

# BRARA Board Meeting

Date: Saturday 30-DEC 2017 Location: BRARA Shack Start Time: 13.15pm

Attendance: Bruce.R KO4XL, Jerry.Z W4BFL, Jeff.R W4AEQ, George.S WA2VNV, John.C N1QFH

The following items were discussed and actions assigned

1. Signup sheets at door – will staff and assist as needed
2. Raffle (50/50) and dues – Bruce.R will connect with Patrick on process
3. PayPal for online dues payments and donation – Bruce.R follow-up with Patrick
4. Newsletter – Gerry.G agreed to continue with Jeff.R shadowing
5. Meeting notification – John.C will send monthly meeting notice via MailChimp using member group
6. Newsletter availability– when Gerry.G gives OK, John C will post to website and then send notification
7. Forum – Jeff.R suggested a forum or the like to share common interest. Jerry.Z and John.C will investigate
8. Presentation for 2-JAN – Gerry.G will present WFD 2018
9. Speakers – Jeff.R has folks lined up through April 2018
10. Newsletter – Reviewed Jeff.R shadowing logistics and newsletter content
11. Special interest – Jeff.R asked about how to direct and poll members on interests such as FT8. John.C showed web changes for members to search interests and polling tool capability.
12. Communication – Bruce.R suggested we offer a “Did you know” section on newsletter and website. Jeff.R and John.C will review for solution
13. Brochure – Jeff.R updated changes and a few ideas such as shack access
14. New members at monthly meeting – discussed how to showcase new members and how to connect them with mentors and Elmers.
15. Contests – discussed RTTY on 6<sup>th</sup> and 7<sup>th</sup> and non-members wanting to access shack. John C to send Bruce Les Kalmus W2LK's contact info to Bruce on membership and shack access policy and options.
16. LoTW – logon access by board, what email its using and what it should be Jeff.R will address by making changes necessary to ensure control.
17. Backup all roles – discussed how best to ensure we have coverage of all roles as folks encounter time away from performing their duties, agreed its all of our responsibility to ensure coverage and backups.
18. Shack access – raised rekeying topic and non-member access, use of different security method, status of members with keys. Reviewed wording in the newsletter.

Policy change: Motion by John.C to change wording from “To obtain a key for our ham shack you must be a member in good standing for a minimum of a continuous year and hold a general class license or above and go through a short training session with K4LEW (Lew), W4BFL (Jerry), W4WCD (Walt) or N4CGC (Max).” to “To obtain a key for our ham shack you must be a member in good standing for a minimum of a continuous year and go through a short training session with member of the BRARA Board.” was 2nd by Jeff.R, discussion occurred, called to question approved and motion passed unanimously. All places this wording occurs like brochure and newsletter will be changed. Recorded on Policy Book.

19. Policy book – John.C will create the document to house board administrative policies and decisions.
20. Gifting – discussed documentation when receiving any gift and building a form to detail items donated. John.C to create form ensuring donor may enter item values.
21. Donors - discussed recognition of donors in newsletter unless donor prefers anonymity
22. Equipment – Bruce or Patrick will discuss with Ed SteppIR. Michael needs gift document for FT1000
23. Hotspot – Jeff.R updated us on status and should be ready in January 2018 for WFD-2018.

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Respectfully Submitted  
John Cole N1QFH  
Secretary