

ALABAMA SPACE SCIENCE EXHIBIT COMMISSION
Business & Executive Committees Agenda
January 16, 2019 –3:30 p.m.

- | | |
|--|---|
| 1. Welcome | Hickam/Williams |
| 2. (A) Approval of Minutes <ul style="list-style-type: none">• Business Committee Meeting
December 13, 2018• Executive Committee Meeting
December 13, 2018 | Lisa Williams
Homer Hickam |
| 3. CEO's Report | Deborah Barnhart |
| 4. Finance Report | Louie Ramirez |
| 5. Status Report <ul style="list-style-type: none">• (A) Contracts<ul style="list-style-type: none">○ (A) NASA MSFC ETF Lease Extension○ NASA Claim (No action required) | Louie Ramirez |
| 6. New Business | Hickam/Williams |
| 7. Old Business | Hickam/Williams |
| 8. Announcement of next meeting: <ul style="list-style-type: none">~ Business Committee – Wednesday, February 20, 2019 @ 3:30 p.m.~ Business & Executive Committee – Wednesday, March 20, 2019 @ 3:30 p.m. | Hickam/Williams |
| 9. Adjourn | |

Note: (A) Action Required

No monthly updates from Team Redstone, MSFC & TVA



**ALABAMA SPACE SCIENCE EXHIBIT COMMISSION
BUSINESS COMMITTEE MEETING
December 13, 2018 – 3:30 P.M.**

A meeting of the Business Committee, Alabama Space Science Exhibit Commission (ASSEC), was held Wednesday, December 13, 2018, at 3:30 p.m. in the Board Room of the U.S. Space & Rocket Center (USSRC) Huntsville, Alabama.

COMMITTEE MEMBERS PRESENT:

Ms. Lisa Williams, Acting Chair
Mr. John Nerger, Vice Chair & Acting Secretary
Dr. Suzy Young
Mr. Joe Newberry
Mr. Rey Almodovar
Dr. Waymon Burke
Col. Craig Naudain, FY18 ASSEC Chair
Mr. Homer Hickam, ASSEC Chair

COMMITTEE MEMBERS ABSENT:

Mr. Tony Zana, Secretary

STAFF PRESENT:

Mr. Louis Ramirez
Ms. Brenda Carr
Ms. Vickie Henderson
Dr. Kay Taylor
Ms. Holly Ralston
Ms. Tara Sweeney
Mr. Joe Vallely
Ms. Pat Ammons
Ms. Brenda Perez
Mr. Tom White
Ms. Monika Havron

STAFF ABSENT:

Dr. Deborah Barnhart
Ms. Kim McCain

OTHERS PRESENT:

Ms. Lauren Vandiver
Mr. Wes Lyons
Mr. Bill Lundsford

WELCOME

The meeting was called to order by Ms. Lisa Williams, Acting Chair of the Business Committee of the Alabama Space Science Exhibit Commission. Ms. Monika Havron was present to record the minutes.

APPROVAL OF MINUTES

Ms. Williams asked for questions, comments, and corrections to the minutes of the ASSEC Business Committee meeting held on Wednesday, October 17, 2018. Mr. John Nerger made the motion to approve the minutes. Mr. Rey Almodovar seconded the motion. The motion was unanimously approved.

FINANCE REPORT

Mr. Louis Ramirez reported on the November FY19 financials:

- Operating Budget

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- Operating Camp revenue is behind plan but, will be made up with strong December bookings, which are higher year over year than FY18.
- Advancement donations are a little choppy.
- \$303K favorable variance to plan.
- Non-operating
 - Lodging taxes are below plan, but similar to contributions that come in uneven at times.
 - Spending money on capital projects., update on expenditures in January.
 - On plan financially and starting FY19 in the green.
- Cash Management
 - \$3M in bank now whereas last year we were in our line of credit.
 - Continuing to pay down long-term debt.
 - Foundation is bringing in cash and will be reconciled next month.

STATUS REPORT – CONTRACTS

Apollo Exhibit Lease Contracts

Approximately one year ago, the Commission approved a plan to create our own Apollo exhibit. The process is going well, and the opening is on schedule for the early part of February. There are currently four museums lined up to host this exhibit after it leaves the Center. The contract has been reviewed by our attorneys at Bradley and amended based on their recommendations. One amendment was agreed upon; however, the other party did not agree on the Indemnity. Nevertheless, our attorney is comfortable that there is no excessive risk. The recommendation is to approve and sign the contracts with the Science Museum of Minnesota and Intrepid Sea, Air & Space Museum.

