

OCRA Board Meeting Minutes – March 25, 2025

Board Meeting Attendees – Bruce (N1LN), Dan (KR4UB), Dave (W4SAR), Karen (KD4YJZ), Ron (KO4RON), Boyd (KO4GJO), Aurora (KN4VXB), Wilson (W4BOH), Fred (KN4QBZ), Bob (W4FK), and Laurie (N1YXU)

The minutes from the OCRA March 10 Membership Meeting and the February 25 OCRA BOD Meeting were approved.

Discussion Topics:

- Upcoming Membership Meeting Programs – Boyd
 - April 14 –
 - First Aid Kit Customization – Boyd will send Word documents to Bruce who, in turn, will create the PowerPoint slides for the meeting presentation.
 - Kickoff of the Succession Planning discussion was also added to the agenda. This will be the first of several meetings that have succession planning discussions as part of the agenda. Note: More detailed succession planning information follows in these minutes.
 - May 12 – Field Day Prep (15 min), Succession Planning, and potentially a discussion focused on portable generators will be on the agenda. Note: Boyd has not heard back from a Generac representative and will continue to try to get a hold of them. Duke Power and Piedmont Electric are alternate choices to reach out to for this type of presentation. If Boyd doesn't hear back from Generac, he will contact one of them.
 - June 9 – Final Field Day planning will be the only agenda item.
 - July 14 – Business Meeting
 - August 11 – Field Day Results and After Action Report
 - September 8 – Wild Fire Prevention Discussion – Fred has talked with the Orange County Forest Ranger who has agreed to make the presentation. Boyd will follow-up with the contact to ensure the presentation is coordinated.
 - October 13 – Review Slate of Candidates for 2026 OCRA Board – Note: Some of the candidates will have been identified through the succession planning efforts.
 - November 10 – Review of proposed updates to the Bylaws
 - December 8 – Christmas Party
 - Aurora also mentioned that she would be willing to give a talk about her research at a club meeting, if needed. The talk would need to be scheduled after August. Boyd will review the current schedule of meeting topics and times allotted for each to determine where Aurora's presentation will fit. Preliminarily, October or November were cited as possibilities.
- Training Update – Bruce via an update sent from Randy (KF4O)

- There has been a lot of positive feedback about the Saturday net training. Thank you to everyone who has contributed.
- Randy reported that the prior Saturday's net had been focused on receiving and relaying a message. Within an hour of the net closing, seven of fifteen attendees had relayed the message to Randy! That type of participation shows the high engagement of those who are being trained.
- Training for the next Saturday net will again focus on sending another message.
- Future trainings needs to be developed. Topics may include Field Day preparation, QRZ, repeater usage, and other topics of interest.
- It would be helpful for Randy, Ron, Fred, and Bruce to meet and put together more concrete plans for future training.
- Bylaws Update - Bruce
 - At the March 10 Membership Meeting earlier this year, proposed updates to the Bylaws were reviewed and approved by the membership.
 - An updated version of the Bylaws, incorporated the agreed changes, has been distributed to Board members and saved in the files section of groups.io.
 - At the upcoming April 14 meeting, there will be an out-of-cycle vote to formally elect Dan (KR4UB) as the OCRA CSCSA. He was confirmed as the temporary CSCSA in March to ensure there was no gap in coverage until a formal vote can take place.
 - In preparation for the November Membership Meeting discussion, we need to have a final, complete review of the club's Bylaws that will include proposed updates.
 - The first step will be Laurie reviewing the current document, making recommended updates, and sending the revised document to Ron. The revisions will be highlighted for tracking purposes. Ron will then review the updated documents and make any recommended changes. This process will be completed by the end of May. The updated document will be sent to the BOD members.
 - At either the June or July BOD meeting, the revised document will be on the agenda for further discussion. If additional changes are needed, they will be made.
 - The final, updated document will be distributed to the OCRA Membership in advance of the November meeting which will include discussion and a vote to adopt the proposed updates.
- Succession Planning – Fred
 - Even though club elections are not scheduled until January, there is an urgency to identify candidates for positions that will be vacant at that time.
 - Remember, recent agreed changes to the club's bylaws have four consecutive year term limited for elected officers. Bruce is in his fourth and final year serving in the role of President. Laurie is in her fourth and final year serving in the role of Secretary.

- In addition, Dan has been the club trustee for several years. The license for the club's call sign, W4UNC, will need to be renewed in November 2026. Dan would like to make sure another person takes on the CSCSA role well in advance of that date. A candidate for the CSCSA role will be included in the club's succession planning. Further investigation is needed about the assignment of an FRN. Dan will contact the ARRL to get clarification about the best practice.
- Fred lead the conversation regarding succession planning. The comments below are not in order of when they were discussed. They capture some of the main topics of discussion.
 - Succession planning will be a standing topic for Membership Meetings and Board Meetings.
 - The timeline we are planning is consistent with past years. A list of vetted candidates will be completed by November. A list of the candidates will be shared with the membership as a recommended slate of officers. The club will vote on the slate in January.
 - Over the next several months, there will be presentations by specific current board members at membership meetings. The plan is that two board members will speak at each meeting. The presentations will focus on a few areas – the responsibilities of the role, additional activities that the person does on a regular basis, why the individual chose to serve in the position, and why the role is important. The goal is to incite club members to want to learn more about the positions and, potentially, voice the desire to serve on the board. Contact information will be provided for those who would like to have further discussions.
 - At the April 14 Membership Meeting, Dan will discuss the CSCSA role and Laurie will discuss the Secretary role.
 - As potential candidates are identified, the board will take time to understand the skills sets of the individuals vis-à-vis the requirement of the roles. Assessments will be made regarding if the candidate can do the job, if the candidate will truly perform the job, and if the candidate fits into the overall values of the organization.
 - Many of the current board positions should have backup, assistants working with them. The assistant roles could be valuable for new people in the club who are willing to learn and serve.
 - Going forward, an individual should not be allowed to nominate him/herself for a board position.
- At an upcoming Membership Meeting, an agenda topic will focus on the standard mode of communication from the club. The agreed method is via groups.io. Currently, there are two communication methods. One is email received by those who have subscribed to the groups.io. The other is email received by those who have opted in to receive updates related to specific areas of interest. We need to clearly differentiate between the two to

ensure members understand the source of the information they receive in email. There can also be confusion regarding those who have chosen to get emails in a digest form.

- Bruce and Ron agreed to work together to complete final bank documents to ensure appropriate signatory authorization for financial transactions.

Respectfully submitted,
Laurie Meier, N1YXU
OCRA Secretary