

Western Washington Repeater Association
PO BOX 1001 – Silverdale, Washington 98383-1001



WWRA Board Meeting Minutes

Friday, April 12, 2002

1. PRESIDENT.

a. The president, Bob Williams brought the meeting to order at 702pm.

1. Members present were:

- a. President, Bob Williams, KC7DRQ
- b. Vice President, Alf Anderson, W7ALF
- c. Secretary, Herb Gerhardt, KB7UVC
- d. Treasurer, Bill Hurd, N7YT
- e. Chief of Operations, George Carr, N7GME

b. President's REPORT:

1. AUDIT REPORT. In accordance with the By-Laws of the WWRA the following discrepancies were noted.

a. Two checks remain outstanding and are believed lost. One check for \$70 to KC7SVI for a toner board that Phil told Norm he cannot find and another check for \$10 to the Secretary of State (SoS) for annual renewal that was not received by the SoS nor was found when Norm turned over to Bill.

i. Phil said he could not find the \$70 check. It's lost. Discussion followed about changing the account number. No decision was made on that subject then. Herb recommended we do not put a stop payment on it. All agreed.

ii. It cost the WWRA a total of \$45 for reinstatement with the SoS office to non-profit status.

b. The audit also found that many assorted pieces of equipment, their components and at least one technical manual were not turned over to the Ops Committee. The specifics are listed on the Tasking Sheet on the web or are listed below in the Ops report.

2. Bob said that for the duration of his Administration all Board Members, when representing the WWRA, all Board Members will share their philosophy, announcements, emails, minutes, goals, etc. with the entire Board agreeing or dissenting as needed. No information will be promulgated until final approval of the President. This will be after all Board Members have a chance to voice their opinion. Bob also urged everyone to communicate regularly via email, as this was the most convenient. Alf said his email-outgoing mode was not working right now. Everyone got Alf's phone number.

3. The WEB will be the normal vehicle for posting information, but in any case all documents before sharing with general Membership will be converted to Acrobat .pdf format to help maintain integrity. Herb asked what happens when Bill or George is gone and .pdf conversion is not possible. The answer is that the association can buy Acrobat 5 or go back to word format. Bob offered to get us a free copy through one of his businesses.

4. In accordance with the constitution and by-laws full financial disclosure will be accomplished by reading of the treasurer's report at the General meeting only. A copy of the treasurer's report will be attached to the minutes, not included in

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it. Herb said that he didn't see any reason why we shouldn't post it for all to see. Bob read an excerpt from the Constitution that only verbal financial report at the general Membership meeting was all that was required. Herb didn't understand why it had to be kept secret. George pointed out that it was not a secret but should not be published. If someone really cared then they should take notes at the general meeting or run for the Board so they could be part of the management team. Then they could know everything.

5. Important documents will be attached to the original copy of the meeting minutes, such as officers elected to the five Board positions and treasurer's report.
6. Since original copies of important repeater documents keep disappearing when entrusted to the care of individually elected officers we need to round up the; Constitution, By-laws, Insurance policy, Secretary of State Non-profit registration and any other type material, place it in a binder and store it at the repeater site in a locked cabinet. The Secretary in accordance with the constitution and by-laws will have a copy of the Constitution and Bylaws at each meeting. Herb recommended that the original be kept at Bill's office since there were two people from his office, Bill and Bob, on the Board. Discussion followed and the majority agreed with keeping them at the repeater site. Herb mentioned that when he did an audit he did not have a inventory list to go by. Bill and George volunteered to make an inventory listing.
7. Minimize the amount of money spent on stamps. Email (.pdf format) should work for most Members. Original membership packet should go out via U.S. Mail. All agreed.
8. In the interest of reacting to new Members in a timely fashion the Secretary needs to respond to all incoming mail. Herb agreed to answer the mail within a week. All agreed this was acceptable. Herb also passed around blue dues reminder postcards that a past secretary had made up. Herb said he would sign and mail them out to 2001 Members who had not paid up yet within the next week. All agreed.

2. SECRETARY REPORT:

a. Herb reported the following:

1. No minutes of previous Board meeting were available.
2. Herb brought three boxes of WWRA material turned over by NA7VY to be turned over to the President for review. Treasurer, Secretary and Chief Ops should collect copies of documents relating their positions of responsibility. These boxes will be gone through at a later date.
3. President will take custody of the Originals as discussed above and place them in a binder for safekeeping at the WWRA repeater site where the Board when needed can retrieve them.
4. Secretary to take lead on research, develop and produce package. This package needs to be ready for immediate response to new members. Bill pointed out that the new controller would change much of the phone patch and other procedures so the technical side will have to wait. All agreed.