It is Flying Fish's responsibility to travel and set up the exhibit in each location. The Center will recoup \$94K from the Science Museum of Minnesota and \$156K from Intrepid after we pay Flying Fish. The Exhibition License Agreements for Albuquerque and Houston are before their boards for approval. We will recoup our investment after three years, including the five months the exhibit is here so the exhibit pays for itself.

Ms. Williams asked for the approval of the Apollo Exhibition License Agreement with Science Museum of Minnesota from the Business Committee. Dr. Waymon Burke made the motion to approve. Mr. Nerger seconded the motion. The motion was approved unanimously.

Ms. Williams asked for the approval of the Apollo Exhibition License Agreement with Intrepid Sea, Air & Space Museum from the Business Committee. Dr. Burke made the motion to approve. Mr. Almodovar seconded the motion. The motion was approved unanimously.

DOCA Space Adventures Lease Contract

We were planning on selling several items that we no longer have use for; however, DOCA World Exhibition Group is creating a new exhibit, *Space Adventures*, and has requested to lease 20 of these items. They will pay \$25K per month to lease these items for a few years and at the end of the lease we would move forward with selling. Col. Naudain asked about liability. The language of the lease mitigates the liability. Ms. Williams asked if repairs were required for any of these items. DOCA would

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be responsible for any repairs. The items, none of which are artifacts, are insured through DOCA while on exhibition in Europe.

Ms. Williams asked for the approval of the DOCA Space Adventures Lease contract from the Business Committee. Mr. Joe Newberry made the motion to approve. Dr. Burke seconded the motion. The motion was approved unanimously.

NEW BUSINESS

The Alabama Space Science Exhibit Finance Authority is in place to handle land transfer, bond renewal, and specific agreements. The commission's Finance Authority Board of Director's are Mr. Newberry, Chair; Col. Lewis, Vice Chair and Dr. Burke, Secretary/Treasurer. Mr. Hickam wanted to bring to the committee's attention that Col. Lewis' term on the Finance Authority has ended. It will be he and Dr. Barnhart's responsibility to find a replacement, as well as then sending a letter of recommendation to Governor Ivey for her concurrence. This is not an action item at this time, but we will need to determine Col. Lewis' replacement before the January Business & Executive committees meeting.

OLD BUSINESS

Mr. Hickam discussed the schedule of Business & Executive Committee meetings for 2019 and asked if Wednesdays at 3:30 p.m. still work. The Committees mutually agreed to keep the meeting on Wednesdays at 3:30 p.m. This schedule has worked well for Col. Lewis's travel. ASSEC Quarterly meetings will continue to be held on the third Friday of February, May and August, at noon. The roster of new chairs and committees will be published very soon. Mr. Hickam thanked everyone who has volunteered to chair or serve in a new capacity.

EXECUTIVE SESSION

Ms. Lisa Williams requested to Mr. Homer Hickam that the Business & Executive committees go into Executive Session, per the Alabama Open Meetings Act. Per Section IV Executive Session, Sub-section B3, discussion with the government body's attorney Mr. Bill Lunsford of Maynard Cooper & Gale, P.C. Mr. Lunsford was present to go on record, stating "the discussion on legal updates on pending litigation qualified within the stated exception to the Alabama Open Meetings Act."

Mr. Hickam asked for a motion from the Executive Committee to go into Executive Session. Motion was made by Col. Naudain and seconded by Mr. John Nerger to go into Executive Session. Mr. Hickam asked for a show of hands from the Business Committee in agreement for the session, all hands were raised – Ms. Lisa Williams, Mr. John Nerger, Dr. Suzy Young, Mr. Joe Newberry, Mr. Rey Almodovar, Dr. Waymon Burke, Col. Craig Naudain, and Mr. Homer Hickam. Mr. Hickam asked for a show of hands from the Executive Committee in agreement for the session, all hands were raised – Mr. Homer Hickam (ASSEC Chair), Mr. John Nerger (ASSEC Vice Chair & Acting Secretary), Col. Roosevelt Lewis, Dr. Suzy Young, Dr. Waymon Burke and Col. Craig Naudain. It was stated for the record at 4:12 p.m. to go into Executive Session for 30 minutes. All staff and public were asked to please leave, except for the staff required for the discussion. It was also stated before staff and public left, that staff would not be required to return when the meeting reconvened for any unfinished business.

