

Texas Space Commission Board of Directors Meeting

Minutes

Wednesday, June 14, 2024

10:00 PM

State Insurance Building Annex – 4th Floor Conference Room

221 East 11th Street

Austin, Texas 78701

Board of Directors Members in Attendance In-Person:

Gwen Griffin

Brad Morrison

Kathryn Lueders

John Shannon

Kirk Shireman

Board of Directors Members in Attendance Virtually:

Nancy Currie-Gregg

Sassie Duggleby

Evan Loomis

Heather Wilson

Staff in Attendance:

Joseph Behnke

Adriana Cruz

Terry Zrubek

Joe Magruder

Cody Cruz

Guests In Attendance Virtually:

Keith Graf

Haley Hutcherson

Laura Rhinehart

Norman Garza

Julie Kopycinski

Marisa Huerta

Kate Raetz

Louie Sanchez

Avia Burrill

Brian Freedman

Brigitt Hartin

Jimmy Anderson

1) Call to Order

- a) Roll call of meeting attendees

At 10:02 AM Chair Gwen Griffin called the meeting to order and directed staff to read the roll. A quorum was confirmed to be present.

2) Welcome Remarks (Chair)

Chair Gwen Griffin welcomed the board members, staff, and members of the public for attending the meeting. Noted Strategic Plan Subcommittee held their first meeting.

3) Discuss and Possible Action on Approval of Meeting Minutes

- a) May 22, 2024 meeting (*Action Item*)

Kathy Lueders made a motion to approve the minutes for the May 22, 2024 meeting of the Texas Space Commission Board of Directors and was seconded by Kirk Shireman.

The board unanimously voted to approve the minutes of the May 22, 2024 meeting of the Texas Space Commission Board of Directors.

b) May 31, 2024 meeting (*Action item*)

Brad Morrison made a motion to approve the minutes for the May 31, 2024 meeting of the Texas Space Commission Board of Directors and was seconded by John Shannon. The board unanimously voted to approve the minutes of the May 31, 2024 meeting of the Texas Space Commission Board of Directors.

4) Administrative Documentation

a) Discussion and potential approval of Memorandum of Understanding between the Texas Space Commission and the Office of the Governor regarding Accounting Procedures and necessary associated delegation materials (*Action item*)

Joseph Behnke reminded the members that they previously authorized the execution of a letter designating authority to the Financial Services Division of the Office of the Governor for that division to administer the Space Commission's financial matters.

After transmitting that document to the Comptroller, the Comptroller sought for additional information.

An MOU between the Texas Space Commission and the Office of the Governor detailing the administrative process for how expenditure vouchers will be reviewed and approved;

A letter designating the Presiding Officer and Executive Director of the Commission as officials who can approve payments through the CPA's accounting system; and

A letter designating Theresa Boland and Yue Zhou with the Governor's Office as individuals who can release payments on behalf of the Texas Space Commission.

The board had a brief discussion and asked clarifying questions. Joseph Behnke answered all questions.

Kirk Shireman made a motion to approve the MOU and designation letters described by staff to allow the Financial Services Division of the Office of the Governor to administer the Texas Space Commission's finances and was seconded by Kathy Lueders. The board unanimously voted to approve the MOU and designation letters.

b) Discussion and potential approval of Memorandum of Understanding between the Texas Space Commission and TXDOT for lease of office space (*Action item*)

Joseph Behnke stated that staff of the Office of the Governor worked with Texas Department of Transportation (TXDOT) to ensure the Texas Space Commission has office space for its staff. As a result of those conversations, TXDOT offered to lease the Texas Space Commission office space in the Greer building.

The board had a brief discussion and asked clarifying questions. Joseph Behnke answered all questions.

Brad Morrison made a motion to approve the lease for office space in the TXDOT Greer building and was seconded by John Shannon. The board unanimously voted to approve lease for office space in the TXDOT Greer building.

5) Public Comment

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

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

- a) Deliberation related to the evaluation and appointment of an Executive Director of the Texas Space Commission

At 10:21 AM Chair Gwen Griffin called the Executive Session to order under Section 551.074, Government code.

At 11:32 AM Chair Gwen Griffin ended the Executive Session.

7) Reconvene into Open Meeting for Discussion and Possible Action on Appointment of an Executive Director of the Texas Space Commission (Action Item)

Chair Gwen Griffin called for a 15-minute recess.

At 11:50 AM Chair Gwen Griffin reconvened into Open Meeting. Chair Griffin noted Board Member John Shannon had to leave the meeting; a quorum was still present. Chair Gwen Griffin noted that Heather Wilson had joined the meeting.

Chair Gwen Griffin stated 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 under deliberation in in Executive Session in an open meeting portion of today's meeting.

