

OCRA Board Meeting Minutes – February 25, 2025

Board Meeting Attendees – Bruce (N1LN), Dan (KR4UB), Dave (W4SAR), Karen (KD4YJZ), Ron (KO4RON), Boyd (KO4GJO), Aurora (KN4VXB), Wilson (W4BOH), Fred (KN4QBZ), Randy (KF4O), and Laurie (N1YXU)

The minutes from the OCRA February 10 Membership Meeting and the February 5 OCRA BOD Meeting were approved.

Discussion Topics:

- Bylaws: Liability insurance for Repeater Call Trustee – Bruce and Dan
 - Dan has been working with our insurance provider to make sure the policy can be renewed at a reasonable cost and ensure appropriate coverage.
 - Historically, the insurance policy has been worded to include liability coverage for elected positions in the club. This has meant that Dan, as an elected club leader, was covered from a liability perspective.
 - Dan is currently the trustee of W4UNC which is the call sign used on all the OCRA repeaters; however, he is no longer an elected official. This leaves him open and exposed from an insurance perspective. We need to remedy that situation.
 - The recommended solution is to amend the Bylaws to the repeater trustee as a member of the Club Leadership Team all of whom would be described as being elected positions. This would therefore include the repeater trustee as an elected position and covered by the insurance policy from a liability perspective.
 - In addition, the recommendation includes a retitling of the repeater trustee role as Club Station Call Sign Administrator (CSCSA) and details the roles and responsibilities of the individual.
 - The proposed update to the Bylaws is shown below and presented as an addition to Section 2 as item E–

Club Station Call Sign Administrator - In accordance with FCC regulations, the Club Station Call Sign Administrator (CSCSA) is part of the OCRA Leadership Team and therefore a Club Officer. The responsibilities of the CSCSA include the following:

1. Ensure that all communications & documentation required by the FCC and SERA (Southeastern Repeater Association) to provide & maintain the OCRA club call sign are completed and up to date.
2. Ensure proper operation of OCRA stations (radio repeaters) in accordance with FCC Regulations.
3. Take immediate action (e.g. repeater shutdown) and notify the OCRA Board of Directors of any violations of FCC regulations or limitations of use of OCRA radio property imposed by the OCRA Articles of Incorporation, dated August 11, 1992, Section 3

(Purposes) & in the OCRA Repeater Code of Conduct approved by the OCRA Leadership Team on April 13, 2021.

4. If appropriate, may also be the Repeater Team Lead. If so, the additional responsibilities would include being the custodian of OCRA radio property as well as the focal point for build, compliance & deployment with site owners co-sponsoring OCRA radio systems.
- The proposed Bylaws additional verbiage will be sent to the OCRA membership in advance of the upcoming March 10 membership meeting. The OCRA Code of Conduct will also be sent to the membership to ensure everyone for awareness. Note the Code of Conduct was created in cooperation with DFMA. This will allow time for review and also allow a vote on the proposed Bylaws changes at the membership meeting.
 - Action will be taken to communicate the documents/policies (CSCSA and Code of Conduct) with neighboring counties who use open repeaters. If you know contact names for the appropriate county contacts, please let Bruce know. Ron will follow-up with any OCRA members who are renewing their dues and have not acknowledged reviewing the Code of Conduct.
 - A side note – Individuals cannot join the club without acknowledging review and acceptance of the Code of Conduct. This process is established within the application process on the OCRA website.
 - The entire Bylaws document will be reviewed and updated, as needed, through full discussion at an upcoming membership meeting.
 - The members present at the Board meeting approved the updated Bylaws with reference to the CSCSA position and Code of Conduct reminder to be forwarded to the general OCRA membership for review prior to the February Membership Meeting.
- Financial Tracking Update and Discussion – Ron
 - The option to pay recurring annual due renewals via PayPal was discussed.
 - This would allow members to “subscribe” to their membership (individual and family) which would then initiate an auto renewal and payment through PayPal.
 - Ron has refreshed the dues renewal page on the OCRA website to provide a more streamlined view for our members. Recurring payment and one-time payment options are available. The recurring payment option is only payable with a PayPal account. One-time payment options allow additional credit cards to be used for payment.
 - Newly licensed operators who are eligible for one year of membership at \$10, versus the standard \$20 individual rate, are not eligible to set-up a recurring payment in their first year; there are only two options available for recurring annual payments: (1) Standard individual membership of \$20 and

(2) family membership of \$35. If the cost of annual OCRA membership fees changes, subscribers would be notified, allowed to change their recurring renewal status, and would be charged the new membership fees. They would not be “grandfathered” into today’s amounts.

