

**Red River Valley
Amateur Radio Club
(RRVARC) WB5RDD
Board of Directors Meeting
March 11, 2023**

Secretary's Report

- Following the February meeting I exchanged correspondence with Screen Graphics and coordinated the details for Club sanctioned attire. Suzi and I are working on details, but they have agreed to set us up with a “micro store” presence. Once that is finalized members should be able to click a link from our website and go to their website and order and customize the items that will be offered. I am seeking to make similar arrangements with three other vendors that supply ham radio merchandise.
- The State of Texas Franchise Tax submission was accomplished.
- The ARRL Club records were updated to reflect current membership numbers and the ratio of ARRL members in order to keep us within compliance as an affiliated club. The numbers are 45 active members and 29 ARRL members, giving us a 64% membership rate (51% required).
- Love Civic Center Pavilion – Phillip paid \$63 and secured a permit for the Love Civic Center Pavilion for Field Day 2023 (June 24-25).
- Working with Rick Leonhardt we generated a 50th Anniversary Press Release for distribution to ARRL and local media. This is in first draft at this phase, but I will finished it up, distribute it to all of you for your review prior to releasing it.
- I have started a “Media Contact” page on the site. This will be a non-public page that can be used going forward when we want to do something like our press release. Local media and ARRL contacts are the ones so far listed.
- Eagle Eyed Jerry Keisler was looking over our list of recurring “things” and contacted me and asked if we had Club hardware insurance? Uh, we have Club liability insurance, but we do not have hardware insurance. It has been talked about at some meetings but never assigned to anyone so I asked Kelly Collins and Charles Penry to please get us make, model and serial number details and that is being gathered so that we can get a quote. It runs \$1.40 per \$100 so \$10,000 worth of insurance coverage would cost us \$1,400 per year, so that is probably why it has not been acted on. Hardware insurance for \$10,000 of equipment would soak up every dime that we made working at the fair last fall. We will have to have an inventory of the equipment at Atlas with make, model and where appropriate serial numbers and valuations in

order to get a quote. At \$1.40 per \$100 for insurance, it is a not insubstantial amount.

- Club policies, rules that have been adopted throughout the years, rules adopted during the BOD meetings that were conducted since the inception of a BOD leadership structure over the last year; I have gathered these and put them into a Policies Draft 1 document. I will share them with you very soon. There is little action needed as each individual item was already a functioning policy, but the next BOD meeting should include discussion and perhaps adoption. At this point it just needs formatting and organizing. At only two pages long it is very succinct, but they are for the first time combined into one working document.
- Because we will be electing officers at the upcoming Club meeting, I have put some muscle into developing what I call a pass down book. If all three General Officers run for reelection and win there was no real urgency. But if we get even one new General Officer, they will assume the position without really knowing what is completely expected of them beyond attendance at board meetings once per quarter. This pass down book is essentially a briefing book to explain to them the various things that we do when we are not here doing these Club meetings. It includes passwords and other sensitive information so I am still considering how the best way of sharing it will be.
- I did a blast email reference our simulcast repeater radio connection via Broadcastify on the evening of March 2nd. I subsequently added a weather page on the Club website, it is just not published yet. When we go public with that page, referenced in the draft flyer that I brought today, my ambition is to have an embedded audio feed and some sort of radar display. Rick and I have been exploring some options there and I have had some email exchanges with one developer about using his product. Unless he makes one that is website compatible his offering won't work, but he may decide there is a market for what I have asked for so we will see. I am also looking into options to use the feed from the doppler radar going live in Durant, OK, in the next 2-3 weeks.
- Jerry recently asked me to help a non-club member Extra to get an "official" copy of his license. He was fighting the somewhat difficult FCC website trying to get one. I got him a reference copy immediately, but he had to get his FRN password reset by a live person. Yes, the FCC password reset function is not functional. Look at how hard it was I built a new page and put it up on the site under our "Library". It is titled How to obtain an official copy of your FCC license. If you can even find it, see if your ham license has OFFICIAL as the watermark. HUGE. If not, give the website page a whirl, look under "Library", and see if it works for you. If not, please let me know what didn't work.
- I initiated a tri-fold slick and glossy pamphlet to hand to prospective sponsors of our club. I sent you a PDF of it last night, I have printed copies for you to look at. **It is very draft, totally Draft v1, way too long and a professional would cut the verbiage by 25-50%.** Included in the email with that PDF were some embedded pictures. Those pictures are "stock photos". – Explain and talk about flyer.

- I have initiated a tri-fold slick and glossy pamphlet to hand to new hams or hams new to our Club, welcoming them to the hobby, telling them a little about our Club and providing some general information on who we are and what we do and offering contact information. That one is not ready for distribution just yet.
- I am planning to change our “Donate” button on the website to “Contributors” and reformat that page in anticipation of us getting some corporate sponsors, but while also giving individuals the opportunity to make a one time or even ongoing contribution. – Further explain.
- I researched and sourced some options for corporate sponsors, things such as decals or plaques with the ability to add subsequent years to it. Examples of how we might do both are in the Business Development Plan that I emailed all of you earlier in the week. – Discussion of BDP.