



## WWRA BOARD MEETING MINUTES

Unified Industries Office, Silverdale, Washington

Friday, February 20, 2004

1. PRESIDENT. Brought the meeting to order promptly at 4pm.
2. ATTENDANCE:
  - a. President – Bob Williams, KC7DRQ
  - b. Vice President – Drake Evans, KD7GAR
  - c. Secretary – George Carr, N7GME
  - d. Treasurer – Bill Hurd, N7YT
  - e. Chief Operator – Joe Hamelin, W7COM - Absent due to work commitment.
3. **George, N7GME-SECRETARY Report**
  - a. George read the minutes for previous electronic board meetings and audit.
    1. Board meeting on March 6, 2003 voting to move money out of Smith-Barney account as it was losing 22% of its value.
    2. Audit report conducted by Chester Landaker, KB7UFT during April 2003.
    3. Board meeting on May 20, 2003 to spend \$184 to purchase a dual-band radio for next general meeting door prize.
    4. Board meeting on January 10, 2004 to authorize spending of \$1208 to procure new RLC Club II Deluxe Link-Comm controller.
      - a. All APPROVED minutes and accepted audit as read.
  - b. Briefly discuss the following:
    1. Maintenance of the WWRA website. George presented some changes to the website front page buttons that would modify button words;
      1. MEETING MINUTES to **MEETINGS**
      2. NEWSLETTERS to **INFORMATION**
    2. George said that a ROSTER of all members is now on the website under the heading of newsletters.
    3. Newsletters.
      1. George asked for inputs for the newsletter by end of June. Newsletter would be out in July.
    4. Ops task tracking tool. The Operations Committee work is updated on the web at least once and sometimes several times a month for public information depending on maintenance activity of the operations committee.
    5. Ops Bulletins and emails. Tedious and time consuming.
  - c. The board took under discussion the Second Reminder Letter which was principally generated by the timing of having to re-program autodials into the new controller and members not being responsive to the first reminder cards sent after the general meeting. The 2<sup>nd</sup> Reminder Letter may not be used next year but an initiation fee maybe in order.
    1. Bill, N7YT recommended that we should have a re-initiation fee of around \$5 for people who delay sending in their dues. The problem is the amount of work involved in setting up the auto-patch speed dials, taking them off and then re-setting them up for tardy members. The treasurer and ops committee usually wave this charge depending on circumstances.
    2. Bill, N7YT commented that most members start paying their dues at the October Hamfest and the dues are payable on January 1<sup>st</sup> each year. It is an administrative burden to keep chasing after people who drag out paying their dues. Many of the offenders are regular users of the repeaters. Bill recommended that we shut down the autodials in January for members who have not renewed. The board agreed on a 10-day

grace period after the January 1<sup>st</sup> dues payable date. So commencing in 2005 the operations committee will turn off the autodials for those members who are not current on January 10<sup>th</sup>. George, N7YT made a motion that this is our new procedure and Bob, KC7DRQ, seconded it and voted unanimously by all present.

3. The board discussed to allow the treasurer to incur an additional \$5 initiation fee if a member renewed late due to the workload of the ops committee and the autodial feature. This fee could be waived depending on circumstances. Motion made by Bob, KC7DRQ and seconded by Drake, KD7GAR and agreed to by all.
- d. Items taken from the general meeting NEW BUSINESS section of the minutes to discuss.
  1. An idea was brought up to sell life memberships and discounting out year memberships. Discussion ensued and the president asked for a show of hands on who would be interested. Bob said that the board of directors would discuss it at the next board meeting.
    1. The Board decided:
      - a. Not to sell memberships for three to four years since it increased revenue for that year and decreased income for out years. All agreed.
      - b. The idea and cost for LIFE Membership was discussed and tabled for more contemplation by the board members. Idea sounds good but an amount could not be decided on. Can be the subject of an electronic board meeting once one of the board does the math.
    2. A request was made to notify members of new additions to the website so the membership who have already read the website could go directly to the new information.
      1. The Board decided that this was too labor intensive and would advise members in the newsletter that they can set their browser to let them know when changes are made to websites. Members should become familiar with the website as new information is periodically placed there for their benefit.
      2. Additionally, emails have become unreliable and unmanageable. It was initially thought that email would save us money in mailing costs, unfortunately have become very time consuming with the advent of Spam becoming an issue with the server companies. As an example in order to send out over 100 emails to members the board has to divide the addresses up into small packets and send out over 5 emails to cover one subject. Emails bounce for a variety of reasons and it is time consuming to be constantly updating, changing and re-sending emails. Email will be used only for an occasional ops bulletin just to get the word out quickly. For dependability the U.S. Mail will be used. Bill, N7YT commented that it is too difficult to manage two address databases so the important mailing address will take precedence.
    3. A request was made to look through the old database and find William Nye who was a past member. It was thought that this gentlemen would rejoin the repeater if contacted.
      1. The Board contacted William Nye at his old address on Whidbey Island and the correspondence was returned “non-deliverable”.
    4. The use of mailboxes on the repeater was brought up. The ops committee due to workload dropped this in years past as there did not seem to be much interest however since the procurement of the new RLC Club controller the ops committee could re-visit this concept. Depends on how much interest by the membership is shown in this feature.

