

OCRA Board Meeting Minutes – July 26, 2022

Board Meeting Attendees – Bruce (N1LN), Bill (N8BR), Dan (KR4UB), Wilson (W4BOH), John (KX4P), Dee (KU4GC), Jack (KM4MBG), Lenore (KF4PAB), Aurora (KN4VXB), Mike (KN4ZHP), and Laurie (N1YXU)

The minutes from the June 28 OCRA Board Meeting were approved after an update was made to the meeting attendees who were listed.

The minutes from the July 11 OCRA Membership Meeting were approved.

Discussion Topics:

- COVID Policy for OCRA Face-to-Face Meetings and Events
 - In preparation for the return to face-to-face Membership Meetings, the OCRA BOD had agreed to and communicated a COVID policy prior to the June Membership Meeting. The policy requires that anyone (member or guest) who attends an OCRA face-to-face meeting or event is vaccinated. The policy has been followed for the June and July Membership Meetings. It was also followed at the joint DFMA/OCRA Field Day event.
 - Recently, a suggestion was made to amend the policy and change it to require a negative test from a COVID antigen test just before the scheduled event. The suggested policy change was on the agenda at the July BOD meeting.
 - Given the inconsistency in at-home tests (false positive and false negative results) which could lead to health and safety risks for OCRA members, the Board has unanimously agreed to continue the required vaccination policy for everyone who attends a face-to-face meeting or event. Wearing masks are optional but encouraged.
 - The Board members will continue to monitor local health authority guidance for updates regarding COVID mitigation. Changes to the current policy will be made as guidance warrants.
- Joe Horvath's request to add an OCRA DMR talk group to TGIF was approved via email.
- Program Team Update (Bill and John) –
 - Below is the current schedule for upcoming Membership Meetings
 - September – Bruce (Simplification of the N1LN multi-tower station)
 - October – Bill (DX Marathon)
 - November – Wilson (Technical topic to be defined)
 - December – There is no presentation scheduled since the Christmas Party is planned for the 2nd Monday (December 12)
 - Additional presentations are in the works and could be used to substitute for a planned presentation if needed.
 - Aurora – Overview of HamPi

- Mike – Winlink, DMR, and/or support provided to AUXComm by the Chatham radio club
 - Bill and Bruce volunteered to help anyone who needed assistance in putting together slides for presentations or working through presentation material
- Membership Team Update (Dee) –
 - Actions and ideas that OCRA could put in place immediately were reviewed in detail. After the discussion, the Board members agreed that the items listed below will become policy going forward and beginning with the September Membership Meeting.
 - Wear IDs (badges/name tags) with name and callsign at all OCRA events
 - Provide stick-on tags and marker at the meetings for people to use in the absence of having a permanent badge or name tag
 - Make a concerted effort to greet new members and guests at each meeting. This might involve having a person designated for a particular meeting to fill this role.
 - When the attendees introduce themselves at meetings, spend more time having new members and guests introduce themselves. This could involve the person who greeted them being part of the introduction having them let the newcomers know that we want to know about them. The membership would learn more about the new folks (for example – ham history, current location, and hopes/expectations from the club). In turn, the new members and guest would feel more welcomed and appreciated.
 - Automatically prompt folks to sign-up on the groups.io reflector as quickly as possible. This will ensure that communication about club activities would be sent to new members.
 - Dan also shared a report listing members who have left the club over the last three years. In the report, the information that these members shared about their ham radio related interests and history is included. The data could prove valuable in understanding where we may have missed the mark in terms of helping new members feel part of the group and/or where they requested assistance and focus. The list could also be helpful in connecting with new members via email and continue to welcome them to the group.
 - John suggested to think about putting together a flyer about OCRA that could be given to a new member. The flyer would include information about OCRA such as our website, key contact information, meeting information, and key activities. He also suggested putting together a club directory that includes each member's contact information and key pieces of information. The directory could be made available online or in print.
 - Action items were taken during this discussion –
 - Bruce will review the list of inactive members prompted by the emails that Dan sends out as reminder notifications. After two months of inactivity,

Bruce will send a reminder email to those members who have not reviewed their membership.

- A tri-fold brochure will be investigated to be used for OCRA information that could include officer information, committees detail, special interest groups, and club pictures. It could be handed out at meetings and hamfests. Bruce and Laurie volunteered to investigate the availability of a tri-fold template that we could use.
- Members should be encouraged to bring name tags, if they have them, to meetings. Bruce will follow-up with the Sign Man (badge vendor) to find out if he could produce additional OCRA badges for the group. In the past, the Sign Man had made badges for the club.
- Things we are already doing and shouldn't lose sight of were discussed. Some examples are below -
 - Encourage folks to send messages on groups.io to welcome folks to the club.
 - Maintain public databases of interest that allow us to understand the scope of what our membership would like to learn
 - Continuing to promote learning and social components (e.g. Field Day, Field Day potluck dinner, Christmas party, breakfast gatherings, HamPi group)
 - Providing Zoom as an alternative to attend the face-to-face monthly Membership Meetings
 - Manage and offer the OCRA website as a source of information
 - After COVID subsides, bring back having cookies and beverages available at our meetings
- Recommendations for additional actions were also discussed
 - Longer-term events with social and learning components to foster comradery and specialized training
 - Surveying lapsed members to better understand why they chose to leave the club
- Christmas Party Update – Bill
 - There was not significant response from the email request that was recently sent.
 - There is an urgent need for a committee of approximately five people to be formed to drive the work for the event. At this point, Patti (Bill's wife), Jean (Dan's wife), and Laurie have volunteered to be on the committee.
 - The party will be primarily a potluck dinner with one of the meats provided (by a club member or catered). There will likely be a per person fee for the party to cover expenses.
 - Bill took the action item to follow-up with club members to add two additional members to the committee. He will follow-up with Patti, Jean, and Laurie to ask for recommendations.
 - In the meantime, Patti, Jean, and Laurie will also get together to determine next steps in organizing the party.

- The Board agreed that the location for this year's party will be Davies Hall at Union Grove United Methodist Church in Hillsborough. The hall has been reserved for December 12. The club will make a donation to the church for use of the hall. We have discretion to determine the amount.
- A side discussion came up about searching for an alternate location for our monthly membership meetings. That topic will be discussed further.
- Tri-County Repeater Update
 - The consolidation of the documentation for the Google Earth/Radio Mobile information will be underway shortly and distributed when completed.
 - The request to SARA for another UHF frequency was completed and submitted last week. The request was submitted on Friday, and the approval was given on Saturday. The new frequency is 442.075. The duplexers could be split tuned satisfactorily on this frequency.
 - The spare repeater needs to be built soon. If our current repeater has an issue, it might be off-the-air for multiple months until the spare was tested and ready to be installed. That assumes that there would be a team and equipment and funding available for the installation.
 - We need a multi-path plan to ensure we have contingencies covered for future repeater use and repair, potential partnership with Orange County EOC, and continued work with radio clubs in our area.
 - Dan and Bruce brought forward a request for Board approval to spend up to \$3,000 to get the spare ready, if needed. The Board unanimously approved the request. An itemized list will be put together to substantiate the request. It will be sent to the Board for review and provide and to better understand the detail of what will be purchased.
 - Bruce will follow-up with specific officers in Texas radio clubs to find out what they are using for repeaters as additional information regarding equipment that is used in hot weather environments.

Respectfully submitted,
Laurie Meier, N1YXU
OCRA Secretary