selfies. Dr. Doldirina, VP Board Relations and Secretary, presented the initiatives regarding communication to the Board of Directors, as well as contribution to the preparations for the Board meetings as part of her responsibilities.

list which officers spoke.

Mr. Stone presented the report of Mr. Torres, VP Coordination and Education, highlighting, for coordination task, the relationship with the national coordinators, the need and means to ensure that they remain active, plans for the national coordinators’ recruiting campaign. For education, relevant events and other activities carried out by Mr. Torres were highlighted.

Mr. Basely-Walker, Executive VP, summarized the responsibilities and plans for strategy development for WSWA, support to all VPs and building team dynamics of the VPS, as well as mentoring the new Executive Director.

6. Other Business

a) Mr. Stone presented several governance questions, including optimization of the size of the Board of Directors, necessity to create Board of Advisors, current levels of management and the optimal management structure for WSWA, as well as the supervision of the Executive Director by the Executive Committee, and requested the Board’s guidance on how to address them. Board discussion included the following comments:

- Ms. Strah supported the concept of an Honorary Board/Board of Advisors. Dr. Simpson said that would be a place for those who cannot accept fiduciary responsibility.
- Dr. Welch said we have an overly complex structure, and we should be more agile with clear lines of reporting and action. He also expressed concern about the high turnover rate of Executive Directors.
- Dr. Simpson stressed the need to provide the Executive Director with job satisfaction, impact and growth to thrive in the position.
- Ms. LaBonté proposed that the Executive Committee address the questions instead of creating a special committee to do so.

It was agreed that the Executive Committee consider the governance questions and report its recommendations to the Board.

b) Mr. Karl presented the “Happy World Space Week” video to the Board.

d) After agenda item 5a) there was an Other Business item presented and executed: the signature of an MoU between WSWA and IAF by Mr. Stone and Dr. Feichtinger. Satisfaction regarding the revival of the partnership was expressed, stressing the alignment of interests and missions of WSWA and IAF. IAF expressed its willingness to support WSWA whenever necessary.

7. Closing Remarks and Adjournment

There being no other business, Chair Mendieta thanked all attendees and adjourned the meeting at 10:00 am.

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'Catherine Doldirina', with a long horizontal stroke extending to the right.

Catherine Doldirina, Secretary