



**STARFLEET, THE INTERNATIONAL
STAR TREK FAN ASSOCIATION, INC.
OFFICE OF THE COMMANDER, STARFLEET**

9 October 2014

MEMORANDUM FOR RECORD

FROM: SFI/CS

SUBJECT: Board of Directors Meeting Minutes

1. On 19 April, 2014, a meeting of the Board of Directors took place via teleconference. At 0908hrs (CDT), the meeting was called to order with the following Directors/Officer in attendance:

CS – FADM Wayne Killough, Jr.

IG – VADM Jeff Victor

R1/RC – VADM Ruth Lane

R2/RC – VADM Jack Eaton

R3/RC – ADM Sam Black

R4/RC – ADM Jerry Tien

R5/RC – RADM Norman DeRoux

R5/VRC – CAPT De Miner

R6/RC – ADM David Kloempken

R6/VRC – ADM Michael Urvand

R7/RC – VADM Wayne Augustson

R10/RC – ADM Paul Reid

R10/VRC – ADM Carol Thompson

R11/VRC – SGM Marie Wilson

R12/RC – ADM Jeffrey Higdon

R15/RC – VADM Jerome Conner

R15/VRC – MGEN E. Jerry Beaulieu

R20/RC – FCAPT Alan O'Shea

2. Agenda

- a. Discussion of International Conference Selection Committee
- b. Status Update on Membership Processing
- c. Status Update on *Communiqué*
- d. Status Update on Recent SFI Website Outage
- e. Discussion of Lost Checks Mailing
- f. New Business

3. Discussion of International Conference Selection Committee (OPR: CS)

- a. CS reviewed status of IC Selection Committee and the discussion held on AB-L. CS stated he thought it was best to have an AB representative on the Committee and felt R10/RC should be added back.
- b. Discussion was held on this subject. Questions were asked about two other members who were removed. Those members were removed due to a lack of participation in the IC2015 selection process. The composition of the IC2016 Selection Committee consists of all seven members of the EC (unless one must excuse themselves, if they are personally tied to a bid), two former IC Staff members, two members at large, and one AB member. A proposal will be submitted for a permanent design of the committee to go into effect for the IC2017 selection process.
- c. After short deliberation, the consensus was to add R10/RC back to the IC2016 Selection Committee and review proposal for permanent structure of committee going forward.

4. Status Update on Membership Processing (OPR: CS)

- a. CS notified the Board that VCS was attempting to contact MP Director, BGEN Matt Ingles, to determine exact status on Membership Processing. Denver Packet Team has been sending out packets according to the work lists being provided by BGEN Ingles, but volume is not what it should be due to lack of information from MP Director.
- b. Concerns have been raised in regard to notifying members of passwords. A more secure process is being looked into, as the current password reset system in the Database is not reliable. Members can contact Member Services Help Desk for assistance with passwords.
- c. Membership application was added to website, but currently showing as unavailable due to recent website outages. CS sent current application to AB-L so all Directors would have for their members. This was also requested for the M.O.M. Manual, which CS would send to those interested Directors after the meeting.

5. Status Update on *Communiqué* (OPR: CS)

- a. CS notified the Board that Issue #177 was in layout being performed by COMM Christina Sievers while #178 was in layout being performed by Chief of Communications, RADM Liz Woolf. RADM Woolf would also handle the layout of #179, which was currently in proofreading.
- b. Discussion was held about an anniversary issue, providing an opportunity for all Regions to show how they are celebrating the 40th Anniversary, as well as offer sections for individual chapters and members. CS stated the deadline COMMS placed on #179 was 15 May, but that could be pushed back if necessary. CS explained that it was stressed to COMMS that the *Communiqué* was to be caught up at all cost.

- c. R20/RC requested that information be added to the *Communiqué* about a petition to have a monument erected at the birthplace of Miles O'Brien in Ireland. CS advised to contact COMMS to have this added.
- d. R1/RC inquired about the status of the CQ Online, as the data currently available is outdated. CS explained that changes to this site were needed, due to the SFI website migration and changeover to WordPress. This was on the list of projects for COMMS, but ensuring the actual *Communiqué* is back on schedule takes priority.

6. Status Update on Recent SFI Website Outage (OPR: CS)

- a. CS explained that the outage was due to Dreamhost and not CompOps. VADM Laura Victor, as Webmaster, contacted Dreamhost to have a change made, which they handled incorrectly. This caused the website to experience an outage.
- b. Once VADM Victor discovered the issue, she immediately contacted Dreamhost and explained what they did incorrectly. Dreamhost Technicians stated they corrected the problem and to allow the system to flush. This correction did not happen, and the flush did not solve the problem.
- c. VADM Victor contacted Dreamhost again, this time finally getting in contact with an individual who saw the problem and ultimately ensured it was resolved.
- d. R10/RC inquired if infrastructure was susceptible to recent "Heart Bleed" security bug. CS stated he was almost positive infrastructure was secure, but would contact CompOps for verification.

