

OCRA Board Meeting Minutes – November 26, 2024

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

The minutes from the OCRA November Membership meeting were approved.

Discussion Topics:

- Christmas Party –
 - Status (Boyd and Laurie)
 - As of the official deadline, there were 39 folks signed-up to attend.
 - The Christmas Party Committee (Patti Bischoff, Jean Eddleman, Boyd, and Laurie) have met a few times on Zoom to make final plans. The ladies also made a trip to Hobby Lobby in Burlington to purchase specific items for the party. Everything is well under control.
 - We do need to check in with Wilson (W4BOH) regarding the sound system for the party. (Bruce)
 - A few final emails will be sent to the club's reflector with final reminders and directions.
 - Awards to be presented (All)
 - John (KX4P) – Since he will be leaving the Board, thanking him for the work he has done coordinating the meeting programs.
 - Wilson (W4BOH) – Thanking him for stepping-up, after Mark (KR3AM) relocated, to ensure we had a sound system and the capability to include Zoom participants at our monthly meetings. Also, thanking him for hosting Field Day again this past year.
 - If there are additional suggestions, Bruce requested that they be sent to him directly.
- 2025 OCRA Elections –
 - Confirmation of information shared at the November membership meeting.
 - President – Bruce has agreed to run for one more year. If elected, 2025 will be his last year as President. The preference is to have another person shadow him throughout the year to understand the role of the club's President and, potentially, take on that role in the future.
 - Vice-President – Boyd has agreed to run for another year.
 - Treasurer – Ron has agreed to run for the upcoming year. He has been working as the assistant to Dan, current Treasurer. Dan – Thank you for all your years of service to OCRA in the Treasurer's role. Ron – Thank you for all your contributions as the Assistant Treasurer.

- Secretary - Laurie has agreed to run for one more year. If elected, 2025 will be her last year as Secretary. The preference is to have another person shadow her throughout the year to understand the role of the club's Secretary and, potentially, take on that role in the future.
- Board Members –
 - Wilson – Will need to check with him to ask if he is willing to serve an additional year or two additional years.
 - Karen has agreed to serve one more year.
 - Aurora has agreed to serve one more year.
 - Chris – Will need to check with him to ask if he is willing to serve an additional year or two additional years.
 - Bob (W4FK) will be serving the second year of his term in 2025.
 - There are currently two open positions since Dee (KU4GC) and John (KX4P) are leaving the Board. Dave (W4SAR) volunteered to fill one of the openings. If there are suggestions for additional folks to approach to see if they are interested in serving, please let Bruce know.
- Supporting Functions –
 - Repeater Team Lead – Dan will continue in this position.
 - Program Coordinator – Open since John (KX4P) is leaving the Board.
 - Field Day Coordinator – Dave will continue in this position.
 - Ham Pi Lead – Aurora will continue in this position.
 - Outreach – Aurora will continue in this position.
 - Net Manager (new function) – Randy (KF4O) has agreed to take this position. Randy and Bruce are in the process of creating a job description for this role.
 - DFMA Liaison – Bob (W4FK) will continue in this role since he is President of DFMA.
 - Training Coordinator (new function) – Open
 - New Member Coordinator (new function) – Boyd has agreed to lead this area and ensure that folks who reach out to OCRA asking for information and/or joining as new members have the information they need to understand how the club works, where and when we meet, major events, licensing exams, and other pertinent information. This responsibility will also be added to the job description for the Vice President. Ron volunteered to help Boyd by providing insight into what it is like being a new club member.

- Term Limits for Board Positions
 - Comments -

- Vice President's position is, by definition, an assistant to the President. It could make sense that the Vice President becomes President as a normal process.
 - Would a term limit promote or detract from progress in the club? If the understanding was that the Vice President would take over the role of President, would that encourage or discourage people from taking on the Vice President role?
 - Term limits could ensure new ideas are brought to the group and the organization doesn't become stale.
 - Would it make sense for the outgoing President to serve on the Board to ensure consistency and the ability to answer questions and give guidance, if needed?
 - What is the appropriate number of years in a term? Is two years enough time to get traction in the club for the person who is elected as President?
- Outcome of the discussion –
 - Bruce will review the current By-Laws and take a stab at making suggested updates related to term limits.
 - The recommended updates include stating that the Officers (President, Vice President, Treasurer, and Secretary) will have an initial two-year term. Similar to the Board Members at Large, the Officers will have an option to rerun for their positions for either an additional a one-year or additional a two-year term.
 - Bruce will also review the current By-Laws with the view of making sure there is clear, consistent, and current verbiage regarding the procedure for voting. There is a secondary section that speaks to the ability to change the By-Laws that also needs to be addressed.
 - An option to consider in voting is via email. Everyone would have the ability to answer as agreeing with the changes or disagreeing with the changes. There would also be a clear communication that if someone does not respond agreeing or disagreeing, that person would, by default, be considered to be in agreement.
- Programs –
 - Bruce and Boyd discussed the Membership meeting programs for a typical calendar year. Each year, there are specific months that have regular topics/event. For example – January is the elections, May and June include Field Day preparations, July or August is the post-Field Day summary, December is the Christmas Party. We also need to have business meetings.
 - The result of the discussion was a suggestion to create a monthly schedule with the appropriate annual recurring topics/events listed by month. The schedule would be

reviewed at the Membership meetings and Board meetings. Vacant months would be the focus of ensuring programs are identified to fill the openings. Hopefully, some of those attending the meetings would have suggestions for programs or would volunteer to give programs. Additionally, possible programs for the openings could include Treasurer updates, repeater updates, net control updates.

