

**Space Family Education, Inc.
Board of Director's Open Meeting**

Director Report

Staffing

Resignations:

No report

New Hires:

No report

Other:

Ms. Schroeder will be out on leave starting July 9th for about 4-6 weeks for surgery. Ms. Hirning will do payroll and get others to help her out.

Operations

Facility:

No report

Special Events:

Summer Camp is in full swing. We have on average about 65 children per day. This Friday it will have about 85 children for the AstroWorld field trip.

Other:

The old school bus is broken again. NASA is fixing it. It is needed by Friday for the field trip. Ms. Vandersand reported that the new NASA liaison is Ms. Candy Hunt, and she will join us at the July BOD meeting. It is possible that we can ask her to help us with the old school bus_it keeps braking down.

There were a few problems on yesterday field trip (in-house Wednesday field trip). The movie theater has a projector problem and was not able to accommodate us at our planned viewing time. The entire SFEI group had to eat first at CiCi's Pizza then return to the movie theater for the 1pm showing. The mixed up caused some confusion for parents that were planning only to meet the group for either the movie or for lunch at CiCi's. The children did get some playing time at a near by park on Texas avenue between the CiCi's lunch and the movie.

Committees Report

Education Curriculum

The new Pinnacle curriculum is going well. It is a year round curriculum.

Playground

The safe surface people came and repaired the safe surface.

Newsletter and Webpage

Ms. Moreland reported that she still doesn't have rooms 5-9 summer schedule. Ms. Hirning reported that she did not save an electronic copy of the schedule when she made it up. Ms. Moreland will work with Ms. Hirning to make one up for the webpage.

Ms. Hirning asked Ms. Moreland to change, on the webpage, the AstroWorld field trip time from 10am to 9am.

Ms. Hirning will check with Mr. Brian Crucian to see if he would still like to be the newsletter committee chairperson.

Room-1

No report

Room-2

No report

Room-3

No report

Room-4

No report

Room-5

No report

Room-6

The children are having lots of fun.

Room-7

No report

Room-8

No report

Room-9

No report

Board Members Report

Policies and Procedures (Jennifer Lewis)

Ms. Lewis reported that Center would be full this August.

Ms. Lewis identified a security issue with non-US citizen on the gate list. According to Security, additional information must be filed with NASA and investigated before non-US

citizens can be put on the gate list. Ms. Lewis asked Mr. Nguyen to let parents know that they must identify non-US citizen contacts on their list so that we can process them accordingly. Mr. Nguyen has the action to issue an email alerting parents about security requirement regarding non-US citizen on the gate list. Ms. Lewis would also provide Mr. Nguyen with a list of information needed from parents for the NASA Foreign National Management System (NFNMS). Foreign nationals from designated countries would need to be in the NFNMS and investigated. Ms. Lewis pointed out that the Transportation and Contact Information form would need to have a US citizen check box. Mr. Nguyen will update the form as suggested.

Treasurer (Laurie Garcia)

Absent

Secretary (Louis Nguyen)

Mr. Nguyen reported that the Board held the annual General Membership Meeting on June 3rd. The Director and Board Members' presentation from the meeting is now posted on the webpage.

The corporation had its Board of Directors election (June 3-13). 105 members voted/participated in the election (~38%), which is more than the minimum needed for a quorum. The newly elected Board Members are: Susan Gomez, Jennifer Lewis, Jennifer Mason, Louis Nguyen, and Erica Vandersand.

Also, the membership also voted to adopt amendment #11 for by By-Laws, which means that this year membership renewal reminder will be sent out August 1st.

The election had a couple of hiccups; lost Ms. Lewis in the email distribution list, and at least one other member.

[Mr. Nguyen turned in paperwork from the election to Ms. Schroeder to keep with the corporation records]

Ms. Lewis asked about the membership email distribution list and maybe it should be kept and maintained by Ms. Coppedge. Mr. Nguyen will work with Ms. Coppedge to transfer membership email distribution list.

Mr. Nguyen reported that he and Ms. Hirning went to a meeting setup by Ms. Valerie Thompson-Fowler (a mother from ISD) to discuss refreshing the computers at the Center. Ms. Thompson-Fowler took our requirements and will have ISD people start working on a refresh plan. ISD will put our computers/network on a special purpose isolation firewall (SPIF) with three; Ms. Hirning's, Ms. Schroeder's, and Coppedge's, computers having access to the internal JSC network. All computers in the rooms will have internet access. Ms. Hirning's printer will be moved to the computer lab for network printing, and we'll need to buy her a new, cheaper printer.

Mr. Nguyen reported about an incident where a set of (new) parents that ran the gate. Maybe Mr. Nguyen will send out a letter reminding parents about our Security arrangement/process at the gate.

Vice President (Erica Vandersand)

No report

President (Susan Gomez)

Ms. Gomez reported that the Center is now in compliance with NASA Safety by having signs and posters identifying storage of bleach and other chemicals (cleaners).

Ms. Hirning identified an issue with high grasses inside the fenced AC area. Ms. reported that NASA Safety cited as a safety issue with the high grasses, but Ms. Hirning understood that the fenced off area is off limit to us. Ms. Gomez will look into the issue.

SFEI Members Report

Walk-ons

Ms. Rodriggs reported that NASA is donating an X-38 mockup to the playground. It is the work of several parents; Young, Estes, and Rodriggs, and it's almost ready. It's an aluminum structure, and it is preferred to be a shaded area because it could get hot. Ms. Rodriggs asked about the ground preparation. The Board suggested asking Mr. Kelley, playground committee chairperson, to help with the playground preparation.

Old Business

None

New Business

The Board discussed about utilizing and appointing committee members to help out with some of the Board member tasks.

The next meeting will be July 17, 2003
Room 122 JSC Child Care Center - 11:30 AM - 1:00 PM