

**Texas Space Commission Board of Directors Meeting**  
Minutes of  
Wednesday, May 8, 2024  
8:00 AM

State Insurance Building Annex – 4<sup>th</sup> Floor Conference Room  
221 East 11<sup>th</sup> Street  
Austin, Texas 78701

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

Gwen Griffin	John Shannon	Kirk Shireman
Heather Wilson	Brad Morrison	

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

Kathryn Lyders	Sassie Duggleby
Nancy Currie-Gregg	Evan Loomis

**STAFF IN ATTENDANCE:**

Adriana Cruz	Theresa Boland	Cody Cruz
Joseph Behnke	Blake Calvert	Terry Zrubek (Teleconference)
Joe Magruder	B. Keith Graf	

**GUESTS IN ATTENDANCE VIA TELECONFERENCE:**

Brian Freedman	Emil Bailes	Brigitt Hartin
Julie Reiss	Jason Briggs	Alex Aragon
Norman Garza, Jr.		

**I. Call to Order**

a. Roll call of meeting attendees

At 8:03 AM, Heather Wilson, as a Board member and in the absence of a chair, vice chair, or secretary, called the meeting to order and directed staff to read the roll. A quorum was confirmed to be present.

Heather Wilson requested that each board member introduce themselves. Each member proceeded.

b. Welcome by EDT and OOG staff

Adriana Cruz welcomed the board members and proceeded to provide an overview of the Governor's Office of Economic Development, its function and mission.

**II. Selection of Chair *pro tem***

Joseph Behnke informed the board of the need for a Chair. However, before votes can take place, the board needs a chair *pro tem*. Heather Wilson acknowledge her willingness to serve in that role. There were no objections from members of the board.

### **III. Selection of Board Chair**

Joseph Behnke described the duties of the Chair.

Chair *pro tem* Heather Wilson called for nominations for Chair. John Shannon nominated Gwen Griffin. No other nominations were made. Gwen Griffin accepted the nomination.

Brad Morrison made a motion to close nominations and the motion was seconded by Kirk Shireman. The board unanimously voted to close the nominations.

Chair *pro tem* Heather Wilson called for a vote for Chair. The board unanimously voted in favor of Gwen Griffin as Chair.

### **IV. Discussion and Potential Selection of Officer**

Joseph Behnke recommended the board the create and elect the offices of vice-chair and secretary. He described the duties of the vice-chair and secretary. John Shannon made a motion to accept the recommendations and create and fill the office and the motion was seconded by Heather Wilson. The board unanimously voted to accept the recommendations.

Chair Gwen Griffin called for nominations for vice-chair. Brad Morrison nominated Kathy Leuders. Kathy Leuders accepted the nomination. No other nominations were made. Kirk Shireman made a motion to close nominations and the motion was seconded by Heather Wilson. The board unanimously voted to close the nominations.

Chair Gwen Griffin called for a vote for vice-chair. The board unanimously voted in favor of Kathy Leuders as vice-chair.

Chair Gwen Griffin called for nominations for secretary. Kirk Shireman volunteered to be secretary. No other nominations were made. John Shannon made a motion to close nominations and the motion was seconded by Brad Morrison. The board unanimously voted to close the nominations.


Chair Gwen Griffin called for a vote for secretary. The board unanimously voted in favor of Kirk Shireman as secretary.

### **V. Welcome Remarks (Chair)**

Chair Gwen Griffin welcomed the board members, staff, and members of the public for attending the meeting.

### **VI. Staff Presentation: Texas Space Commission Overview, Structure, Duties**

- a. OMA and PIA Compliance



Joseph Behnke described and provided information regarding the Open Meetings Act and the Public Information Act. He spoke about the need for the board members to complete, if they had done so already, the OMA and PIA training.

b. Summary of legislation


Joseph Behnke and Blake Calvert described HB 3447 and the creation of the Texas Space Commission, the Texas Aerospace Research and Space Economy Consortium, and the Texas Space Exploration & Aerospace Research Fund.

c. Administrative Structure

Joseph Behnke described the structure of the Texas Space Commission, the executive director, chief compliance officer, and staff. He also spoke about the requirement for a strategic plan.

