

**Texas Space Commission Board of Directors Meeting**

Minutes

Thursday, July 25, 2024

3:00 PM

TxDOT Greer Building  
125 East 11<sup>th</sup> Street  
Austin, Texas 78701

**Board of Directors Members in Attendance In-Person:**

Gwen Griffin                      Kathryn Lueders                      Brad Morrison  
John Shannon

**Board of Directors Members in Attendance Virtually:**

Nancy Currie-Gregg              Evan Loomis                      Kirk Shireman

**Staff in Attendance:**

Joseph Behnke                      Cody Cruz                      Norman Garza

**Guests In Attendance Virtually:**

Emil Bailes                      Henry Fadamiro                      Jessica Geiger  
Marisa Huerta                      Arturo Machuca                      Mark Mitchell  
Kate Raetz

**1) Call to Order**

**a) Roll call of meeting attendees**

At 3:01 PM Chair Gwen Griffin called the meeting to order and directed staff to read the roll. A quorum was confirmed to be present.

**b) Welcome Remarks (Chair)**

Chair Gwen Griffin welcomed the board members, staff, and members of the public for attending the meeting. Noted the Hiring Subcommittee's work in the search for a Chief Compliance Officer.

**2) Creation of *ad hoc* Workgroups**

Chair Gwen Griffin noted for situational awareness for the public, that the Commission's board of directors are closely following guidance from the General Counsel regarding *Open Meetings Act* protocols.

Chair Griffin expressed the desire to create three *ad hoc* workgroups for the purpose of small group conversations aligned with the Strategic Plan and future ideas and activities.

The Board discussed the creation and structure of the *ad hoc* workgroups. Chair Griffin directed Executive Director Norman Garza to coordinate the three working groups and move forward in helping each group to meet and summarize their input on the draft of the strategic plan.

**3) Convene into a closed Executive Session pursuant to Section 551.074, Texas Government Code**

At 3:08 PM, Chair Gwen Griffin convened the Executive Committee into Executive Session pursuant to Section 551.074, Texas Government Code.

The Executive Session ended at 3:42 PM. Chair Gwen Griffin reconvened the Executive Committee back into an open meeting at 3:44 P.M.

**4) Reconvene into Open Meeting for Discussion and Possible Action on Employment of a Chief Compliance Officer of the Texas Space Commission**

**a) Employment of a Chief Compliance Office of the Texas Space Commission (*Action Item*)**

Chair Gwen Griffin noted that under Section 551.102 of the Open Meetings Act, the Board of Directors is required to take any final actions, decisions, or votes on matters that were discussed in the Executive Session in the open meeting.

Chair Griffin directed staff to read out the title, functions, duties, powers and salary of a potential Chief Compliance Officer

Kathryn Lueders made a motion to hire Erin Chancellor as the Chief Compliance Officer of the Texas Space Commission. Brad Morrison seconded, and the Executive Committee adopted the action item unanimously.

Chair Griffin directed staff to proceed with the process to hire Erin Chancellor as the Chief Compliance Officer of the Texas Space Commission.

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

Chair Gwen Griffin opened to floor to suggested dates for the next meeting. The TSC Executive Committee unanimously approved August 30, 2024, at a time to be determined in Austin, Texas as the next meeting date.

**5) Adjournment**

At 12:53 PM, Chair Gwen Griffin 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**

Thursday, July 25, 2024  
3:00 PM

**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/9d89f594-f12f-4e3d-bdf2-d678e41b87cf@54cb5da6-c734-4242-bbc2-5c947e85fb2c>

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- 1) **Call to Order**
  - a) Roll call of meeting attendees
- 2) **Creation of *ad hoc* Workgroups**
- 3) **Convene into a closed Executive Session pursuant to Section 551.074, Texas Government Code**
  - a) Deliberations related to the evaluation and appointment of a Chief Compliance Officer of the Texas Space Commission
- 4) **Reconvene into Open Meeting for Discussion and Possible Action on Employment of a Chief Compliance Officer of the Texas Space Commission (*Action Item*)**
- 5) **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 días antes de la reunion para hacer los arreglos necesarios.