#### **4. Joe, W7COM-OPS Report**

- a. Joe asked George and Bill to present an overview of the below items.
  1. Microphone Encoder TNC's, Digipeater and Weather Voice [WxVox] mounted on sliding shelf for easy access.
  2. Echolink software improvement to eliminate erroneous voice report on UHF repeater when user punches in node digits.
  3. IRLP (Internet Repeater Link Project) is a long-range project that Joe is working on that has a similar capability as Echolink but operates on different system.
  4. Short-range plans are to get RLC Club operational.
    1. As of today programming is almost complete.
    2. Troubleshooting Modem problems before installing on hill.
  5. Joe has the task of getting some service monitor technical documentation before the repeater takes it off his hands. The cost to the repeater is \$433 and was approved last year by the BoD.
  6. Lightning Polyphaser protection for coaxes was installed last summer and the Polyphaser protection for telephone lines was installed on February 15<sup>th</sup>.
  7. We may have to move repeater equipment again so we want to keep our relationship squeaky clean with our host.

#### **5. TREASURER REPORT.**

- a. We did not get a volunteer at the last general meeting for an auditor. No volunteers for any officer's job.
- b. Last years AUDIT REPORT.
  1. In accordance with the By-Laws of the WWRA Chat Landaker, KB7UFT, made the following recommendations during the 2003 audit of the 2002 books.
    1. Recommended a reimbursement form which we instituted and a copy can be downloaded from the website.
    2. Treasurer note recommend specifics on deposits and this has been implemented.
- c. CHECKING ACCOUNT.
  1. Bill, N7YT gave a verbal checking account and what is in the bond fund. Full financial report was given at the last General meeting a few weeks ago.
  2. Shifted from Washington Mutual Bank to Kitsap Federal Credit Union because WM was going to charge \$8 monthly service fee. Our service fee is now \$0.
- d. REIMBURSEMENTS. As mentioned at the general meeting we are now reimbursing for trips to hill and purchases for spare parts.
- e. Bill mentioned that he was approached by Curt, W7CLL who offered to run some sort of training program under the auspices of the WWRA. Bill would follow through and find out what Curt had in mind. The board agreed that we could lend the WWRA's name or even provides some sort of financial support if necessary to this training project. All on the board agreed that we had enough work and were not interested in taking on more.

#### **6. VICE PRESIDENT Report:**

- a. It is noted that Drake was challenged on our last meetings slate of officers. Discussion followed and the bottom line is that we will put out the call for help but if people don't volunteer there is not much we can do. It was noted that after being challenged at the general meeting on the slate of officers, the president asked for volunteers and not one person was interested.
  1. The whole board was surprised by the question as to whether Drake had tried to get more officers on the slate. We would happy to pass the job to someone else.
  2. The Board agreed that anytime anyone wants to put a slate of officers together and come take away all this fun we are having they will be more than welcome to come on in and relieve us. All present were in favor.
- b. Drake, KD7GAR decided to continue the Sunday night net but all agreed that it should be dropped if there is no obvious participation.
  1. Drake said he would contact the RACES people to see if they were interested. Bill said that they had moved back to their own frequency with their Sunday night net.

