

# OCRA Board Meeting Minutes – January 25, 2022

- **Attendees**

Bruce (N1LN), Dan (KR4UB), Wilson (W4BOH), Lenore (KF4PAB), Karen (KD4YJZ), Dave (W4SAR), John (KX4P), Bill (N8BR), Aurora (KN4VXB), and Laurie (N1YXU)

- **Opening Comments – Bruce Meier, N1LN**

- The meeting was scheduled to begin at 7:30, with a hard stop at 9:00 to respect everyone's time and personal priorities.
- The agenda was reviewed with emphasis on the large number of discussion items, the need to remain focused on the topics, and the desire for an interactive meeting.
- There were no questions or changes brought forward regarding the distributed minutes from the January 10<sup>th</sup> OCRA Membership Meeting. As a result, the membership meeting minutes were approved.

- **Discussion Topics**

**Establishing Teams to Focus on Specific Areas – Bruce Meier, N1LN**

- During the January 10<sup>th</sup> Membership Meeting, Bruce gave an overview of some of the areas that would be the primary focuses in 2022. Some of those areas were general club administration, membership engagement, and training. The overall goal is to drive membership engagement, be more inclusive, and involve more people in club functions and activities.
- After the Membership Meeting, several board members discussed options to make these goals a reality and have agreed on a team framework.
- Why are teams a good idea? If we have teams that have direction, areas of focus, and projects to bring back to the club, we can accomplish several things at once. The many, talented people in OCRA will be involved and engaged in the club.
- How would the teams be structured? Each team would have a team lead. The lead would likely be a member of the board, but this would not always be the case. Board members can easily bring information to the board and also work directly with team members. The team would also include members from OCRA and additional members who have interest and/or expertise in the team's focus. Additional members do not need to have an amateur radio license.
- Bruce reviewed the proposed teams, their high-level areas of focus, and the names of individuals who had volunteered to be the team lead and team members. Below is the structure that was introduced for review and discussion.

**2022 OCRA Teams and Members**

Teams	Purpose(s)	Team Lead	OCRA			Additional Member
			Member	Member	Member	
1 Field Day Team	Planning Implementation	Dave	Wilson	Bruce		
2 Programs and Presentations Team	Standardize format Identify topics of interest Identify presenters	Bill	John			
3 Training Teams						
a. Technical	Identify topics of interest Identify presenters Schedule with Programs Team	Wilson				
b. Operating Skills	Identify topics of interest Identify presenters Schedule with Programs Team					
c. NIMS/AUXCOMM	FEMA training integration w/ EOC if requested		Aurora			
4 Christmas Party Team	Preparation for 2022 Holiday Party	Bill	Laurie	Patti	Jean	
5 Orange County EOC Team	Meet with EOC Mgr - discuss futures		Bruce			
6 Repeaters Team	Freq plan Budget MOU w/EOC	Dan	Nick	Jim Davis	Bruce	Charlie - NC4CD
7 Membership Team	Retention Growth	Dee	Laurie			
8 Documentation Review Team	Keep OCRA insured and legal	Dan	Bruce	Laurie	Bill	

• **Individual Team Discussions**

**Field Day –**

- Bruce commented that Field Day 2022 could be significantly different than in past years. Hopefully many OCRA members and others have participated in the recent ARRL Field Day survey which requested input on allowing 1D operations from home, integrating 1D operations, and potentially limiting power to 100W. Dave and Bruce spoke prior to the meeting, and Dave agreed to be the Field Day Team Lead. As in past years, Dave will be the liaison and coordinator between the DFMA and OCRA clubs. [Thank you, Dave, for your continued leadership in this area].
- Dave reflected on the last few years and accommodations that were needed due to the pandemic. OCRA/DFMA members operated from home and aggregated scores for the overall Field Day results. Looking forward to 2022, it is likely that the joint club operations will be slimmed-down from prior years. Depending on the rules from the ARRL, some members may be operating from home. Some members may be operating as an in-person group. This scenario would be much reflective of a real emergency.
- A few items to note about the upcoming Field Day event were discussed and specifically impact the CW team. Bruce (N1LN) will be out of state at his granddaughter’s high school graduation on Field Day weekend. Also, Howie (W4PSC) will not be available to participate in the OCRA/DFMA joint Field Day operations.

