

BRARA Board Meeting

Date: Wednesday 30-May-2020 Location: via Zoom Start Time: 12.05pm

Attendance:

Bruce KO4XL, Patrick KE4OBV, George WA2VNV, Jeff K4BH, Michael W2RT, Jay N2ELG, Michael K8BQ, Bonnie KC2JVS, John N1QFH

The following items were discussed and actions assigned:

OVERVIEW

This was a virtual meeting using Zoom.

FACILITY OPENING PLANS AND LOGISTICS

Due to the complexity and serious nature of this topic, more than normal meeting minutes are presented on this topic.

Several discussions were held on how best to disinfect equipment. Jerry.Z shared what PBC does to disinfect. Jeff.S suggested only using wipes to disinfect surfaces and equipment and stated if we have disposable items we'll need bio-hazard bags. Jerry.Z said Pine-Sol solution (1/4 cup per gallon of water) is used by PBC in their disinfecting spray bottles since Pine-Sol remains an active disinfectant. We discussed the opening plan. Reach out to K4LA who attorney to review waiver. We reviewed the facility opening plan document and adjusted wording. Jeff.S shared that CERT team's screen for individual body temperature. Jerry.Z stated PBC has changed policy on wearing masks. He also stated PBC employees are screened for temperature and must pass list of COVID-19 related questions for each day. PBC patrons are no longer required to wear masks. Federal facilities and employees do wear masks. On shack door we'll have to place signage on max occupants allowed inside. Jerry suggested providing a diagram of the facility and where people will be located. We shall have signage inside and outside the facility showing the limits. George said we need to make distinction between inside and outside spaces and keep as simple as possible. Jeff.S suggested we keep in the PBC document what we will do and that it is different than what we give members such as following current CDC and PBC guidelines. We discussed how sign up will work such as email, text, phone call, web page and make schedule visible. We need to confirm for each person their reservation status. John.C will manage schedule and he'd be single point of entry. George suggested we enable board members be remote / virtual when managing members coming and going in the facility. Jerry.Z said waiver must be signed before entering facility and suggested electronically submitting the waiver. Jay said we need to make waiver part of the reservation process. Bruce said we can make signed waivers available to view. We agreed to remove station microphones and use the boom microphones if needed. Jeff.S and Jerry.Z said it's ok to spray into a cloth or paper towels and wipe equipment and surfaces. No equipment shall be disinfected directly with spray, a disposable item with disinfected may be used. Jay will research keyboards that are easier to clean. CW operators will use their own CW key. We agreed to keep operating day of week and hours open and not restricted yet balanced with needs of on-site board member. George asked we factor in allowing a member to be onsite without a board member onsite but available as by other means. Board will manage days and hours by appointment. We finalized the opening plan that Bruce will take to PBC. Bruce suggested we replace 30-May with an effective TBA. The board agreed to limit people to specific divided spaces. For the picnic area, the board agreed to require people to follow distance guidelines. Signage needs to be inside the facility, on the outside door, gate, in picnic area and at the operating positions. BRARA will provide hand sanitizer, mic covers and disinfecting wipes at stations. Phase 2 will be addressed at a future date. Implementation will be derived from the opening phase 1 document. Board needs to prep shack before allowing members on site and then fatal flaw the facility by Jeff.S for example.

ACTION: John.C will create physical layout of facility reflecting our phase 1 plan.

MOTION: Moved by George, 2nd by Jerry.Z to accept the Phase 1 facility opening document; passed unanimously.

2020 FIELD DAY

Bruce and Jeff.S updated us on ARRL changes and where operators submit BRARA as their club affiliation. Bruce will accept BRARA members to have a BRARA club context. Jeff.S stated logging software will be updated to address the operator club affiliation. ARRL rule change: 1D stations may contact each other 1D stations. Individuals need permission to stay overnight by request to PBC parks, contact Walt.

ACTION: John.C will communicate to members asking them to send their results to Bruce for an inter-club context.