7. Discussion of Lost Checks Mailing (OPS: CS)

- a. CS notified the Board that it has recently been discovered that a batch of checks and money orders that MP mailed to the previous Vice-CFO, VADM Tammy Willcox, never arrived. The mailing came to a total of \$285 in MP funds and \$7 in PetFleet funds.
- b. Discussion was held about lost mailing. The consensus of the Board was to contact the affected members, explain the situation, and weigh their response. If a member volunteered to submit new payment, that would be accepted; otherwise, the lost funds would just be viewed as a write-off.

8. Call for New Business (OPR: CS)

- a. R1/RC notified the Board that there are discrepancies being noted in the Database when it comes to total number of members within a Region. The numbers may be different depending on which online screens are used. CS stated he would bring this to CompOps's attention and have them investigate and correct.
- b. R5/RC noticed that the version date on the current M.O.M. Manual was 2000 and asked if there was a newer version. CS stated there was not, however the EC had already been notified that a push needed to be performed in updating all department manuals and that many had already started that process.
- c. R7/RC inquired on whom actually entered STARFLEET Marine Corps and Marine Strike Group information into the Database, as MSG's in his Region/Brigade were incorrect. Discussion was held on this topic, as it was pointed out that there are several errors within the Database related to the SFMC that are currently being addressed by CompOps. It was suggested that the SFMC Commandant, GEN Michael McGowan, be contacted with this issue.
- d. R10/RC suggested that Regional Coordinators be granted Database visibility to their respective Brigade's information and that they be copied on Brigade Reports. This would

ensure Directors are truly aware of what is occurring within their geographic responsibility. Discussion was held on whether the RC's were truly in the SFMC Chain of Command for reporting. It was pointed out that Unit Officers-in-Charge have a responsibility to copy their respective Chapter Commanding Officer on their Unit Reports, so the same logic could apply to the Brigade OIC's copying their respective Regional Coordinator. After deliberation, the consensus of the Board was to request the SFMC Commandant ensure Unit OIC's were copying their respective Chapter CO, as the Chapter CO has to be made aware of all issues and events pertaining to the chapter, and ensure Brigade OIC's were copying their respective Regional Coordinator (or forwarding a copy of the report to them), as they have a corporate responsibility for overseeing the activities within their respective geographic areas.

- e. R10/RC inquired about the ability to select designations within the Database showing if a member is an "Active" member of the SFMC or a "Reservist". CS explained that this ability was in the Database, but was altered when the new designations were added, such as "Medical Corps" and "Special Operations". CS will contact CompOps and add the ability to designate between Active SFMC and Reservist within the Database to the current Enhancement/Bugs List.
 - f. R10/RC inquired if the Vessel Registry Request (VRR) would be automated within the Database. CS explained that there was a make-shift process which was completely handled via email, which sped up the VRR process. This is currently on the Enhancement/Bugs List for CompOps and would be processed based on priority.
 - g. R12/RC reminded the Board to register for IC2014. Discussion was held about the upcoming ECAB Meeting at IC and it was decided that the majority of business would be handled by a pre-IC ECAB Meeting scheduled via teleconference.
 - h. CS notified the Board that the budget was being worked on by the Executive Committee and would be submitted to the Board once completed.
 - i. R2/RC inquired on the status of moving the corporation out of North Carolina. CS stated that not much time had been able to be devoted to this, but information was being collected to review. All Directors were asked to submit proposed states that they thought might be good options. A "short list" supposedly created by the previous CS was mentioned, and CS stated the previous CS would be contacted for further information.
 - j. R6/RC reminded the Board to ensure their respective Regional Award submissions for the International Awards were submitted by 15 May.
 - k. R15/RC inquired about the status of the Fully Automated Course (FAC) Program through STARFLEET Academy, and what the delay was in adding new courses. CS explained that this system was not hosted by SFI; instead it was hosted by a member of the SFA Staff and only this member had access to perform any updates. The process was partially updated to where a template can now be completed and submitted to the FAC Program Chief, which should speed up the process of adding additional courses.
9. The meeting was adjourned at 1048hrs (CDT). This memorandum will serve as the official record of said meeting. Any questions regarding the content of this memorandum may be directed to FADM Wayne Killough, Jr. at 1-888-734-8735 ext. 701 or by email at cs@sfi.org.

///Signed///

Wayne Lee Killough, Jr.

Fleet Admiral

Commander, STARFLEET

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