

SC4ARC Board Meeting Minutes

1/8/22

Virtual on Zoom

Meeting called to order by President and Chair, Pat O’Coffey at 10:04am

Those present:

Officers: Pat O’Coffey, Jeneen Sommers, Catherine Peery, Peter Chupity

Board members at large: Jerry Haddox, Nate Cooper, Bob Smith, Angelo Dragone

Subordinate Officer: Lisa Chupity

Pat indicated that we will need another board meeting in February but hopes that future meetings can be quarterly. Some business can be conducted via email.

Board unanimously elected the following Subordinate Officers

- Radio Officer, Peter Chupity
- Public Information Officer (PIO), Lisa Chupity
- ARRL Liaison, Angelo Dragone (connection between ARRL and the club)

Property Officer, Treasurer has an inventory of assets over \$500, along with where each asset is located. The board agreed that this position is no longer required.

Discussion on ARRL Liaison, we need to find a way to clarify ARES and ARRL. Maybe a diagram of various responsibilities on website.

Officers’ reports and Trailer Committee reports have been submitted. Jeneen will send in hers by the end of the month.

Treasurer’s report. Adda’s fund has been spent and should be eliminated. We do have a repeater fund. Nora’s fund is set up for people who cannot afford equipment or membership. (See report submitted)

Neil sent out a resource trailer maintenance report. Only requirement is the annual \$330 from our General Fund. Peter to transfer the funds. (See report submitted)

Radio Officer’s report. Infrastructure needs are for a 440-repeater replacement, a Linux based computer for Castenea Ridge and for new batteries for Butano Ridge. Auxiliary repeater has adequate battery backup. Repeater fund is well funded for now. (See report submitted)

Secretary report indicates attendance numbers, ARRL membership and major club accomplishments. In order to retain our ARRL Insurance, 51% of our members must also be members of ARRL. For 2021, we were at 72%. (See report submitted)

Board agreed unanimously that membership fees should remain at \$35. Peter: We finished the year with the general fund at the same place where we started. We did not need to spend on Field Day. Because we should retain our current number of members, \$35 seems right. We have a new online

form to submit their information from the website, with a link to a Paypal for dues and donations. Jerry used it, and renewed membership. It was a flawless system. It works great.

Peter will email the 2022 budget to the board before the end of January. We can do email voting and record results in next month's meeting. Peter will send out a reminder.

New board members should now have access to their sc4arc email and the google shared drive. If anyone is having problems, contact Peter for resolution.

Website Committee: making good progress. Martine has jumped in to help. She is a great addition. Pat has joined. Current Website Committee is Neil (chair), Martine, Pat, and David McIntyre. Irma Mitton is continuing to finish certain tasks. We are going to try to go live by February.

The Board briefly discussed the need for content managers for the website and for YouTube submissions. Our PIO (Lisa) manages the content on Facebook, which has about forty-seven followers and twitter, which is unused. Only about twenty people view our Facebook page a week. With our current website, the executive officers are authorized to add / edit content and that policy should continue with the new website. Will require some training. Updating of the website would primarily be new events and training opportunities, pictures, and videos of training sessions. The Website is the source of all relevant club information. Facebook and twitter are soundbites of that information.

Peter expressed concern about making sure existing functions on our current website are translated to the new website. Nobody has talked about how these would be transferred over. For instance, there are QR codes linked to current assets, and we have planned to have QR codes linked to our ARES membership that link back to the website. Pat will ensure that Peter is included in the new website specifications to make sure that everything in the current website is covered in the new website. Angelo suggests that Peter can add any missing features before the new website goes live.

Board had a brief discussion about how to notify members of an incident. Is there one best way? Some people only use SMC Alert or the radio. Others rely on website messages and others prefer text messages. We do have an unused Twitter feed which could be tied back to Winlink, and people could send or receive tweets. We agreed that three notifications are better than none. It is nice to offer people a bunch of options.

Mobile Stations: trailer is in Peter's driveway with all the equipment. Before moving it to its permanent location we would like to build shelves and dividers inside. When the weather permits, Peter will send out a request to the membership for a work party. Pizza included. Several sites were identified by board members as good candidates because of their central location and security. Pat mentioned that at some point CERT needs a trailer as well. Catherine mentioned that this could possibly be located at the school in La Honda or Pescadero.

Committees should only be created when we require specialized knowledge and it is an ongoing event. Sometimes, a committee is not required to do the work. Board agreed that our current committees are:

- Website Committee - ongoing
- Resource Trailer Committee - ongoing

- Grant Committee should be reinstated: Catherine agreed to be the lead / scout. Jerry and Nate volunteered to be on the committee. Peter will be an advisor. Pat will ask the membership for other interest.
 - Grant Committee needs to ensure that any requests are for SC4ARC, not for SC4ARES. SC4ARC sponsors ARES, however ARES only serves the La Honda Fire Brigade.
 - Two local grants that may be available are from South Skyline Emergency Preparedness Organization (SSEPO) or from South Skyline Association for the Castanea Ridge computer. Pat will provide the committee with information on how to apply for those two grants.

The Board agreed that we would register SC4ARC in the Coastside Gives campaign this year. This effort will not be part of the Grant Committee, but a small task force consisting of Pat and Catherine. As the campaign evolves, members will be asked to participate. Online registration is now open. Requires basic information, such as tax id, mission statement, a story about our organization and its needs, and a \$ goal. The \$ goal should be set HIGH. The story, pictures, anecdotes, and social media campaign evolves as we get to Giving Day on May 5. Jerry and Peter will put together the infrastructure needs for SC4ARC that will be included in our campaign. There is a small fee if we decide to be included in the Coastside Gives Giving Guide. Pat will find out what that fee is and ask for board approval. The Board still needs to agree to a \$ goal for the campaign. Pat will file the registration prior to February 11.

Technical Sessions: Traditionally, the Vice-President has been responsible for determining our technical sessions and Jeneen has agreed to do this for us. We will continue to have ARES training every other month (the odd months), starting in January. Short technical sessions might be included with ARES training. Once we can meet in person, we would like ARES training to be more on the air/hands on --- Go Bag preparation, etc. Jeneen will try to find informative speakers for our technical sessions, including one on Batteries. Training sessions for the year to include another practical session for new people, Antenna Building, and a Digital Building class. Whenever possible these technical session and training sessions will be recorded and/or videotaped for inclusion on our website and on YouTube. Member, Rick Corona, is a videographer who has offered to assist. In addition, we will periodically have an exam session following our General Meetings for newbies or those who want to upgrade their license.

New Members: Peter will send Pat a list of our 2021 graduates and Pat will send each of them a special invitation to join SC4ARC.

Peter suggested that we set up regular audits of the treasurer's books, such as bank accounts and spreadsheets to ensure that everything matches. Jeneen, Nate, and Jerry offered to be his second eyes.

General Meeting on Saturday Jan 15 will be on ZOOM because of the COVID surge. Pat will inform members. Agenda will include Subordinate Officers, 2021 Officer and Committee Reports, Membership Dues, and new process for making payment, 2022 plans, and ARES Technical Session.

Next Board meeting will be on Feb. 12th at 10am.

Meeting adjourned at 11:58am.