**Programs and Presentations –**

- Given that we are not currently holding membership or board meetings in-person, Bruce noted that programs and presentations have a unique challenge. We need to ensure that everyone who attends a meeting has access to information that is shared regardless of how individual participate in meetings (e.g. Zoom, UHF/HF). Tackling this communication challenge will not only help with programs, it will also drive the way in which meetings are managed for the club.

- John and Bill met before the board meeting and are working together to establish a framework for programs and presentations. John has drafted two documents –
  - The first document focused on helping presenters understand what they will need to do. As mentioned, this will not be as easy as it was pre-pandemic since there are multiple ways members attend meetings. Listed below are some of the areas that will be addressed in this document –
    - Presentation materials that can be distributed and shared on multiple platforms (e.g. Zoom, PDF files via email)
    - Suggested time for a presentation (e.g. 35 minutes for the presenter and 10 minutes for Q&A)
  - The second document is a list of the types of potential programs. The subjects range from Field Day to antennas to ham pi. John indicated that the list could be sent to the OCRA membership asking for review and additional suggestions. The members could then choose their five top picks from the list. The results would help inform the team about the club's interests and could help structure programs for the upcoming months. People with experience in the subjects would be requested to volunteer to help put together or lead the presentations.
- Bill and Bruce fully supported the work that John has done. Bill stressed that the programs will be the main event at the club meetings. Bruce commented that input from the general membership is required since it should not be assumed that board members would be the presenters. The team will help anyone who is not comfortable putting a presentation together. For example, people should not be deterred from presenting if they are not familiar with creating a PowerPoint presentation.

#### **Training –**

- Bruce commented that Wilson had suggested several potential training topics during the January Membership Meeting.
- Technical training - Wilson indicated that he has several people in mind to share their knowledge. Training topics might be broadened to focus into sciences beyond amateur radio. He also stated that it can be discouraging for a presenter to not have questions and engagement during a presentation. The overall presentation can be much more interesting if there is discussion between the presenter and the club members. We need to show the membership that that training topics are interesting and fun to delve into.
- During the meeting, John volunteered to be a member of the technical training team.
- Bruce suggested that programs and presentations will be first on the agenda for club meetings. This will show respect to the presenter for time taken to put the program together. After the program is over, club business and officer reports will be addressed.
- Operating skills training – Currently, there is no team lead identified for this area. Bruce reviewed the examples that are shown on the proposed team structure.
- During the meeting, Bill and Bruce volunteered to be members of the operating skills team.
- NIMS/AUXCOMM – This area of training will also need a team lead. Bruce commented that whoever takes the team lead role will not be responsible for providing the training but for understanding the required training and communicating to the OCRA membership. Prior to the meeting, Aurora volunteered to be a team member. Laurie volunteered during the meeting. Aurora and Laurie will follow-up with Virginia Enzor (NC4VA) to get more information.

#### **Christmas Party –**

- For several years, Lad Carrington (W4ORD) led the club's efforts in this area. Lad was elected to serve as a Board Member at Large for 2022. Based on a discussion with Bruce earlier in the week, Lad is temporarily resigning from his board position to address personal priorities. He will get in touch with Bruce when he gets settled to let him know future plans regarding the board. Bruce indicated that Lad's board position will remain open until Lad provides an update.
- As Vice President, Bill will be the team lead in this area. Several OCRA members and non-OCRA members have signed-up to help. During the meeting, Karen volunteered to be part of the team.

### **Orange County EOC –**

- In the past, OCRA had a close working relationship with the Orange County EOC. That relationship has changed over the last few years.
- It is true that the EOC has not had to deal with a large-scale emergency lately and, therefore, hasn't needed assistance from other support groups which could include OCRA.
- From an OCRA perspective, the Emergency Coordinator (EC) position has been vacant since Steve Ahlbom (W3AHL) resigned.
- Two specific areas of discussion involved –
  - Direct communication with the EOC to understand their needs – Wilson suggested that two or three folks meet with Kirby Saunders (Emergency Services Director) to get a realistic view of how we can work together. As a result, Bruce and Wilson will set-up a meeting with Kirby.
  - Emergency communication training for OCRA members – We need to revise and revisit training that was provided in the past. Recently it has become clear that we don't have basic tools in place to be as valuable a resource as we can be. For instance, there is no current frequency plan for local repeaters that is widely communicated.
- The two areas listed above are interconnected and interdependent. Updates from the discussion with Kirby Saunders is a high priority that needs to happen sooner than later in order to understand the scope of required training and next steps.
- During the meeting, Dave volunteered to be a member of the EOC team.