**VII. Administration and Structural Documentation**

a. Discussion and Potential Directive to Propose Rules related to Conflicts of Interest and Code of Conduct



Joseph Behnke spoke about the need rules relating conflicts of interest and the code of conduct. Draft rules were provided to the board that align with statute. A discussion and clarification of the rules between the board and staff took place.


Heather Wilson made a motion to authorize staff to take the necessary step to adopt the rules if no substance changes are required in response to public comments and make ministerial changes and the motion was seconded by Kirk Shireman. The board unanimously voted to authorize staff to take the necessary step to adopt the rules if no substance changes are required in response to public comments and make ministerial changes.

b. Delegations to staff to administer funds in the Space Exploration and Aeronautics Research Fund

Joseph Behnke described the delegations would allow staff to handle financial administrative process without the need for the board to approve everything.

Brad Morrison made a motion to delegate to the specified staff of the Financial Services Division the authority to approve vouchers on behalf of the Texas Space Commission and was seconded by Heather Wilson. The board unanimously voted to delegate to the specified staff of the Financial Services Division the authority to approve vouchers on behalf of the Texas Space Commission.

c. Review and Approve Memorandum of Understanding with the Office of the Governor for Administrative Support



Joseph Behnke informed the board that the Commission and the Office of the Governor is required to enter into a Memorandum of Understanding (MOU). The draft MOU was provided to board for review. Kirk Shireman made a motion to enter into a Memorandum

of Understanding between the Board of the Texas Space Commission and the Office of the Governor for administrative support and seconded by Heather Wilson. The board unanimously voted to enter into a Memorandum of Understanding between the Board of the Texas Space Commission and the Office of the Governor for administrative support.

**VIII. Discussion and Potential Creation of Subcommittee**

a. Discussion and potential creation of Hiring Subcommittee

Joseph Behnke informed the board that the recommendation is to create a hiring subcommittee, of three members, so the focus can be the hiring of an executive director. The subcommittee will review the job description and application received, and interview potential candidates. The subcommittee would inform the board of their top recommendations to the whole board.

John Shannon made a motion to create a hiring subcommittee of three individuals. Heather Wilson seconded. The board unanimously voted to create a hiring subcommittee of three individuals.

b. Chair assignment of members to Hiring Subcommittee

Chair Gwen Griffin informed the board that within 24 to 48 hours she will gauge the level of interest and requested members to inform Joseph Behnke and/or Blake Calvert of their interest. Joseph Behnke said they could let him know directly.

**IX. Discussion and Possible Action on Executive Director and Chief Compliance Officer Search**

a. Review and, if necessary, modify Executive Director job description

Joseph Behnke informed the board it could make changes to the job description. Board members commented on the language of the job description.

b. Review and, if necessary, modify Chief Compliance Officer job description

No further discussion or action was taken.

c. Assign tasks to Hiring Subcommittee or other established method to select Executive Director

No further discussion or action was taken.

**X. Public Comment**

Chair Gwen Griffin opened the floor to public comments. No comments.

**XI. Establish Next Meeting Date (Action Item)**

Joseph Behnke suggested the board meet within the next 3 to 4 weeks. The Board unanimously agreed to meet on May 22, 2024 at 3:00 p.m. CST and June 14, 2024 at 10:00 a.m. CST.

**XII. Chair Comments**

Chair Gwen Griffin asked if there where anything else to discuss. No comments.

**XIII. Adjournment**

At 10:10 AM, Chair Gwen Griffin moved to adjourn the meeting. No objections. Meeting was adjourned.

  
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Chair or Designee

5-22-24  
Date