

Texas Space Commission Board of Directors Meeting

Minutes

Wednesday, July 17, 2024

10:00 AM

TxDOT Greer Building

125 East 11th Street

Austin, Texas 78701

Board of Directors Members in Attendance In-Person:

Nancy Currie-Gregg Brad Morrison John Shannon Kirk Shireman

Board of Directors Members in Attendance Virtually:

Gwen Griffin Sassie Duggleby Kathryn Lueders Heather Wilson

Staff in Attendance:

Joseph Behnke Adriana Cruz Cody Cruz Norman Garza
Joe Magruder Terry Zrubek

Guests In Attendance Virtually:

Matt Abel Rep. Greg Bonnen Kyle Bush Karolos Grigoriadis
David Ladewig Ricardo Lopez Manoranjan Majji Mia McCord
Kim Morris Jennifer Rodriguez Brad Shields Dianna Sosa
Hector Valle

1) Call to Order

At 10:00 AM, Executive Director Norman Garza announced that Chair Gwen Griffin and Vice Chair Kathryn Lueders were not able to attend the meeting in person, and that Secretary Kirk Shireman would serve as Acting Chair of the meeting.

a) Roll call of meeting attendees

At 10:01 AM Secretary Kirk Shireman called the meeting to order and directed staff to read the roll. A quorum was confirmed to be present.

2) Welcome Remarks (Chair)

Secretary Kirk Shireman welcomed the board members, staff, and members of the public for attending the meeting. Noted the Hiring Subcommittee hired an Executive Director of the Texas Space Commission and has moved to conduct the search for a Chief Compliance Officer. Noted the Strategic Plan Subcommittee's progress on drafting the framework for the first Texas Space Commission Strategic Plan.

3) Legislator Comments (State Representative Greg Bonnen, M.D.)

- a) Secretary Kirk Shireman introduced State Representative Greg Bonnen, Chair of the House Appropriations Committee to the board, thanked Chair Bonnen for his comments at the Commission's May 22nd meeting and invited him for comment.

Chair Bonnen opened by commending the Board for their significant achievements and underscoring the ongoing importance of their work.

- Noted the upcoming legislative session allows for establishing clear timelines for deliverables and strategically planning for future initiatives.
- Shared insights from recent visits to companies statewide, noting a higher level of opportunity than initially anticipated.
- Encouraged Board members to contribute ideas and recommendations, emphasizing forthcoming site visits and detailed discussions to delve in specifics.
- Provided timeline reminders to the Board:
 - Session commences in January.
 - Agencies are currently outlining budgets for the upcoming biennium, with construction expected by fall.
 - A framework for the Strategic Plan and specific objectives is needed promptly to align with current and future resource allocations.
- Highlighted unexpected opportunities in national defense and security, stressing Texas' potential leadership in space protection for enhancing life on Earth.
- Expressed gratitude for the Board's dedication and welcomed their readiness to undertake additional responsibilities.

4) Discussion and Possible Action on Approval of Meeting Minutes (*Action Item*)

John Shannon made a motion to approve the minutes for the June 14, 2024 meeting of the Texas Space Commission Board of Directors and was seconded by Nancy Currie-Gregg. The board unanimously voted to approve the minutes of the June 14, 2024 meeting of the Texas Space Commission Board of Directors.

5) Executive Director Remarks

Secretary Kirk Shireman formally introduced Norman Garza, the Texas Space Commission's first Executive Director.

Executive Director Norman Garza gave an update on the Space Commission financials and a report on completed and planned meeting requests. The Executive Director gave notification that the conflict of interest and code of conduct rules authorized in the first meeting will be/have been adopted and will be effective on the 20th day after adoption.

6) Seal of the Texas Space Commission

Committee Members discussed options for the creation and adoption of a seal for the Texas Space Commission.

7) Subcommittee Updates

- a) Update from Hiring Subcommittee regarding identifying statutorily required personnel
 - Brad Morrison, Chair of the Hiring Subcommittee gave an update on the search for a Chief Compliance Officer.
- b) Update from Strategic Plan Subcommittee regarding a Statement of Mission, Goals, and Objectives
 - Dr. Heather Wilson, Representative for the Strategic Plan Subcommittee provided updates on the structure of the Texas Space Commission's first Strategic Plan.

8) Discussion and Potential Creation of Subcommittee

- a) Discussion, Potential Creation, and Establishment of Duties and Tasks of Funding Process Subcommittee (*Action Item*)
 - Secretary Kirk Shireman brought forth discussion regarding the creation of a Funding Process Subcommittee.
 - Responsibilities of the three-person Funding Process Subcommittee:
 - ❖ Help guide staff in the establishment of the grant-making process;
 - ❖ Give input on the structure and administrative set-up of process;
 - ❖ Recommend details for Notices of Funding Opportunities; and
 - ❖ Assist in providing a rubric for scoring grant proposals and other relevant topics.
 - Brad Morrison made a motion to establish the Funding Process Subcommittee and the motion was seconded by Dr. Nancy Currie-Gregg. The Executive Committee adopted the action item unanimously.