2. The problem with volunteers representing the WWRA is that they can screw us up by not following through. A good example: During a Sunday Night Net W7ALF was asked for some membership applications. He never bothered to pass this on.

7. **PRESIDENTS Report:**

- a. Certificates presented to GUEST SPEAKERS. Bill mailed off a certificate to Mario, KD6ILO. We should have a certificate ready to present to future guest speakers. All approved. Secretary will take for action.
- b. Bob, KC7DRQ recommended that we should appoint a new TRUSTEE who:
  1. It would be in the WWRA's best interest that the name on the transmitter on Gold Mountain should be someone who the host's engineers know personally.
    - a. We want to make sure our paperwork is squeaky clean.
    - b. Joe speaks their language when it comes to professionally making WWRA equipment installations.
  2. Is the only tech with hands on experience with our current inventory of sophisticated equipment. Joe was the only ops member who could make the weather voice report work and recently fixed the RLC 2 controller good enough to get the UHF repeater working again. Without Joe it would have taken much longer to repair.
  3. Completely qualified to maintain the current controller and repeaters.
  4. Bill commented that Joe should agree to use the Silverdale WWRA post office box for the address. George agreed that this would be the way to go so that if anyone checking QRZ would see that as our organizational address.
  5. Joe, W7COM is our Chief Operator and is the obvious choice and is willing to accept this responsibility.
    1. Drake, KD7GAR nominated Joe, W7COM for trustee, Bill, N7YT seconded and all agreed. The nomination carried and Joe was voted trustee. Bob, KC7DRQ said he would get the paperwork completed.
- c. RECRUITMENT IS MY PERSONAL GOAL TO HELP SUPPORT THE REPEATERS.
  1. We monitor the 62 repeaters and we send invite letters to the users. We are getting about 34% returns on these this year, up from 15% last year. The 62 have become popular with the truckers and we have about 25% of them as members right now.
  2. I am willing to listen to any ideas to increase the membership. The repeaters do not lack for people using them.
  3. We need to be conscious of recruiting. Do not solicit on the air. Refer them to our website. If they ask then by all means answer the questions and give them our PO Box address.
- d. 2004 OCTOBER HAMFEST.
  1. Bill and George will do it for 2004. Bob said he would be there and Drake volunteered to be there also.
- e. GENERAL MEETING. I plan on having the next GENERAL MEETING on Saturday, January 29, 2005 at the Kitsap Regional Library on Sylvan Way in East Bremerton. Does anyone have any heartburn with that date or location? All approved.
- f. Discussion followed We should talk about more than one door prize.
  1. This last time one member left and left his ticket with someone else in case he won. We need to make it clear that they must stay. The rule is that you have to be a paid up member and in attendance at time of drawing to win. All approved.
  2. We are primarily interested in Membership attendance and signing up.
  3. Ops committee has some used modems we can put in for a silent auction. All agreed.
  4. George, N7GME recommended we authorize up to \$200 to purchase door prizes, as there are sales throughout the year. All that we could have more than one door prize such as one main prize such as a radio but also have SWR meter, wattmeter, etc discussed it. All approved.
- g. Discuss possibility of providing an Echolink class.
- h. I NEED YOUR COOPERATION IN THESE MATTERS: SOME RULES I WOULD LIKE US TO ADHERE TO:

1. Board Members, when representing the WWRA, will share their philosophy, announcements, emails, minutes, goals, etc. with the entire Board agreement or dissent and receive final okay from the President before promulgating to the general Membership.
2. Email meetings. They are efficient, give time for participants to think about the subject and ask questions. All approved.
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.
4. In accordance with the constitution and by-laws full financial disclosure will be accomplished reading of the treasurer's report at the General meeting only. A copy of the treasurer's report will be attached to the minutes.
5. Important documents will be attached to the original copy of the meeting minutes.
6. Email (.pdf format) should work for most Members. Anyone can download a FREE copy of the Acrobat file off of the WW7RA website.

8. OLD BUSINESS. None

9. NEW BUSINESS. None.

10. Meeting adjourned at 5:47pm.