3. Treasurer's REPORT:

a. Bill reported the following:

1. Telephone bill costs included about \$60 increases for reconnection in January.
2. REIMBURSEMENTS.

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- a. Treasurer and Chief Op are owed approximately \$160 for WWRA connected services in past several months. Both Bill and George said they would wait for their money and do this later. Herb pointed out that the President should sign the check that would pay Bill his money since he was the Treasurer. All agreed.
3. Bill reported that a Secretary of State non-profit status reinstatement cost \$45 in March. A \$10 renewal check written 26 Dec 01 listed in the register as having been sent to the Secretary of State appears to have not been sent.
4. Insurance policy inclusive dates. Premium costs and expiration dates. Premium payment was due on 1 Dec 01 and was paid on 26 Jan 02. Fortunately the insurance agent paid it to Safeco Ins. Co. and we re-paid the agency. Herb recommended we expand our insurance to cover liability of the Board. George provided Herb with a copy of policy sheet and Herb took this for action.
- b. Bill briefed the Board on financial setup.
 1. Smith Barney account in President/Treasurers name. Finally accomplished after many phone calls on 5 April. Bill told Board he was taking all the money out of the SB account and will be putting it into the bank. SB was too hard to deal with and much money would be spent in the upcoming year to upgrade the repeater.
 2. The Checking/Savings accounts are in Presidents/Treasurers name.
 3. Bank account encompasses checking/savings and debit card. Debit card to be used for ordering electronic components and establishing accounts with vendors who support WWRA. Herb recommended we use a credit card since debit cards present a danger if someone was to get a hold of the number. Debit cards do not afford the protection of a credit card. All agreed and Bill said he would look into it.
 4. Telephone bill will be paid as soon as received to Qwest from checking account. Alf asked if we could pay ahead on the phone bill since it wasn't paid from October through January. Our telephone service was disconnected on 19 December after the bill not being paid for three months. Bill said he was paying the phone bill as soon as it arrived and did not see the need to pay ahead at this time.
 5. Bill briefed the Board on setting up an account with Radio Depot for repeater support so a debit or credit card may not be necessary.
4. CHIEF of OPERATIONS REPORT:
 - a. George briefly discuss the following:
 1. Latest and current status of repeater.
 - a. Russ Hill called this past week and said that he hoped to get up on the tower the week of the 15th of April. His plan is to repair the current N connector at the top and hook up the VHF repeater to it. The splitter can go up at a later date.
 - b. Bill and George checked on manufacture of connectors. We had one hope in Georgia but when the gent received the piece of coax he said he couldn't help us.
 - c. This caused Bill and George to decide to go with new coax since old one has caused so many problems.
 - d. Need to procure NEW VHF transmitter/receiver to be coupled with new RLC2 controller. Discussion followed on how much and why. It was also noted that we were missing other pieces of past equipment as noted below. Majority agreed to buy new

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VHF repeater to be coupled to the RLC 2. We can then use the old repeater and controller for standby.

2. George briefed the Board on lost keys and gear not turned over by outgoing Chief Op, Phil Housel, KC7SVI:
 - a. Missing three sets of access keys to Gold Mountain site.
 - i. One set of keys Phil did find and turned over to Ron Onhaus.
 - b. Missing:
 - i. One technical manual and other tech documentation.
 - ii. Top plate of VHF receiver.
 - iii. Old UHF receiver.
 3. In the three boxes Herb brought to the meeting we may recover Ops documentation or tech manuals.
 4. George explained the website and some of it's functions. He pointed out that the OPS TASK TRACKING sheets acts as a working tool for the Ops Committee [Bill and George- and anyone else who is interested] and is updated on the web at least weekly. Anyone caring to find out what's going on can by visiting the website.
 5. George passed out a copy of a "Memorandum Of Understanding" he found that was signed by Ron Onhaus, WWRA trustee and Monte Simpson, ARES coordinator. George said that the spirit of the document was okay but it was ambiguous in its executable paragraphs and also illegal since the appropriate person within the WWRA did not sign it. Only the WWRA Board can agree to such an issue as to turning over the use of privately owned equipment and the WWRA president must sign any external agreements. George pointed out that we should agree to serve the community during times of crisis as that is in the spirit of amateur radio and it is also written into our constitution. Alf agreed to take this for action.
5. OLD BUSINESS.
- a. Bob brought up the WWRA buying out the current MicE and Weather Station on Gold Mountain from George. This subject was originally brought up by Norm, outgoing treasurer but since the last administration never held a Board meeting the subject never came to a vote. George said he was perfectly happy to keep the equipment for himself and looked upon the site as an opportunity to expand his APRS network. The cost in equipment up there now is \$1350.57. Bill argued that it would further advertise the WW7RA repeater and enhance its overall diversity. There are more bells and whistles to be added as time goes on. Herb disagreed and said that the amount of members into APRS did not justify the Board spending this much money. He then said we should wait until the voice temperature capability was working. Bill pointed out that this was almost complete and waiting was not necessary. It was also discussed that we could now link the current weather station on the hill with the website. George said he would get his daughter, who manages the website, to do that as soon as possible. Bob asked for more discussion and since there was none he asked for a vote; Bob voted yes, Bill voted yes, Alf voted yes, Herb voted no and George abstained.
6. NEW BUSINESS.
- a. NONE.
7. Meeting adjourned at 626pm.

President _____ Secretary _____
Signature *Signature*

Date: _____ Date: _____