- It was also suggested that, at the January meeting, we would review planned programs and ask the membership about subjects they are interested in learning more about. A check-in, perhaps after Field Day, could be made at another Membership meeting to make sure the interests are being addressed and to see if there are additional areas of interest.
 - The hopeful result would be fewer months when no program is scheduled. Rather than having a specific person responsible for asking for input and suggestions for meeting programs, it would be beneficial if everyone was asked to either (1) think about the type of program that would be interesting or (2) suggest a program that person could give and direct the input to a point person.
 - In terms of specific program/activities suggestions, there were some discussed in the meeting
 - Have folks share how they have their entry points (cables and coax coming into their shacks) in pictures and descriptions. This would be a good sharing of ideas for members.
 - Have a Saturday build party to make an android radio and use it to make your cell phone an “HT”. Some folks in the club are in the process of building them. Those members could be great resources for the larger build party.
 - Aurora is planning on having another fox hunt this coming year.
- January Program – Show and Tell??
 - Traditionally, the January meeting is focused on those who want to Show and Tell projects, ham shacks, and other items.
 - Other suggestions – What does your shack look like? What are your 2025 ham related resolutions? Ham shack makeovers with before and after pictures?
 - Recommendation – For those who want to participate, have them show what their input panels look like, how their ham shacks are arranged (and why), describe/show how their antennas are arranged (and why). It would be a great way to have in-person and Zoom attendees participate. Those who present could also get suggestions from others on how they have addressed the same topics.
 - Recommended January Meeting Topics
 - Elections
 - By Laws Discussion
 - Those who want to participate show pictures of their ham shacks. The pictures could include specific areas of their ham shacks that they have

questions about and need input from others. The pictures would also likely provide help and give ideas to others about how equipment could be set up.

- (At the February meeting, others would give feedback to those who shared their ham shacks with suggestions on what they might want to do to address issues/concerns.)
- Bruce to send an email to membership explaining the January and February recommendation.

- Meeting Minutes Posting –

- Prior path was focused on creating a Google drive for members to access and be able to read meeting minutes.
- Current path is focused on having a directory added to the current website that would allow members to access and read the minutes.
- A suggestion is to mirror the way in which DFMA shows their newsletters on their website. Note: Dee (KU4GC) has been dedicating a lot of manual intervention and writing HTML on the DFMA's website to keep the information current.
- Bruce talked with Tim (KC1TWR) regarding the DFMA website. In Dee's absence, Tim will be taking on some responsibilities of maintaining and updating specific parts of the club's website. Bruce asked if Tim would be willing to help us put together a way to have our minutes available on the OCRA website. Tim would like to talk with Dan to understand better how the OCRA website is put together and is willing to give it a try! Dan is committed to work with Tim. Thanks to you both!
- Conclusion of the discussion –
 - Aurora and Laurie will talk after the holidays and work on a potential Google drive solution.
 - In parallel, Tim and Dan will continue the conversation regarding a potential WordPress solution.
 - At a future Board meeting, the two potential solutions will be discussed and reviewed. The Board will make the decision about which (or neither) to adopt.
 - Whatever the solution is, it will be helpful for more than meeting minutes. Several other areas of information could be structured in a similar way and made available to members.

- Update on Liability Insurance Renewal –

- In the past, the club's policy was through Nationwide Insurance Company, and the office that we used is located in Hillsborough.

- This year, there were four attempts to renew the club's policy via electronic funds transfer. Each failed. The club received late payment notices.
- Since then, Bruce and Dan have met with an insurance broker to discuss options. The broker does deal with Nationwide policies. The broker indicated that OCRA would need to have insurance with a different company, not Nationwide. In the interest of time and ensuring the club is covered, Bruce and Dan agreed on a new policy with the broker. The paperwork was signed, and the premium was paid. The details of the policy were not available until the premium was paid.
- Bruce and Dan are now reviewing the policy in detail, and they have questions. They are going to leave the policy in place while they continue to document the questions that need to be answered. They will then schedule a meeting with the broker to discuss the questions/concerns and ensure the verbiage in the policy addresses issues.

Respectfully submitted,
Laurie Meier, N1YXU
OCRA Secretary