

## **BRARA Board Meeting (29-Dec 2019 12pm at Shack)**

**Date: Sunday 29-December 2018 Location: BRARA Shack Start Time: 12:15pm**

Attending: Bruce.R KO4XL, Jeff.R W4AEQ, Patrick KE4OBV, John.C N1QFH

By Proxy: Gerry.Z W4BFL with Jeff presenting his ideas

Unable to attend: Jeff.S K4BH, George WA2VNV

The following items were discussed, motions made, tasks assigned.

Offering women's meet and greet to further the hobby. Need further details for planning by Kathryn KF4EZT. Need to know who to reach out to, how to and program.

Bruce finished Amazon smiles and will provide links to John for our website. This is ½ percent when people designate to BRARA and deposit 45 days after calendar quarter.

January Bruce will be in attendance. All directors please Bruce email what they want covered on the agenda.

January speaker is on winter field day

Training extra class is coming up. Jeff has coordinated with John Wilder PBC Park point person for access to park.

Discussed how we fill standing and ad hoc committees. Need house manager. Ask someone not on board and possibly co-share: Mike.S W2RT and Mike.R KM4TUZ and who else may be able to work with them. Need safety committee. Do we combine house and safety? Name it as house and describe duties. Bruce will get with Jerry.Z to figure out duties. AED is too expensive to pursue. We may want to pursue funding via a member. These folks can ask for help and delegate.

Bruce suggested creating wish list. Jeff pointed out limits to charitable origination since will not be tax deductible and we need to define needs vs wants and need to define scope. Start working document to add these ideas.

Standing committees are missing just house / safety. Publication relation committee may not need and rename as communications. Field day is considered event as with ad hoc committee. Radiator grill is ad hoc. May need to avoid having chairperson for these given bottle neck.

Inventory is a task and John will continue. Discussed how to reduce the volume of our inventory items. Will present key items to members on monthly basis as features items. After extra class will resurrect this and time it in early spring such as near radiator grill. Could ask for suggested donation to an item. Offer food and items for donation. Discussed logistics to pull this off. John to update inventory. Post no signs by email only.

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Satellite installation committee is house and ad hoc team. Keep these committees generic. Asked Mike.S W2RT and Rick K1DS to coordinate this effort. We'll all assist in this effort. Jeff will reach out to Rick. What supplies are needed? Explained scope of this project. This is a team effort. This may be attached to building and be up to 30 ft tall at peak. Goal to be done is March but announce now and begin in February. Bruce will speak to this at next member meeting.

Mission statement will be addressed and drafted by Bruce as starting point. He will send this to the board for review and changes. We'll get together later to finalize

Next board meeting: some of us are beginning to forget things. Oh my. Saturdays are better for Patrick but a problem for Jeff.S. We can meet evenings. WFD2019 pre setup is 19<sup>th</sup>. The 12th may be by default given tasks. Mid-month make the 16<sup>th</sup>. The location TBA and John to find location options that include PBC library and Dunkin Donuts meeting room at Glades / RT441. Time is 6pm if we can eat or make 7pm if not. Many prefer 6pm. No food in library is permitted. The 16<sup>th</sup> at 6pm and Feb 2<sup>nd</sup> at noon for end of month meeting.

Speaker reviewed by Jeff. John doing WFD, Less is doing Dx expedition and Mike for March and then grounding. Ask Gerry to present how he did his recent raspberry pi. Jeff will coordinate a build party for pi like items.

Repeater acquisition is underway. Jeff is working with Erick to actively look for devices aka DMR repeater. Raised how to fund this and members who may be willing to fund such devices. We feel this will need about \$2500 to purchase such a repeater.

Gerry.Z with FAU Shack has offered IP access to our 2m/70cm antennas at Social Security building via microwave. This means echo could be relocated from Bruce's location to our antenna location. This would also support our DMR repeater. May need to ask Gerry to coordinate this project. Need Lou to access site. Discussed how we may partner with FAU for ongoing basis and being members of both groups.

Motion detector lights will be installed by Jeff. Our list is now called "Hammie do List" and house chairs it.

Patrick reviewed account balances, electric bill and many dues payments. Insurance bill is coming up in March for about \$1k. At higher point from last but we did not have expenses. Ed is making amp repair as donation, he'll need a letter.