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BUSINESS COMMITTEE MEETING**

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At 4:12 p.m. all commission members remained in the meeting for the discussion including Mr. Louie Ramirez and Ms. Vickie Henderson. At 4:38 p.m. Ms. Havron stepped in to announce a 5-minute warning. Mr. Hickam asked for an additional 15 minutes and all committee members were in agreement to extend the discussion. At 4:53 p.m. Ms. Havron stepped in to ask if more time was needed in Executive Session, so it could be announced the staff and public of the extension of time requested. Mr. Hickam asked for an additional 5 minutes and all committee members were in agreement to extend the discussion. At 4:58 p.m. Ms. Havron stepped in to ask if they needed any further discussion. The Executive Session ended promptly at 4:58 p.m. Staff and public were invited to return, and the meeting reconvened at 4:58 p.m. to complete any unfinished business.

Mr. Bill Lunsford instructed that a motion from the floor was needed and should state the following: The Commission authorizes Maynard Cooper & Gale, P.C. law firm to appear on its behalf in the pending New York litigation and Bradley Arant Boulton Cummings, LLP law firm will continue to pursue recovery from insurance and/or payment from NASA.

Mr. Nerger moved for the Commission to authorize Maynard Cooper to appear on our behalf in the pending New York litigation and that Bradley Arant pursue recovery from insurance and/or contribution from NASA.

Ms. Williams asked for approval of the motion from the Business Committee. Mr. Newberry motioned to approve, and Dr. Burke seconded the motion. The motion passed by a majority show of hands.

ANNOUNCEMENT OF NEXT MEETING

Ms. Williams announced that the next Business Committee Meeting is scheduled for Wednesday, January 23, 2019 at 3:30 p.m.

ADJOURNMENT

There was no other business to come before the Business Committee. Ms. Williams adjourned the meeting at 5:03 p.m.

**MR. JOHN NERGER, ACTING SECRETARY
ALABAMA SPACE SCIENCE EXHIBIT
COMMISSION**

**MS. LISA WILLIAMS, CHAIR
BUSINESS COMMITTEE
ALABAMA SPACE SCIENCE EXHIBIT
COMMISSION**

**ALABAMA SPACE SCIENCE EXHIBIT COMMISSION
EXECUTIVE COMMITTEE MEETING
December 13, 2018 – 3:30 P.M.**

A joint meeting of the Business and Executive Committees, Alabama Space Science Exhibit Commission (ASSEC), was held Wednesday, December 13, 2018, at 3:34 p.m. in the Board Room of the U.S. Space & Rocket Center (USSRC) Huntsville, Alabama.

COMMITTEE MEMBERS PRESENT:

Mr. Homer Hickam, ASSEC and Executive Chair
Mr. John Nerger, Vice Chair & Acting Secretary
Col. Roosevelt Lewis, Jr., Space & Rocket Center Chair
Dr. Suzy Young, Education Chair
Dr. Waymon Burke, Acting Development Chair
Col. Craig Naudain, FY18 Chair

COMMITTEE MEMBERS ABSENT:

Mr. Tony Zana, Secretary

STAFF PRESENT:

Mr. Louis Ramirez
Ms. Brenda Carr
Ms. Vickie Henderson
Dr. Kay Taylor
Ms. Holly Ralston
Ms. Tara Sweeney
Mr. Joe Vallyely
Ms. Pat Ammons
Ms. Brenda Perez
Mr. Tom White
Ms. Monika Havron

STAFF ABSENT:

Dr. Deborah Barnhart
Ms. Kim McCain

OTHERS PRESENT:

Ms. Lauren Vandiver
Mr. Wes Lyons
Mr. Bill Lundsford

WELCOME

The meeting was called to order for the Executive Committee by Mr. Homer Hickam, Chair of the Executive Committee of the Alabama Space Science Exhibit Commission. Ms. Monika Havron was present to record the minutes of the meeting.

APPROVAL OF MINUTES

Mr. Hickam asked for questions, comments, and corrections to the minutes of the ASSEC Executive Committee meeting held on Wednesday, October 17, 2018. Dr. Suzy Young made the motion to approve the minutes. Col. Roosevelt Lewis seconded the motion. The motion was unanimously approved.

