

OCRA Board Meeting Minutes – October 24, 2023

Board Meeting Attendees – Bruce (N1LN), Dan (KR4UB), Karen (KD4YJZ), Dave (W4SAR), Wilson (W4BOH), John (KX4P), Dee (KU4GC), Aurora (KN4VXB), Bob (W4FK), Chris (KY4OU), and Laurie (N1YXU)

The minutes from the September OCRA Board Meeting were approved.

The minutes from the October OCRA Membership Meeting were approved.

Meeting Overview:

- The sole focus of the meeting was to review draft information related to the upcoming OCRA elections and agree on information to be shared at the November OCRA Membership Meeting.
 - Rather than restate discussions that happened during the meeting, these minutes are focused on the outcomes of the discussion.
 - The following, updated items are included as documentation of the outcome of the meetings and are shown below in full –
 - Section 1 – This is the detail agenda that was followed for the meeting.
 - Section 2 – To set the stage for the initial discussion, select areas of the September BOD meeting minutes were revisited. The specific areas that were highlighted are listed.
 - Section 3 – A draft of the Leadership Team structure was presented. The updated structure that is shown below is a result of the discussion during the BOD meeting.
 - Section 4 – A draft of the responsibilities and monthly time commitment of members of the Leadership Team was presented. The updated draft is shown below and includes changes from the discussion during the BOD meeting.
 - The result of the meeting was an agreed presentation and approach to be shared at the November Membership meeting.
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Section 1: Goal of this Board of Director's Meeting

1. Agenda for tonight
 - a. Review this slide and the Election section from Sept BOD meeting minutes (10 min)
 - b. Review and agree on the slate of positions presented at the Nov Membership Meeting and again in January (20 min)
 - c. Review and complete the position descriptions and time estimate information (30 min)
 - d. How do we present all of this at the November Membership Meeting? (20 min)
2. At the end of the meeting:
 - a. Slate of OCRA Leadership positions is agreed upon

- b. Brief description of each position is agreed upon
 - c. Agree on Elected or Appointed
 - d. Estimated monthly time spent for each position is agreed upon
 - e. Method of presenting at the November Membership Meeting is agreed upon
3. Before the January 2024 membership meeting
- a. Slate of potential candidates is created
 - b. Existing leadership team members position of continuing in position is understood
 - c. Do any of the existing members have a desire to change to a different position?
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Section 2: Revisiting of sections of the September BOD Meeting Minutes regarding the upcoming elections

1. A question has come up about folks who agree to continue to be Board Members at-Large after their initial two-year term. For example, if Wilson agrees to continue to serve on the Board next year, what does that mean? One way to look at his agreeing is that he is being “re-elected” for another two-year term. The other way to look at it is he is agreeing to an extension of his current term. That extension could be for one year only.
 2. The question stated above was discussed among several members of the current board. The resulting recommendation is
 - a. The initial term for an at-large member will continue to be a two-year term.
 - b. For those who are extending, beyond the original two-year term, they could agree to serve for an additional year rather than another full two-year term.
 3. Succession planning and training is key for an organization to maintain longevity while members may change.
 - a. How do we find members who would be good fits for these key leadership roles? Many of us know members and their skill sets, and we can recommend people for specific roles.
 4. We agreed to put together a short list of responsibilities, including monthly time commitments, for each board position. This list will be shared at the November Membership meeting.
 5. Based on the overall election discussion, Bruce will put together a summary, send it to the Board for input, and use the summary as talking points at the October meeting as we continue to discuss the upcoming elections with the full membership.
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Section 3: Updated Leadership Team Structure

OCRA Leadership Team - DRAFT

OFFICE	Term	Elected/Appointed Interest Group	Has an Assistant	Has a Team
President	1	E	VP	N
Vice-President	1	E	Optional	N
Treasurer	1+ (longer preferred)	E	Y - Needed	N
Secretary	1	E	Optional	N
Board Member	2	E	N	N
Repeater Lead	1+ (longer preferred)	A	Y	Y
Web Master	* 1+ (longer preferred)	A	Y	N
AUXCOMM Lead	* 1+ (longer preferred)	A	Y	Y
Outreach Coordinator	* 1+ (longer preferred)	A	Optional	Optional
Programs Coordinator	* 1	A	Y	Y

Focus Group / Event Leaders

Field Day Coord	n/a	A	Y	Y
Ham Pi	n/a	I	N	N
Christmas Party Coord	n/a	I	Y	Y
Fox Hunt	n/a	I	Optional	N

Position will be on the list of potential candidates for the January 2024 election People for these roles identified and communicated in Jan

* Could be a role played by a person in another elected or appointed position.

