

OCRA Board Meeting Minutes – January 23, 2024

Board Meeting Attendees – Bruce (N1LN), Dan (KR4UB), Aurora (KN4VXB), Dee (KU4GC), Dave (W4SAR), Karen (KD4YJZ), Chris (NY4OU), Fred (KN4QBZ), Ron (KO4RON), and Laurie (N1YXU)

Apologies to Boyd and Bob as they were inadvertently omitted from the Zoom invitation distribution list. The group's distribution list has been updated to ensure all are included.

The combined minutes that included the November BOD Meeting, December BOD meeting, and January Membership meeting were approved.

A few things to note:

Dee recommended that we ensure the end date of each Board member's term is included in the detailed list of who is on the Board. This information (Board position, name, call sign, and term ending date) will be available on the OCRA website. We will also ensure that copies of the meeting minutes (Membership meetings and Board meetings) are easily found on the website.

Ron and Fred have asked whether they are allowed to vote on Board decisions and provide comments. Clarification was given as – Everyone named on the Board should read the draft minutes and provide feedback, if needed. In addition - Based on the current club by-laws, any member can attend a Board meeting; however, only elected officers and BOD members at-large are eligible to participate in votes. Since the by-laws are currently being reviewed and, potentially, modified, it could be a good opportunity to make adjustments to the by-laws to allow Board members with assistant positions to vote. This topic will have additional discussion at a future meeting.

Discussion Topics:

- Review 2024 Meeting Dates and Meeting Norms
 - Bruce sent a revised schedule that included a few updates on the originally published dates. Board meetings will be held via Zoom from 7:30 to 9:00 pm.
 - If you are not able to attend a scheduled Board meeting, please let Bruce know. We try to start the meetings on time but will wait just a few minutes after 7:30 to start the discussion, if needed.
 - While the agendas are typically full, please send any topics that you would like discussed to Bruce.
 - The Zoom invitation and agenda for the meeting will be sent via email on the Saturday or Sunday just before the meeting.
 - All pre-meeting information will be communicated via email. If email doesn't work for you, please reach out to Bruce to discuss an alternative.
 - During the meetings, please keep the discussion focused on the topic at hand. If there are additional topics, they will either be discussed during the meeting (if time allows) or will be on the agenda of a future meeting.

- Setting the agenda for 2024 – What does each person want to accomplish/focus on?
 - Bruce and Fred – To help gain momentum and assess Emergency Preparedness interest in the OCRA membership, Fred and Bruce will be giving a presentation at the upcoming March Membership meeting that will focus on two topics. The first topic will be the structure of AUXComm from the state level (e.g. training, certification, and identification of those who could be deployed) to emergency communications opportunities that would be at the community level (e.g. providing communication services for bike rides, Hog Days, CERT team work, nets relaying information to the local EOC). The second topic will be focused on ensuring that everyone is prepared to respond to emergencies that could affect homes and families (e.g. floods, tornadoes, fires, hurricanes, wind damage). The overall focus of the presentation will be to gauge the true interest of our membership in emergency communications to help us frame the work to restart the relationship with the Orange County EOC and/or other organizations.
 - Dan – At some point in the near future, John Welton (call sign) and Dan will need to update the membership on the status of the linking plan. The Repeater Team is actively working on the technology and software to link repeaters in the tri-county area (Chatham, Durham, and Orange counties). This dovetails perfectly with the Emergency Preparedness topic that Fred and Bruce will present in March.
 - Laurie – She will do her best to get the Board meeting minutes out the group earlier than in the past. The planned timeline will be that the draft Board meeting minutes will be distributed for review about a week after the meeting. In a similar way, the draft Membership meeting minutes will be distributed for review about a week after the meeting. This will allow everyone to review the minutes and, especially, personal action items to ensure follow-up on the action items can be completed as agreed. In addition, Laurie want to work with Dan and/or Chip (callsign) to make sure the meeting minutes are easily accessible on the website to the membership.
 - Chris – DFMA has talked about doing an event at a popular local park (potentially the West Point on the Eno River) focused on community outreach and provide information about amateur radio. It could be a great opportunity for both clubs, DFMA and OCRA, to come together. The plan is to have fixed stations set-up to provide demonstrations, banners to publicize the event, and literature available for attendees to take and learn more about local clubs and amateur radio. The timing of the event might be in April. Aurora mentioned that she and Bob (W4FK0 have “talked” via email about the event. Aurora is willing to help out and suggested having a fox hunt as part of the event. The fox hunt would also be an activity that could entice non-hams to learn more about the hobby. Ron mentioned that he has a contact at WUNC who might be interested in providing coverage of the event, if desired.
 - Aurora – To prepare for the fox hunt at the event discussed above and other future planned activities, she suggested that OCRA host a separate event where individuals

would build their own handi-finders. It would be a group project that would involve building a kit, honing soldering capabilities, and working together as a team. Aurora will follow-up with John (KX4P) to determine if this type of activity could be planned for the April meeting. She will also send a note to the reflector to gauge how many people would be interested in participating.

- Aurora – In terms of outreach events, Aurora suggested a few additional ideas to consider. Having a booth at the Hillsborough Hog Day event would be good exposure for OCRA. We would likely need a team of people who could work in shifts. Also, having a booth at the 2025 NC Science Festival (we wouldn't have enough time to prepare for the 2024 event, and it could interfere with the picnic event already discussed) would also be a good community outreach opportunity. Aurora has some ideas that would be interactive and informative for those who would visit our booths.
- Chris – To focus our efforts and provide continuity year over year, Chris recommended that we focus on two or three events each year. We could prepare literature, hands-on activities, promotional/marketing materials, and standard set-ups that could be used in multiple events. In that way, we would not have to start from scratch to prepare for the events, and members could plan on the events they would like to support each year.
- Bruce – If anyone needs time a Membership meeting agenda to discuss upcoming activities or get engagement from the club, please let Bruce know. He will ensure that there is time set aside at the meeting.
- Upcoming programs
 - February – Jay (last name) will be providing the IEEE van presentation. Bruce has followed-up with David Wright (call sign) about coordinating time to have a group have an in-person tour of the van. Hopefully, this can be scheduled for a weekend to allow more people to go and see the van.
 - March – Fred and Bruce will focus on Emergency Communications and Personal/Household Readiness, as discussed earlier in this meeting.
 - April and on are currently open. The schedule will be filled by John (KX4P). If you have suggestions or know of folks who would like to present a topic, please go directly to John to discuss.
 - Note that Bruce sent an email to the reflector that included guidelines for Membership meeting presentations. The information includes instructions in a Word document regarding how to put together slides for the presentations.
- Additional topics
 - Bruce requested that everyone confirms their email address. This will help ensure that the distribution list for the Board members is correct. He will send the distribution list to the group to ensure everyone has the updated emails.

- Dan recommended that we have a work session on how to get information to our membership. For example, we can discuss how information is shared on our website versus communicated on the DFMA/OCRA reflector. For example, for the meeting minutes, there could be a dropdown menu that would be titled “Meeting Minutes”. Under the dropdown the minutes would be listed by year and month for folks to find and read. We need to review the layout of the website focusing on ease of communication and allowing the membership to easily find information. Dan welcomes comments and suggestions from the group.
- Dee commented that we need to get more folks involved in helping with public service events. In the past, Mark (KR3AM) had focused on keeping the club updated on upcoming events. These are great ways for newer hams to become involved and more confident in emergency communications in a low pressure situation.

Respectfully submitted,
Laurie Meier, N1YXU
OCRA Secretary