Accordingly, following the deliberations in the closed session, Chair Gwen Griffin asked staff to read out the title, functions, duties, powers, and salary of an Executive Director, should one be hired today:

Joseph Behnke read the following:

- I. Sec. 482.106(a) The board shall hire an executive director. The executive director shall perform the duties required by [chapter 482 of the Texas Government Code] and any duty delegated by the board.
 - a. Title: Executive Director
 - b. Functions: Administer the day-to-day operations of the Texas Space Commission (TSC)
 - c. Duties:
 - i. Serve the Board of Directors in an advisory capacity, without vote;
 - ii. Hire, promote, assign, re-assign, transfer, and, consistent with applicable law and policy, terminate staff of the TSC necessary to accomplish the roles and missions of the TSC;
 - iii. Liaise with the liaison of the Texas Aerospace Research and Space Economy Consortium established under sec. 482.608(a)(3)(B) of the Texas Government Code;
 - iv. Under the direction of the Board of Directors—and with guidance from the strategic planning subcommittee—prepare a strategic plan compliant with sec. 482.201 of the Texas Government Code;
 - v. Coordinate with leadership of the Office of the Governor in obtaining administrative support under sec. 482.102 of the Texas Government Code and in any other ways necessary to support the TSC;
 - vi. Represent the TSC before the Texas Legislature;
 - vii. Under the direction of the Board of Directors—and with guidance from the board or its subcommittees—implement a process for the review and approval of grants from the Texas Space Exploration and Aeronautics Research Fund, including creating applications or other grant-related documents, approving grant agreement templates, and establishing procedures to prevent conflicts of interest of interest from arising and, if they do, determine whether they may be waived in accordance with TSC conflict of interest and code of conduct policies and rules; and
 - viii. Perform other responsibilities as required by law or assigned by the Board of Directors.
 - d. Responsibilities:

The Executive Director is responsible for oversight of all of the TSC's operations, budget, legal, compliance, and reporting requirements beyond the statutory duties and obligations established in Section C. Working within an established budget, the Executive Director will supervise staff

and contractors to further the work of the TSC, including but not limited to the following:

- i. In collaboration with the Board of Directors, articulate a clear vision and strategic plan for Texas to lead and become the #1 state for commercial and defense space R&D, manufacturing, operations and logistics infrastructure.
 - ii. Execute and measure results across plan objectives that may include but not limited to infrastructure investment, public policy and national security initiatives, business incentives and workforce development efforts, including defining and implementing a process for receiving and dispositioning grant proposals in support of plan objectives;
 - iii. Become the “face of TSC” in promoting that vision to all stakeholders and members of the public; this includes establishing key relations and promoting the TSC value proposition to relevant State agencies, U.S. Congress, the White House, Pentagon, other government agencies and aerospace industry participants via meetings, briefings, public communications, media relations, as a group and one-on-one exchanges;
 - iv. Define and implement public relations and media campaigns across government, aerospace industry and public stakeholders as to the benefits and achievements of the TSC in supporting the development of a vibrant commercial and defense space industrial base;
 - v. Lead the staff in development and execution of organizational initiatives and functions, while fostering a culture of integrity, teamwork, transparency, and results;
 - vi. Maintain awareness of governance, compliance, regulatory, legal, and financial reporting status and reporting requirements pertaining to all aspects of TSC operations;
 - vii. Maintain a regular cadence of communication with the Commission members,
 - viii. Organize Commission meetings and ensure that the Commission members remain cognizant of fiduciary, legal, and strategic priorities and requirements; and
 - ix. Mobilize TSC to respond to immediate and longer-term challenges and opportunities.
- e. **Powers:**
The Executive Director shall have the authority necessary to oversee the operations and administration of the Texas Space Commission and such additional powers and duties as prescribed by the Board of Directors.

The Executive Director shall enter or modify agreements with the Office of the Governor for staff support services to facilitate the work of the Texas Space Commission.

The Executive Director shall be responsible for the management of all aspects of administration of the Texas Space Commission in accordance with applicable law, rules, policies, mission, strategic plan of the Texas Space Commission, and agreements with the Office of the Governor.

To the extent allowed by law and agreement with the Office of the Governor, the Executive Director may delegate any responsibility or authority to an employee of the Texas Space Commission or staff authorized by the Office of the Governor to support the Texas Space Commission. Any grant of responsibility or authority to the Executive Director shall include an employee designated by the Executive Director.

To assist in discharging the duties and responsibilities of Texas Space Commission, the Executive Director may organize staff as he deems appropriate.

The Executive Director has all powers necessary to fulfill the duties and responsibilities established herein.

Brad Morrison made motion to hire Norman Garza as the Executive Director of the Texas Space Commission with the title, functions, duties, responsibilities, powers, and salary staff laid out and was seconded by Nancy Currie-Greg. The board unanimously voted to hire Norman Garza as the Executive Director of the Texas Space Commission.

Chair Gwen Griffin directed staff to proceed with hiring Norman Garza as the Executive Director of the Texas Space Commission.

8) Establish Future

The board agreed to meet the week of July 15, 2024. Chair Gwen Griffin asked staff to coordinate with the board members to determine a day and time during that week.

9) Chair Comments

Chair Gwen Griffin thanked the board members, staff, and the public for attending the meeting. Chair Gwen Griffin asked if there was anything else to discuss. No further discussion.

10) Adjournment

At 12:02 PM, Chair Gwen Griffin moved to adjourn the meeting. No objections. Meeting was adjourned.

Gwen Griffin
Chair or Designee

17 July 2024
Date