



NARS Board Meeting Minutes September 15, 2023

Northwest Amateur Radio Society
P.O. Box 11483
Spring, TX 77391

Board Attendance

✓ - In Attendance, X – Absent

Board Voting Privileged Officers		Board Non-Voting Associate Members	
✓	President: Ron Matusek, WA6TQH	✓	Admin. Secretary: Neal Naumann, N5EN
✓	Vice President: Paul Kent, KI5FJS	X	Social Media Liaison: Sam Labarbera, N6HB
✓	Treasurer: Tom Hoherd, KK5YU	X	Public Information Liaison: Sheree Horton, WM5N
✓	Secretary: Brandon Rogers, K5BLR	✓	Webmaster: Bill Buoy, N5BIA
✓	Director: Rich Jones, W5VEK	✓	Repeater Team Lead: Marty Fitzgerald, W5MF
X	Director (<i>Interim</i>): Jerry Davis, N5EKO	X	ARRL/VEC Liaison: Sheree Horton, WM5N
		X	Repeater Trustee: Paul Owen, N5NXS

Meeting Logistics

Meeting was in person at HCESD 16 Admin – 18606 Stuebner Airline 77379 starting at 6:03pm on September 15, 2023.

Minutes

- I. Ron Matusek, WA6TQH, welcomed the attendees and called the meeting to order.
 - a. Official welcome
 - b. General meeting presentation “Balloon Launching with Ham Radio” by Walter Holmes
 - c. Overview of board meeting process rules
 - i. Voting Board Members to sit at the front of the room
 - ii. Associate Board Members and Committee Members should sit near the front of the room
 - iii. Visitors should find a location near the back of the room
 - iv. All topics must be submitted to the board before the start of the meeting for consideration as part of the minutes of the meeting
 - d. Bylaws
 - i. At the end of the General Meeting, the board will host a 30-minute session for public comments and questions from the membership
 - ii. The board will discuss suggestions to the bylaws made during this 30-minute session and call for a vote at the next General Meeting
- II. Secretary’s Report
 - a. The minutes were reviewed from the previous Board Meeting on August 18, 2023. http://www.w5nc.club/doc_repos/meeting_minutes/2023/BoardMeeting_20230818.pdf
 - i. Paul Kent motioned to accept the Secretary Report
 - ii. Tom Hoherd offered a second to the motion
 - iii. The motion passed

- b. All minutes are posted so that all members can access them on the Club Document Repository at http://www.w5nc.club/doc_repos/meeting_minutes/
- c. Treasurer's Report and VE Session reports are included as links in the minutes.

III. Treasurer's Report

- a. The following financial reports were presented to the board:
http://www.w5nc.club/doc_repos/financial/TreasurerReport_Sept2023.pdf
- b. Paul Kent authored a "Donation Receipt" form and recommends its use after each donation.
 - i. **ACTION:** Board members will submit comments to Paul as part of a review

IV. Administrative Secretary Report

- a. The current membership report is:

ARRL members = 117
Non-members = 37
Total membership = 154

76 % of NARS members are also ARRL members

- b. Status of New Membership applicants.
 - i. Review of new membership applications process via w5nc.
 - 1. Revised by Bill Buoy, Paul Kent, Scott Seifert & others.
 - 2. Work in-process linking PayPal.
 - a. PayPal access should be added to the Security Model discussions
 - ii. Neal to advise updated notification process.
 - iii. Updated Delinquent membership dues renewals for 2023

V. Reports of Standing Committees

- a. **Repeater Committee**– Marty W5MF (Lead Repeater Team Engineer)
 - i. Repeater team had a meeting on 14 Sept 2023
 - 1. Identified Issues
 - a. Repeater Clock issues
 - b. Intermittent Repeater Hanging
 - ii. The repeater team has also proposed changes to the configuration of the repeater system, transitioning to a cloud-based AllStar system. See documents below:
 - Current Repeater Setup:
http://www.w5nc.club/doc_repos/meeting_minutes/2023/Other%20Files/RepeaterPlan_NARS-Repeater.pdf
 - Proposed Repeater Setup:
http://www.w5nc.club/doc_repos/meeting_minutes/2023/Other%20Files/RepeaterPlan_Proposed-NARS-Rept-Overview.drawio.pdf