CEO REPORT

Ms. Brenda Carr presented the CEO Report to the Business and Executive committees. The presentation slides are included with the public file. Additional information and pertinent conversation not included in the presentation are as follows:

- The Center sold 1000 tickets to ThinkerCon, a conference for YouTube educational content providers, which offset the cost of hosting the event. The Center worked with Mr. Destin



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Sandlin, an international YouTube star with approximately 6M followers who started the YouTube video series “Smarter Every Day.” Malik Ducard, YouTube’s Global Head of Learning, was in attendance. He and his son went through a mini mission during their time here at the Center.

- There has been a great deal of media attention on the Bush Room, the administrative entrance, with the passing of President George H. W. Bush. He came to visit the Center in 1987 and 1990.
- The 2018 NASA Space Apps Challenge – Hackathon is a global competition, headquartered here, with 1300-1400 projects around the world. A Girl Scout troop from Huntsville won top honors, \$3000 in prize money and will compete at the global level in January. The troop leader didn’t have any subject matter knowledge or expertise, but was supportive and enabled them to compete.
- Thanks again to our title sponsor of the Apollo 50th Anniversary, Intuitive Research & Technology Corporation. With 2019 just days away, tables are selling for the Apollo Homecoming Dinner and the alumni are expressing interest in staying after the Hall of Fame event Saturday for the global rocket launch event Tuesday. In addition, almost all our sponsorship opportunities have been sold.
- Mr. Ramirez reported that a media press conference was hosted on December 5, 2018 to kick off the painting of the Saturn V. For a minimum donation of \$1K, donors will have the opportunity to paint a small section of the rocket.
- Mr. Tom White reported on the annual Black Friday Sale, which runs from 12:01 a.m. Black Friday through Cyber Monday, offering the only public discount on all Space Camp experiences. This year the discount was reduced, and prepaid items were available for purchase leading to a 6% increase in revenue over last year. On its own, Family Camp saw a 96% increase in revenue. Over a 4-day period, almost \$2M in revenue was earned, and while many of the trainees have paid, this revenue is not recognized until they select a date.
- Mr. Ramirez reported on the FY19 year to date metrics. New, smaller buses were purchased last year decreasing capacity and leading to a year over year decline in bus tour revenue. Camp registration revenue is a bit behind but still surpassing FY18 on plan for the first two months.

FINANCE REPORT

Mr. Louis Ramirez reported on the November FY19 financials:

- Operating Budget
 - Operating Camp revenue is behind plan but, will be made up with strong December bookings, which are higher year over year than FY18.
 - Advancement donations are a little choppy.
 - \$303K favorable variance to plan.
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 - Spending money on capital projects, update on expenditures in January.
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STATUS REPORT – CONTRACTS

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EXECUTIVE COMMITTEE MEETING**

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Approximately one year ago, the Commission approved a plan to create our own Apollo exhibit. The process is going well, and the opening is on schedule for the early part of February. There are currently four museums lined up to host this exhibit after it leaves the Center. The contract has been reviewed by our attorneys at Bradley and amended based on their recommendations. One amendment was agreed upon; however, the other party did not agree on the Indemnity. Nevertheless, our attorney is comfortable that there is no excessive risk. The recommendation is to approve and sign the contracts with the Science Museum of Minnesota and Intrepid Sea, Air & Space Museum.

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EXECUTIVE COMMITTEE MEETING**

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Mr. Nerger moved for the Commission to authorize Maynard Cooper to appear on our behalf in the pending New York litigation and that Bradley Arant pursue recovery from insurance and/or contribution from NASA.

Mr. Hickam asked for approval of the motion from the Executive Committee. Col. Lewis motioned to approve, and Col. Naudain seconded the motion. The motion passed by a majority show of hands.

ANNOUNCEMENT OF NEXT MEETING

Mr. Hickam announced that next Executive Committee Meeting is scheduled for Wednesday, January 23, 2019 at 3:30 p.m.

MARSHALL SPACE FLIGHT CENTER (MSFC), TEAM REDSTONE & TENNESSEE VALLEY AUTHORITY (TVA) UPDATES

The Team Redstone update was attached in each committee member's packet. Updates were not provided by MSFC or TVA.

ADJOURNMENT

There was no other business to come before the Executive Committee. Mr. Hickam adjourned the meeting at 5:03 p.m.

MR. JOHN NERGER, ACTING SECRETARY
ALABAMA SPACE SCIENCE EXHIBIT
COMMISSION

MR. HOMER HICKAM, CHAIR
ALABAMA SPACE SCIENCE EXHIBIT
COMMISSION