Section 4: OCRA Leadership Team – Responsibilities and Monthly Time Commitment

President’s Responsibilities – Time / month roughly 10 hours

- Schedule and facilitate BOD and Membership meetings
 - Creation and distribution of agendas
 - Sending out pre-meeting info (if appropriate)
- Share fiscal signatory responsibilities with the Treasurer
- Assist with creation, proof reading, and distribution of post meeting minutes
- Responsible for club affairs and activities (not clear as to what this means)
- Work with served agencies when appropriate or requested
- Ensure the club Bylaws and Constitution are followed and up to date
- Work with local served agencies when appropriate and/or needed

Vice-President's Responsibilities – Time / month roughly 5 hours

- Assume all duties of the President should she/he be absent
- Identify and schedule membership meeting programs
- Serve as liaison between OCRA and any other local clubs as necessary (i.e. DFMA)
- Coordination of planning of the annual Christmas Party

Treasurer Responsibilities – Time / month roughly 10 hours

- Receive all moneys paid to the club and pay bills authorized by the Board of Directors
- Inform club members of the status of their dues
- Create and submit a quarterly itemized financial statement to the BOD and general membership for review
- Maintain document management, such as taxation status, and compliance with federal, state, and local taxation laws, and club history
- Manage bank related accounts (checking, savings, other) including having signatory authority for said accounts
- At the end of his/her term, transfer all records, funds, and documents to his/her successor

Secretary Responsibilities – Time / month roughly 7 hours

- Take minutes at the General Membership and Board of Directors meetings
- Post approved minutes on the OCRA website
- Make necessary updates to the Articles of Incorporation and/or the Bylaws
- Manage club correspondence, as requested

Board Member at large – Time / month roughly 4 hours (excludes special interest groups)

- Provide input at the Board meetings on behalf of the membership
- Participate and lead initiatives associated with club activities
- Vote on motions discussed at Board meetings on behalf of the membership

Web Master – Time / month roughly 4 hours (maintenance only not development/redesign)

- Be familiar the industry best practices for Web architecture, development, content creation and management
- If would be preferred if the person was skilled in using the Word Press application
- Work with the OCRA leadership team to create a website that illustrates what OCRA's mission, vision and events.

Field Day Chairman / Coordinator – Time spent per annual FD event roughly 40 hours (includes planning/development with both OCRA and DFMA from April through July)

- Responsible for the coordination and management of the annual OCRA/DFMA preparation and readiness to compete in the ARRL Field Day.
- Report final results to ARRL

Outreach Coordinator – Time / month roughly 5 - 10 hours (newly created position)

- Responsible for activities associated with increasing OCRA's visibility in the community
- Determine possible individuals or groups of individuals interested in getting their amateur radio license.
- Organize volunteers to participate in public events such as Hog Day, science festival, etc.
- Facilitate youth outreach to scouting and school groups.
- Promote and communicate outreach schedule to membership (e.g. at monthly membership meetings)

Repeater Lead – Time / month roughly 5 - 20 hours

- Responsible for supporting the OCRA repeater equipment and associated software
- Individual must be knowledgeable in Ham Radio repeaters (UHF, VHF) which would include design (selection of factory available building blocks), assembly (putting those building blocks together resulting in a functional architecture), configuration (including associated programming to get the repeater on-the-air) and on-going support and maintenance (keeping the repeater on the air).
- This individual would act alone or more than likely be a leader of a repeater support team.

Need to have

- Programs
- AUXComm (could include CERT) – Mike Thorn could help with this one.
- Special Interest groups not included since they vary in time needed and frequency during the year.
- Public Service Events

Respectfully submitted,
Laurie Meier, N1YXU
OCRA Secretary