### **Repeaters –**

- Bruce introduced this topic by mentioning that, until recently, he wasn't aware that the primary Orange County repeater is physically located in Chatham County. He also mentioned that the Chatham County club is very actively engaged with their EOC and now have two of OCRA's repeaters which are active. DFMA doesn't currently have a relationship with the Durham County EOC. Taking all of this into consideration, a tri-county repeater plan and vision is needed.
- Dan emphasized that discussing physical borders (e.g. county lines) is not meaningful when talking about repeaters. He is part of a team that is focused on local repeaters. Dan is working on a project that includes Chatham, Orange, and Durham counties to identify where amateur radio operators are located. The information that will be drawn from this work would be a good source for EOCs and a good platform to understand coverage. The information will also be useful to show how successful operators can be in hitting local repeaters based on the location of the operators and the type of equipment being used (e.g. HT, home station, mobile station).
- The results of the project will help inform the overall vision for the local repeaters and help build a business case to determine where the repeaters should be located, how they should be funded, and how they will be maintained.

### **Membership –**

- Dee has agreed to be the lead for this team, and Laurie has volunteered to be a member. Dee was not able to attend the board meeting due to a prior commitment.
- During the meeting, Dan volunteered to be a member of the membership team.
- At each membership meeting, Dan gives an update regarding membership, including those members who are current in terms of dues, those that are expiring, and those that have lapsed. He also gives an update on the number of new members. Recently, Dan has added an interesting piece of information that highlights the number of members needed to pay for specific costs.

- To keep OCRA and amateur radio relevant and growing, we need to focus on membership retention and growth. The specific areas that this team will focus on will be developed and communicated shortly.
- Lenore asked if there is an official liaison between the DFMA and OCRA clubs. As OCRA Vice President, Bill indicated that he is the liaison. Bill will receive DFMA communications and plans to attend the DFMA meetings.

**Documentation Review –**

- This team will be made up primarily of the President, Vice President, Treasurer, and Secretary board members. As needed, additional OCRA members will be involved to provide their expertise in specific areas.
- This work will evolve and grow over time. It will focus on ensuring OCRA documentation is up-to-date and compliant. It will also ensure the insurance policy is current and includes appropriate coverage.

**All Teams –**

- In preparation for the February 14<sup>th</sup> OCRA Membership Meeting, all team leads should put together a short overview of their teams. This would include a brief overview of the team’s goals, potential projects, and current members. The leads should be prepared to solicit and answer questions from the membership. OCRA members will be asked to volunteer to join teams of their choice.

• **New Business**

- Dave received an email from Irv (K3IRV), involved in public communications, and forwarded the email to Bruce. Irv asked if we might want to provide insight into our Field Day operations. After traded emails with Bruce, Irv redefined his request to focus on how we operate under emergency conditions. Given their relationship with their EOC, Chatham County might be a good option for this request. Bruce will follow-up.
- Steve Jackson (KZ1X) sent a suggestion to Bruce regarding the current OCRA equipment loan program. Steve recommended that the program be reviewed and simplified. Bruce will forward Steve’s email to the board members for further review and comments.

• **General Housekeeping and Board Meeting Norms**

- Review all materials prior to the scheduled meetings.
- During meeting discussions, stay on topic.
- When asked for input to distributed documents, review and reply, as requested. To those requesting input, be reasonable with your requested turnaround times.
- Methods to provide updates are flexible and will vary with specific requests. The feedback is more important than the method.
- Since all board members have Microsoft Office, the preferred methods of communication include Word, Excel, and PDF.
- The typical board meeting agenda will be followed in this order–
  - Urgent business
  - Team updates
  - Officer updates\*
  - Board member at-large updates\*
  - President’s comments
  - Close meeting

(\*can include new business items for discussion)

Respectfully submitted,  
Laurie Meier, N1YXU, Secretary