- Costs to implement Proposed Repeater Setup:
http://www.w5nc.club/doc_repos/meeting_minutes/2023/Other%20Files/RepeaterPlan_Excess-Cost.xlsx

1. Marty asked for a vote from the board on whether the plan, including associated costs, could be implemented.
 - a. **ACTION:** Board will look at the proposal and discuss
2. Marty asked for recommendations from the board, if he should proceed by purchasing the cloud-based server out of pocket.
 - a. Board indicated that it would be Marty’s choice, but the club would not be obligated to reimburse these costs, until there is board approval for the proposal

- b. **ARRL/VEC Liaison – Sheree Horton WM5N – VE Session Results**
 - i. Sheree provided these results from the June VE Session:
http://www.w5nc.club/doc_repos/meeting_minutes/2023/VE%20Session%20Reports/VE%20Session%20Report_20230820.pdf
- c. **Weekly VHF Net Update – Mike Lizzio, WA2TOP**
 - i. 22 check-ins per week for the last month
 - ii. Quarterly average has increased to 20/quarter
- d. **Weekly DMR Net Lead – Mike Wilson, KC5MW**
 - i. Mike was not in attendance
- e. **Social – Sam**
 - i. Sam is not in attendance
- f. **Update on ARRL Website – NARS Information**
 - i. Sam is not in attendance

VI. Old Business

- a. Next Steps in upgrading our NARS mobile trailer. – Paul Kent KI5FJS
 - i. Internal trailer workspace configuration.
 - ii. Proposed Equipment. Donated vs Purchase
 - iii. Cost analysis & time frame.
 - iv. Paul Kent reported nothing new to report on this topic
- b. Plans to sell off donated equipment – Paul Kent KI5FJS.
 - i. Photos have been collected of all the equipment and an inventory of the equipment is being built.
- c. General meeting discussions, suggestions – Going forward each board member on a rotating basis will be responsible for establishing General Meeting presentations.

Month	Coordinating Position	Coordinator
January	Club Banquet	
February	Secretary	Brandon Rogers
March	Director	Rich Jones

April	President	Ron Matusek
May	Repeater Trustee	Paul Owen
June	Field Day Planning	
July	Director	Jerry Davis
August	Vice President	Paul Kent
September	Treasurer	Tom Hoherd
October	Administrative Secretary	Neal Naumann
November	President	Ron Matusek
December	Show & Tell	

VII. New Business

- a. Discussion on where to best store ALL NARS related communications including who has administrative authorization for various folders. What is posted on W5NC vs Groups.io – Bill Buoy, Brandon Rogers and Paul Kent establishing guidelines.
 - i. The following standards for where to post documents are as follows:
 1. Groups.io should only be used for transient documents.
 - a. Examples of these documents may include:
 - i. How-to or tutorials
 - ii. Pictures or diagrams to share
 2. All permanent, sensitive, or organizational documents should be posted to the website in the document repo at http://www.w5nc.club/doc_repos.
 - a. Examples of these documents may include:
 - i. Meeting Minutes
 - ii. Treasury Reports
 - iii. Newsletters
 - iv. Bylaws and governing documents
 - b. Any documents to be posted to the Document Repository on the website should be sent to Bill Buoy (webmaster) or Brandon Rogers (Secretary) for posting.
- b. Document procedure for all documents storage on groups.io. – Bill Buoy, Brandon Rogers and Paul Kent have action to establish and document a procedure. This includes structure of file folders content administrative privileges.
 - i. Brandon has drafted an initial Security Model describing who should have access to what documents / files / services.
 - ii. The group did not meet since the last board meeting to discuss this Security Model, but will meet before the next board meeting.
- c. The current Bylaw’s draft will be presented to the membership in September general meeting with a limited thirty-minute discussion period at the end of the meeting presentation.
- d. Report to General membership dues will increase to \$25.00/yr. beginning with January 2024 awards banquet.
 - i. In the announcement, about the fee increases, the club should communicate the reasons for the dues increase

VIII. **MOVE TO CLOSE & DISMISS**

- a. Brandon moved to close the meeting.

- b. Tom offered a second to the motion.
- c. Meeting adjourned @ 7:02pm