PAYPAL

ACTION: Via Zoom, Bruce and John.C will provide PayPal website capability

ACTION: Bruce to create secondary logon

ACTION: Bruce to generate PayPal report for Patrick

DMR MICROWAVE PROJECT

ACTION: Art, Lew, and Jerry will relocate dish on 2m or 70cm antenna

ACTION: Jerry to determine when the dish relocation can occur and advise Art, George and Lew

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REPEATER STATUS

George gave update on repeater site. He, Art and Lew will reassess the antennas and amplifier. Jerry.Z has been in touch with FAU on the internet link issue and he will follow-up. Jerry said the gateway is running. Jerry said FAU antenna is not talking to gateway at FAU but he can contact the gateway. He further said the grounding at FAU needs to be addressed; he purchased the grounding clamps to resolve this issue.

ACTION: Bruce to connect with Lew to update our DMR repeater details on database (FL spectrum coordinator FSMA)

ACTION: John.C to connect with Ricky.E on Boca hospital assets

ACTION: George, Art, Lew to address the connector, amplifier and antennas

ACTION: Jerry.Z will address IP issue by contacting FAU

SATELLITE PROJECT

ACTION: Satellite team look into refurbishing rotors

ACTION: Relocate fan-dipole antenna that may block the satellite system

1-YEAR MEMBERSHIP

ACTION: Bruce will send letter

AED UPDATE

ACTION: Jerry will continue linkage with PBC and Life Safety Solutions for AED

BADGES

ACTION: Bruce to follow-up with potential suppliers of badges and shirts

ACTION: Update logo to remove white background to transparent

TRAINING AND TESTING

ACTION: Jay, Jeff.R, Roger, Al to define DMR curriculum

ACTION: Jerry will send request for VE's a week before the testing

ACTION: Jerry will connect with Barry KB1PA on how and if BRARA may use remote testing

BOARD ADMINISTRATION

We discussed doing a welfare calls to members to check on their status. John.C will create and will divide the list amongst the board to perform these calls and it would be about 20 calls per board member. If a board members has a preferred person they'd like to contact let John.C know.

ACTION: Board to define nominating committee for 2020 director elections by June

ACTION: John.C will continue training with Michael K8BQ admin tasks

ACTION: Patrick and Bonnie to continue knowledge exchange

ACTION: John.C will create list for welfare checks.

EQUIPMENT STATUS

ACTION: Define members on Equipment Liquidation Committee (ELC).

ACTION: John.C to work with ELC to set a Sunday in April.

ACTION: Jay will continue reviving laptops and desktops

THE SHACK

Board may access shack for maintenance as needed. George removed the IC-706 for repair.

ACTION: Jerry to rekey storage room locks and distribute

ACTION: Jeff.R and Bruce to coordinate training and rekeying shack and gate

ACTION: John.C to install di-pole lightening protectors

ACTION: John.C will draft shack opening plans for all board members to review and critique

ACTION: Jeff.R will change shack door combination

ACTION: John.C will move cabinet in VHF room to shed.

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PROJECTS

Board discussed investigating how a remote station could be implemented at the shack. John.C has piloted the client side software from RemoteHams.com that is used by Gold Coast ARA and gave an update. Bruce said the hotspot will not accept an inbound connection. When we get FAU IP directed to the shack, the inbound connections issue should be resolved. Bruce suggested we raise the project priority to get IP from FAU to the shack via microwave. Jay raised the IP reliability issue. George updated us the steps needed to get a dish at the repeater site pointed to the shack. Need to define a group to gather the current status. Jerry.Z said we have dishes. Once that FAU issue is resolved then we can point a dish to the shack. George said we need the POE at the shack. Bruce suggested a broker connection may be an option.

PROJECTS UNDERWAY

- Satellite System
- Repair Ameritron HF Amplifier
- Acquire AED for The Shack
- Mud free Shack Pathway

New project: Look into defining a team and setting up remote station at the shack

Suggested team: George, Jerry.Z for the IP connection and John.C for the software interface

ACTION: John.C to update project and task list for board review

ACTION: Jerry.Z and George to partner to get dish at the repeater site and the shack

ACTION: John.C will pilot proof of concept at station-3 at the shack as client and host using RemoteHams.com

PRESENTERS

Kai Siwiak KE4PT will present on propagation tools

OTHER ITEMS

ACTION: Bruce will continue addressing refrigerator repair

ACTION: John.C to investigate how to use list servers or groups.io to address member ASAP comms

Next Board meeting: Wednesday 6.30pm 17-June 2020, via Zoom virtual meeting

Adjourn: No motion, zoom ended

Respectfully submitted

John Cole N1QFH / Secretary