9) Administrative Guidance to the Texas Aerospace Research and Space Economy Consortium

- a) **Discussion and directive to Executive Director to liaise and communicate with the Texas Aerospace Research and Space Economy Consortium (TARSEC)**
 - Secretary Kirk Shireman brought forth discussion regarding communication between the Texas Space Commission and TARSEC.
 - The Committee discussed the key role TARSEC plays in identifying research opportunities related to aerospace and space in Texas
 - TARSEC is also tasked with providing funding and research recommendations to the Texas Space Commission
 - The Committee directed Executive Director Norman Garza to provide active communication between TARSEC and the Texas Space Commission.

- The Committee discussed the need from TARSEC to select a liaison to the Texas Space Commission as outlined in the legislation.

10) Convene into Closed Executive Session – Executive Director Update on Personnel Matters

At 12:02 PM, Secretary Kirk Shireman convened the Executive Committee into Executive Session pursuant to Section 551.074, Texas Government Code.

The Executive Session ended at 12:42 PM. Secretary Kirk Shireman reconvened the Executive Committee back into an open meeting at 12:46 P.M.

11) Establish Future Meeting Dates/Locations (*Action Item*)

Secretary Kirk Shireman opened to floor to suggested dates for the next meeting. The TSC Executive Committee unanimously approved July 25, 2024, at 3:00 P.M. in Austin, Texas as the next meeting date.

12) Closing Comments (Chair)

Secretary Kirk Shireman gave closing comments.

13) Adjournment

At 12:53 PM, Secretary Kirk Shireman moved to adjourn the meeting. No objections. Meeting was adjourned.


Chair or Designee

8/30/24
Date

AGENDA

TEXAS SPACE COMMISSION BOARD OF DIRECTORS MEETING

Wednesday, July 17, 2024
10:00 AM

TXDOT Greer Building
First Floor, Delegation Room (Conference Room #135)
125 E. 11th Street
Austin, TX 78701

The Board of Directors of the Texas Space Commission will conduct a public meeting under Section 551.127, Texas Government Code, related to meetings held by videoconference. The Board Chair will be present in Austin, Texas, at a location available to the public during the open portions of the meeting. Other members of the Board of Directors may join by videoconference from separate locations. Members of the public will also have access to a live audiovisual stream of the meeting in addition to the option to be physically present at the location. Register to access the livestream at this link: <https://events.gcc.teams.microsoft.com/event/c01c7b7e-b243-4f1c-8e6b-dc6219fdf1ae@54cb5da6-c734-4242-bbc2-5c947e85fb2c>

- 1) **Call to Order**
 - a) Roll call of meeting attendees
- 2) **Welcome Remarks (Chair)**
- 3) **Legislator Comments**
- 4) **Approval of Meeting Minutes**
 - a) June 14, 2024 meeting (*Action item*)
- 5) **Executive Director Remarks**
 - a) Financial Update
- 6) **Seal of the Texas Space Commission**
 - a) Discussion about the creation and adoption of a seal of the Texas Space Commission
- 7) **Subcommittee Updates**
 - a) Update from Hiring Subcommittee regarding identifying statutorily required personnel
 - b) Update from Strategic Plan Subcommittee regarding a Statement of Mission, Goals, and Objectives
- 8) **Discussion and Potential Creation of Subcommittee**
 - a) Discussion, Potential Creation, and Establishment of Duties and Tasks of Funding Review Subcommittee (*Action item*)
- 9) **Administrative Guidance to the Texas Aerospace Research and Space Economy Consortium**
 - a) Discussion and directive to Executive Director to liaise and communicate with the Texas Aerospace Research and Space Economy Consortium (TARSEC)
- 10) **Establish Future Meeting Dates/Locations (*Action Item*)**

11) Executive Director Update on Personnel Matters

12) Closing Comments (Chair)

13) Adjournment

THE EXECUTIVE COMMITTEE MAY CONVENE INTO EXECUTIVE SESSION AT ANY TIME DURING THE COURSE OF THIS MEETING TO DISCUSS ANY OF THE MATTERS LISTED ABOVE AS AUTHORIZED UNDER THE TEXAS OPEN MEETINGS ACT FOR THE FOLLOWING PURPOSES:

Tex. Gov't Code § 551.071 - Consultation with Attorney

Tex. Gov't Code § 551.074 - Personnel Matters

Tex. Gov't Code § 551.087 - Deliberation Regarding Economic Development Negotiations

Persons with disabilities who plan to attend this meeting, who may need auxiliary aids or services, or who need assistance in having English translated in Spanish should contact Norman Garza at 512-463-8554 at least four days before the scheduled date of this meeting for proper arrangements to be made.

Si planea en atender esta reunion y es una persona discapacitada que requiere servicios o instrumentos especiales; o si requiere de traduccion al español comuniquese con Norman Garza at 512-463-8554 por lo menos 4 dias antes de la reunion para hacer los arreglos necesarios.