

SC4ARC BOARD MEETING MINUTES
July 16, 2016
MROSD Skyline Field Office

- 1. MEETING CALLED TO ORDER** by President and Chair, Neil Panton, at 12:27 p.m.

- 2. A QUORUM WAS PRESENT:** Executive Officers: President and Chair Neil Panton W6RES, Secretary Pat O’Coffey KJ6GMG, Treasurer Peggy Wargo KI6PGA and Director: Member At Large Mike Pittaro KG6VCP. Subordinate Officers present were Radio Officer Peter Chupity KI6FAO.

- 3. FIELD DAY**
 - 3.1. Neil provided the secretary with a copy of a letter from Charlie Catania of La Honda Gardens. In that letter, Charlie gives SC4ARC permission to operate from the Gardens during an emergency.

- 4. ANTENNA CRANK-UP TOWER / RESOURCE TRAILER FUND**
 - 4.1. After discussion, the Board agreed to create a Resource Trailer Restrictive Fund, but not an Antenna Crank-Up Tower Fund. The crank-up tower is not an SC4ARC asset; it is owned by the County of San Mateo. It was agreed that once the Tower / Trailer Committee determines needs for the Tower, the issue of how to pay for those additions or improvements will be re-addressed.
 - 4.2. A motion was made that the chair table the following resolution: Creation of a Sundowner Resource Trailer Restricted Fund. The motion was seconded and the resolution was unanimously tabled as adopted.
 - 4.3. An amended motion was made that the chair table the following resolution: The Sundowner Resource Trailer Restricted Fund will expire on July 1, 2017, at which time those making the donations will provide further direction to the Board on how to use any remaining funds – refund or move to the General Fund. This direction is to be addressed at the June, 2017 Board Meeting. The motion was seconded and the resolution was unanimously tabled as adopted.

- 5. EXPENDITURE APPROVALS**
 - 5.1. A motion was made that the chair table the following resolution: Payment of funds to Neil Panton for the following two expenditures -- \$291.91 from Adda’s Fund for the purchase of 6 chairs and 3 tables and \$469.88 from the Sundowner Resource Trailer Fund for miscellaneous purchases of supplies. The motion was seconded and the resolution was unanimously tabled as adopted.

- 6. REPOSITORY FOR PASSWORDS, KEYS AND ASSET LISTS**
 - 6.1. The Board reviewed club procedures for maintenance and security of passwords, keys and asset lists. Peter has created an Asset List for anything the Club owns that is worth \$250 or more. Each of these assets is described, valued and tagged. A copy of

the Asset List is provided to the Treasurer and to the Secretary annually. Keys and passwords to club assets are kept by the officer responsible for that asset (e.g., the Radio Officer keeps the keys and passwords that are relevant to radios and the repeater). A copy of keys and passwords are provided to the Secretary annually. The Secretary will include the annual updating of keys / passwords to the secretarial duty list.

7. NARCC STATION INFO FOR REPEATER

7.1. The Board reviewed the process for NARCC, repeater licensing and domain registration. NARCC (Northern Amateur Repeater Coordination Committee) requires updates every other year. A notification is sent to the club Radio Officer, with a copy to the club President. In addition, the club Radio Officer also receives notification of the annual club licensing requirement and the domain renewal every 10 years. The Radio Officer responds to all notifications as required.

8. REPEATER SITE IMPROVEMENTS

8.1. A budget has been submitted for the development of a concrete pad for the repeater. Work will begin once permission is finalized from the landowners.

9. YAHOO GROUP

9.1. The SC4ARC Yahoo Group has been kept around only because of the automated reminders it sends out. Usually, these reminders / notifications have had incorrect dates and times and attempts at fixing the problems have failed. Also, the new club website will soon have the capability to send out reminders. Therefore, the Board agreed to kill the SC4ARC Yahoo Group. Peter will do the "killing".

10. DONATION LETTERS

10.1. The Secretary will be sending donation thank you letters to Will Johnson for the Resource Trailer (once the pink slip has been transferred to the club), Jeneen Sommers for the pop-up tent used at Field Day, the Haydon family for miscellaneous equipment and antennas, and Jack Eddy for the Hustler antenna, radio and power supply.

11. NEXT MEETING: September 17, 1200 – 1400 hours

12. MEETING ADJOURNED: 1345 hours