

# BRARA Board Meeting

**Date: Saturday 25-MARCH 2018 Location: BRARA Shack Start Time: 11.30Am**

Attendance: Bruce.R KO4XL, Jerry.Z W4BFL, Jeff.R W4AEQ, George.S WA2VNV, Patrick KE4OBV, Jeff.S K4BH, John.C N1QFH

The following items were discussed and actions assigned

1. Jeff.R suggested installing GroupMe apps for directors to notify when tower needs lowering
2. When sending to Bruce use his [ko4xl@brara.org](mailto:ko4xl@brara.org) given he uses filters
3. Setup Tower notify tree of Jeff.R, George, John.C (**Action: Jeff**)
4. Create GroupMe tower group and directors group (**Action: Jeff.R**)
5. Relocate Echo link to shack when hotspot antenna is outside (**Action: Jeff.R, Bruce**)
6. Roy's tower pictures: George to provide to John.C (**DONE**)
7. Jeff.R suggested doing in-service training class for those using the linear amp
8. Jeff.R suggested having SOP sheet for tower process and where to locate
9. Robert K3SUH will send Good and welfare cards. Purchase get well and condolence cards (**Action: John.C**)
10. Updated why server is bouncing emails. Setup mail account for everyone to forward emails (**Action: Jerry.Z**)
11. Install GroupMe app on phones (**Action: all of us**)
12. Make condolence and get well labels (**Action: John.C**)
13. Discussed meeting agenda items to address (speaker, radiator grill, tech class, testing, cooking Roy's stuff wrap-up)
14. George announced UHF/VHF Spring sprints
15. Discussed fundraising ideas offered by Roy (e.g. Dell needs follow-up) (**Action: Jerry.Z**)
16. Need WFD2018 follow-up by Gerry.G and discussed how to operate outside next year
17. Discussed satellite setup. Antennas examine for possible repairs
18. Discussed securing donated tower to fence (**Action: John.C**)
19. Discussed use of towers and other recently donated antennas and possible upgrade to SteppIR.
20. Discussed breakout task list into two (board action) and other is action list (**Action: John.C**)
21. MailChimp member update indicator is underway (**Action: John.C**)
22. Census extract will be available after use our database as data source, this is underway (**Action: John.C**)
23. Training capability on website needs more discussion
24. Social media committee needs to address priority (**Action: John.C**)
25. PayPal capability (**Action: Bruce**)
26. Inventory assessment on 3-April at noon at shack (**Action: George, Art, John.C**)
27. UHF/VHF tower pulley repair and replace with rope George purchased (**Action: George, John.C**)
28. Complete Shed cleanup (**Action: John.C**)
29. Task calendar needs to be reviewed at a future meeting, organize list for board (**Action: John.C**)
30. Discussed security and locks. Need about 100 keys to exchange old for new (**Action: Jerry.Z and Jeff.R**)
31. Membership cards to be printed ready for handout at next meeting (**Action: Bruce**) **DONE**
32. Discussed Policy Book and need to review for additions
33. Install HotSpot outside antenna (**Action: Jeff.R and John.C**)
34. Discussed Newsletter updates (**Action: Jeff.R**)
35. Discussed doing raffle at monthly meeting and add seed money (**Action: Patrick**)
36. Pointed out Brochure was previously updated and now ready to be used
37. Announced next Radiator Grill is 28-April. Arrange staffing (**Action: Bruce**)
38. Discussed increasing net controls and backups
39. Discussed donors and recognition and have Robert send a card of thanks and possible phone tree for visiting people
40. Discussed getting an AED and how to fund. Connect with PBC to see if there is funding etc. (**Action: Jeff.R**)
41. Discussed need to do regular check and recertify dry chemical fire extinguishers (**Action: Bruce**)
42. Do AED research and general information. Search for possible AED donors (**Action: Jeff.S**)
43. Discussed consolidating Wellington and BRARA NBEMS nets (**Action: Jeff.R**)
44. Discussed ideas how to reduce inventory to free up space and offer first to members
45. Advise members know radios have changed at Station-1 via email (**Action: John.C**) **DONE**
46. Discussed how to respect members and is a balance given we are volunteers and donate our time
47. Dem how to raise and lower tower (**Action: George**) **DONE**
48. Patrick announced all mode radios for sale at Mikes

Respectfully submitted

John Cole N1QFH

Secretary