- Currently, PayPal charges a \$0.89 transactional fee for each \$20 membership that is processed. Ron is going to investigate if there is a way to add an option for people to select adding an additional \$1.00 to their payment to cover the transactional fee.
- Updates were requested to the OCRA 2025 budget
 - At the February Membership Meeting, the OCRA members approved the presented 2025 budget.
 - Since that time, a few updates have been identified that need to be taken into consideration. Ron reviewed these items in detail. Also during the meeting, a few additional items were highlighted (sharing Field Day expenses with DFMA and annual costs for SERA membership). Those items will be included in an updated 2025 budget to be presented at the February 10 OCRA Membership Meeting for approval.
- The frequency of presenting financial updates to the Membership
 - Quarterly updates to the Membership were agreed to and would be presented as part of the Membership Meetings. The updates will include a monthly financial statement and a budget summary.
 - Exceptions to this timing would occur if there were a significant issue that needs to be addressed by the Membership in a time sensitive manner.
- Financial reporting privacy was also discussed.
 - There is sensitive, private information that is included in the financial information that will be presented quarterly to the Membership. Should this information be included in the Zoom recording and published on YouTube?
 - The adopted proposal is to introduce the financial discussion with a slide that will be shown as part of a Membership meeting presentation. The slide will signal that the Zoom recording will be paused while the financial information is presented. The Zoom recording will be restarted after the financial information is discussed. This process will ensure that no sensitive club-related financial information is inappropriately shared.
- Training: Next Steps – Randy
 - Training focuses for upcoming weeks was highlighted -
 - Feb 22 – The focus of the training was posting information via Winlink. Of the 19 people who checked-in, 10 have already completed the requested work via Winlink.
 - Mar 1 – The focus will be to become more familiar and comfortable with Winlink in terms of sending messages and replying to messages.

- Mar 8 – The plan is to take time to review the ICS-213 form. Messages will be sent to Randy using the ISC-213 form. Randy will keep track of who sends the messages and send simple responses. Prowords will be used as Randy reads the message to start the training related what prowords are used for communications. Those on the net will copy the message and then send the completed ICS-213 form via Winlink.
 - Mar 15 – A more realistic scenario for using the ICS-213 form will be put together for this training by Ron. This would mirror more of a real world situation and the associated messages that would be sent/received using the form. Prowords will also be used in this training as will sending/receiving information via Winlink.
- A recommendation was made that a communication be drafted for distribution that would highlight the upcoming topics and dates for training. This would allow folks who participate in the time to prepare in advance.
- It was agreed that, rather than saying “secure”, “clear” will be used on the OCRA training nets to indicate the person is leaving the net.
- There has been very positive feedback and participation in recent training nets. Thanks to everyone who has been involved in creating the training curriculum over the last several weeks! The number of people who are attending the training nets shows the interest for the information that is being shared.
- Upcoming Programs: Boyd
 - Boyd reached out to the Generac generator store to see if they would agree to present at an upcoming meeting. If he doesn’t hear back from them early next week, he will reach out again.
 - Fred sent Boyd information about the State Park contact regarding a fire safety program. Fred will be following-up with the contact directly to see what could be arranged for a future membership meeting program.
 - The March meeting will include the Bylaws update, a finance update, Show and Request update, and a training update.
- Additional topics
 - Wilson has agreed to host Field Day at his property again this year. John Boone (KX4P) agreed to help with the setup. Thanks to both Wilson and John!
 - Aurora will ask the folks managing the Special Interest Group about presenting at a future membership meeting.
 - Aurora completed the form for the club participate at the NC Science Expo in Chapel Hill on April 5 by having an outreach table. The event will be held outside and would be perfect for a POTA setup as a demonstration. Club expenses would be minimal since those who participate would bring supplies. Dave has the OCRA sign that could be used at the event. Any expenses associated with the event would be treated as an out of budget request. She has sent out feelers to the group to see if

folks would be interested in helping set-up a booth/tent and representing the club during the event. Response has been sparse. Aurora can raise awareness and solicit help at the upcoming Membership Meeting. It was noted that April 5 is also the day for RARSfest.

- Aurora also indicated that she would be willing to give a presentation to the membership in the fall. The presentation could focus on how learning electronics through amateur radio has impacted her being able to hack a growth chamber to further her research. An alternative topic could focus on what it means to send experiments to the space station.

Respectfully submitted,
Laurie Meier, N1YXU
OCRA Secretary