

## OCRA Board Meeting Minutes – July 22, 2025

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**Board Meeting Attendees** – Bruce (N1LN), Dave (W4SAR), Karen (KD4YJZ), Fred (KN4QBZ), Dan (KR4UB), Brad (WZ4BSS), Matt (KQ4ZYW), Wilson (W4BOH), Boyd (KO4GJO), and Laurie (N1YXU)

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The minutes for the May and June OCRA Board Meetings and the June and July OCRA Membership meetings were approved. Note: The June Board meeting was conducted via traded emails related to specific subjects. As such, the May Board Meeting and June Membership Meeting minutes were not approved until tonight's meeting.

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### Discussion Topics:

- Welcome Brad (WZ4BSS) and Matt (KQ4ZYW) to the meeting – Brad has expressed interest in joining the Board and is attending tonight to participate in a meeting. Matt is working with Laurie to learn the details of the work that the OCRA Secretary does with the intent of taking over the Secretary role in January 2026.
- When the meeting minutes were discussed and presented for approval, there was a fairly long conversation regarding the Field Day training that was presented at the June Membership Meeting. The question that came up was whether or not a script should have been prepared to accompany the minutes that would have detailed the actual words used to demonstrate how to make Field Day contacts. After quite a lot of discussion, the conclusion was that folks have the opportunity to watch the YouTube video of the meeting, turn on the closed captioning capability, and read the training “script” if needed. We can make sure that the membership is aware of that capability. There was also discussion about having this type of training at various meetings and nets for training purposes.
- Outreach activities
  - In Aurora’s (KN4VXB) absence, Bruce gave the update on this subject
  - Aurora attempted to get in contact with the Hog Day organizers; however, she was not able to. OCRA will not participate in this event in 2025. We may attempt to register in 2026.
  - Another opportunity for this year will be at the NC State Fair in October. Aurora has sent an email indicating that OCRA does not need to buy a table/space at the fair. Our members can support the effort by showing up, staffing a space that has already been reserved by another party, and answering questions. Further information will be shared at upcoming Membership Meetings and via the club’s reflector.
  - In terms of publicity at the NC State Fair and helping folks have a resource to get more information about OCRA and ham radio, Bob recommended having a QR code available for people to scan. The QR code could direct everyone to the OCRA website for further information.
- Q2 2025 Treasurer’s Report

- In Ron's (KO4RON) absence, Bruce went through the financial information. As previously noted, the details of the club finances are not included in any meeting minutes (Board or Membership). They are also not included in the Membership Meeting videos shared on YouTube.
- Ron will present the same information at the upcoming August Membership Meeting.
- Club Bylaws Status and Next Steps –
  - Earlier this year, specific changes were made to the club's bylaws after review and approval by the Membership.
  - We are now in the process of reviewing and updating the remaining parts of the bylaws. There are inconsistencies in language, structure, and up-to-date information throughout the document.
  - As a first pass to detail proposed changes, Laurie went through the entire document and made edits. She sent that to Ron for his input. After Ron reviews the document and makes any additional edits, the updated version of the bylaws will be sent to and reviewed by the Board. The intention is that the Board will agree to a revised version to be discussed and, hopefully, approved at the October OCRA Membership Meeting.
  - In order for us to meet this timeline, we will all need to review the updated document when it is distributed to the Board. We'll have a quick turnaround to make sure we distribute the proposed bylaws to the Membership well in advance of the October Membership Meeting. Remember that one of the approved changes to the bylaws was the requirement that any future proposed updates would be sent to the membership at least two weeks prior to the Membership Meeting to allow enough time for everyone to read the updates and be prepared for the group discussion.
  - Note the current, approved version of the bylaws and the updated, proposed version of the bylaws will be sent in the same email for everyone's reference.
- Christmas Party Update – Boyd
  - Laurie confirmed with the pastor at Union Grove United Methodist Church that we can use the facility for this year's party. This is the same location that we have used for the past three years.
  - Laurie will send Boyd the spreadsheets that were used to manage last year's party. After Boyd has time to review the information, he will contact Laurie if there are questions or areas to discuss further.
  - The Christmas Party will be a topic on the agenda for the August Membership Meeting. This will be an opportunity to let everyone know when and where the party is scheduled in December. It will also be valuable to begin to solicit help in organizing the party.
- Future Membership Meeting Presentations –

- August –
  - Succession Planning Presentations
    - Treasurer (Ron)
    - Vice President (Boyd)
  - Status of Succession Planning Presentations (Fred)
  - Q2 2025 Treasurer's Report (Ron)
- September – Fire Safety (A.K. Kelley)
- October – Proposed Updated Bylaws Review and Approval
- November –
  - Review of the Ballot for 2026 Officers
  - Review the Group's Input for Meeting Presentation Topics (see below for further information on this topic)
- December – Christmas Party
- Future Programs Topics
  - OCRA has been fortunate that over the last several months, years even, there have consistently been interesting presentations given at Membership Meetings. Finding presentation topics that will engage the group month after month can be very difficult to sustain.
  - After a very long discussion at the Board meeting, the team agreed that the OCRA membership will be asked for their input for future programs. The consolidated feedback will be used by the 2026 OCRA Leadership team to help inform presentation topics at meetings.
  - The process to solicit input from the membership was agreed to include the following steps –
    - A list of several potential presentation topics has been developed by various members and consolidated.
    - Brad and Matthew agreed to work together to develop an easy to use process for members to prioritize their interests in the listed topics. Their draft will be sent to select Board members for review before being distributed to the broader group. [Brad and Matthew – Thank you for volunteering to do this work!]
    - Prior to distributing the request to the membership, the process will be an agenda item at the August Membership Meeting. Essentially, members will receive a list of amateur radio related topics that might be the basis for future presentations. Members will be able to indicate (1) if the topic interests them, (2) if the topic is one that they would be interested in presenting to the club, and/or (3) if the topic is one that they would be interested in helping the presenter put together. A deadline will be communicated for everyone to provide feedback.

- The list of topics will either be described or will have a link to allow detailed information to be reviewed.
- The results of the feedback from members will be consolidated and tallied to determine which are the most interesting to the club members.
- One of the topics of the November Membership Meeting will be a report out to the membership with a summary of the results. The information will be used to help develop meeting presentations in 2026.

Respectfully submitted,  
Laurie Meier, N1YXU  
OCRA Secretary