Discussed funding an emergency reserve for any capital item. Well ahead of people who have renewed. Keep as line item not another account. Motion: create emergency fund by Jeff and 2<sup>nd</sup> by John. Board approved. We agreed to start this at \$2k into this fund. We can decide to up this

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reserve. Will not reduce balance just identify how much is set aside. When we sell items we will decide how to handle where to place these monies.

John will pare down committees and send to board or final approval.

Key tracking is on website and Jeff has populated the assignments for each member.

PayPal will continue to be pursued by Bruce and Patrick will need to meet again to finalize process, go to bank and make this available to members. Patrick will connect with Bruce if he encounters an issue.

Website items and enhancements reviewed. Need board training to use these tools. Members will see if they are paid up or not.

Reviewed email to [brara@brara.org](mailto:brara@brara.org) for activity. We all need to look at that box and respond in timely fashion.

Discussed how effective our communication is for training web tools or use time at meeting.

Consolidate emails for nets and other items to make it more generic and “what’s new” email. Remove the net scripts from the email. Add answers on any question we get, need for volunteers, stations, etc. Would be more appreciated my members. Upcoming events, what is new, reminders, etc. that need to draw attention to. Can add events like ham fests such as PWARC, PBARC, and GCARC.

Discussed renewals and retention. When we reach March we can address folks who have not renewed and what we can do to draw them back into the organization. For 2017 we had 30 not renew for 2018. What can we do to reach out to them? We’re not looking for number but people involved. We suspect this is about 15 percent of members who have not renewed year over year. Poll these folks to find out why they did not renew. Hold off until March to address the 2018 and 2017 people not renewed. Find out why not renewed. Send to individual email using their name etc.

Look at modifying membership brochure to make it more relevant to what we do as origination and what features we offer and facility available.

Membership tracking is available but need training. And track who is on committees.

Reviewed plans for WFD2019. Port-a-potty will be at shack for extra class and need light placed in side. We will do technical setup on 19<sup>th</sup> to ensure all items are working normally. Need people to commit to time slots. A “maybe list” will be created to get an idea how many people will show

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up. Discussed when to train people how to use stations a few hours before we start on 26<sup>th</sup> at noon.

Policy book discussed. No critical item needed but will keep reviewing. Do we put keys in this book? Need board task list on google drive (DONE). If anyone needs items on website, please let John know. For example adding member gear from Jay N2ELG. People want to know what is for sale. Gear and bands worked were previously on member paper application.

Gerry's items: all radios and PC operating normally, added timer light, was not long enough. Discussed linear and how to control it.

HF linear issue and damage was discussed. Board wants to add key switch by Gerry. This limits member access to linear unless trained and has been issued a key for the linear. Need program of equipment training which was part of key swap. Need shutdown procedures and how to use the equipment. Track on website as admin feature and cost of keys. John will add new feature to track these keys. We all need involvement in training to avoid burdening one person. Jeff will issue keys if confirmed person is trained and passes the process. Need checklist from instruction from people like Ed and Gerry. It will be an "L" key with series "A,B,C". Discussed how someone may be able to bypass. Lock / Switch is physically inside the linear. This is only item that uses 220 power. This is in process of being locked down. Need some other means to handle relay for operation for protection.

Presentative maintenance plans discussed such as tower, motor, bearings, cable, tower metal. Need to generate list of items need PM that shall include timing, effort, etc. This needs to be done before spring and before WFD2019 and straighten beam. We have new belt for climbing and need people able to make the climb. Larry added way to keep 160m cable from getting caught up when raising tower. Need items like batteries and other items seasonally addressed. Repeaters PM is not so much of a concern. Jeff said one fan dipole is frayed needs to be corrected. Need recertification on fire extinguishers and smoke detectors with smoke and CO2. This will be done by someone TBA. Proctor Fire Extinguisher in Boynton may be able to do this. Need price. John will call this company.

Anniversaries discussed such as 20 years of ARRL and our club for 25 years (May 2021) back to early 1980. Bruce will write up history of our club for archival purposes. Who are past presidents? Try to get this list. Preparation should be a year before.

Motion to adjourn by John 2<sup>nd</sup> by Jeff. at 2.17pm

Next Board Meeting: 16-Jan at 6pm location TBA, send agenda items to Bruce.

Respectfully submitted

John Cole N1QFH BRARA Secretary