

Norfolk Amateur Radio Club

Committee meeting Monday 8th May 2006 at The Oaks, Norwich

Present: David G7URP, Peter G3ASQ, Malcolm G3PDH, Rex G0CLR, Colin G7UVY, Tony G0MQG, Sarah 2E1GTE, David G0PFN, Roger G3LDI, Simon G7SOZ, Mark G0LGJ (joined later)

Stuart G7KBF co-opted to speak about Risk Assessment

1. Apologies: Mark G0LGJ, but joined meeting later.

2. Minutes of the previous meeting on 10th Feb 2006.

Unfortunately due to the initial absence of Mark copies were not available. It was agreed to postpone committee agreement of the minutes until all members had seen a copy.

Action outstanding- committee.

3. Committee Roles.

David, URP, stated that following discussions Mark, G0LGJ, had volunteered to take on the role of Programme secretary in the form of Programme Co-ordinator working with others. The reasoning behind this being the close tie between the programme itself and the information on the web site and in Talk-Thru magazine. After debate amongst the committee members it was agreed that Mark should carry out this function and that 2 other committee members should be nominated to assist with the club programme role. It was also stressed that all members of the committee should always have the club programme in mind and provide all help and assistance to the Programme team.

Action: Malcolm and Mark to discuss and seek 2 other volunteers from the committee to assist. These persons will then be allocated with this specific task within the committee.

All other persons on the committee agreed to continue with their current roles whilst Sarah was also formalised as the coordinator for the 'Bright Sparks' activities.

Membership Sec	Tony G0MQG
Programme Sec/Coordinator	Mark G0LGJ
Publicity	Simon G7SOZ
QSL Manager/logging	Sarah 2E1GTE
Training and Youth projects adviser	Rex G0CLR
Special Events/Special Needs Training adviser	Colin G7UVY

Course Coordinator	David G7URP
Contests	Malcolm G3PDH
Equipment & Resources	Malcolm G3PDH
Annual Trophies Management	Tony G0MQG
'Bright Sparks' Coordinator	Sarah 2E1GTE

4. Risk Assessment

David, URP, introduced the subject and stated that in view of our increasing number of 'Public' activities we have a 'Duty of Care' and need to more closely address such matters. Hence Stuart, G7KBF, had been co-opted and invited to the meeting to discuss the subject of Risk Assessment.

Stuart provided an overview on the subject of Risk Assessment and circulated example documents that would need to be completed prior to activities and events.

After debate about whether the club needed to have a nominated person responsible for such a role Rex proposed that Stuart be elected as NARC 'Safety Adviser'. This was seconded by Tony G0MQG. David G0PFN offered to assist with this activity.

Action: Stuart G7KBF

5. Norwich Science Festival 2nd/3rd Sept 06

David, URP, recapped on activities to date and Malcolm & Colin explained the outcome of a recent visit to the Cathedral with a Norwich Council representative to view the proposed display site and review of facilities. The Cathedral and its surrounds is to be the focus of all displays over the weekend and it had been provisionally agreed that we could establish our table displays and Crystal Set construction in the Cloisters and site MAC on the grass area at the front. The general intention is to have an operational station in MAC including FSTV link to the Cloisters display. In view of the time scales it was decided to set up a working sub committee to organise this event. The following persons all volunteered for this sub group – Simon, Colin, David, URP, Malcolm and Peter. Other members will be co-opted for input on advice and ideas as required.

It was agreed that we should reserve a special call sign for the event.

Action: Sub Group

6. NARC Club Asset loan Service.

Malcolm explained that the club has acquired many assets and that these are not being sufficiently utilised. It was therefore proposed that new and existing club members might benefit through the loan of some of these items under a controlled scheme. The proposed agreement was read out and after debate it was agreed to proceed with the service. Tony agreed to run the service in conjunction with Malcolm. Further work needs to be carried out on the list of equipment to be loaned after which the system will be put into operation.

Action: Malcolm & Tony

7. Barford Rally Overview

David, URP, stated that plans were all proceeding as normal but at this stage just needed to know who would/would not be there on the day. All can attend except Malcolm who advised he would not be there.

8. Police Gala Day 2nd/3rd Sept 06

It had previously been agreed loosely that NARC would try to simultaneously participate at Gala Day as well as the Norwich Science Festival. Rex volunteered to take on responsibility for coordinating the display at Gala Day thus retaining our presence and site.

It was agreed to form a small sub group to arrange this event drawing on other club members keen to help with club activities. Raynet will also assist.

It was noted that 2 sets of Club publicity/display material should be produced for both Science Festival and Gala Day

NARC will not take part in SSB FD this year in view of the situation.

Action: Rex G0CLR, Simon G7SOZ (publicity material)

9. NFD Update

Malcolm described some of the thoughts and concerns about power supply protection issues for this year. Rex stated that Trevor may have access to extra batteries if required. It was decided to move this discussion to Wednesday night's club meeting.

Action: Malcolm

10. NARC Badges.

Artwork and wording for the credit sized badges is being completed. Badges will then be issued free of charge to all paid up members. A charge of the cost price would be made for replacement badges if lost. These will become a club identification and used for all NARC events. All members will be required to wear them at all meetings and events. The question of a 'fine' was discussed with payment going to a charity but concerns were expressed and no conclusion was reached.

Action: David, URP, with Ricky G3VZT

11. MAC developments

David, URP, explained that he wished to make further investment to his MAC vehicle to create improvements to the ease of setting up for operation on site, particularly in respect of antennae. This would make the vehicle easier to set up quickly and become more self contained for NARC events. The base equipment also needs to be properly cabled-in and monitors set up for PC modes and public display. David explained that whilst he was happy to fund this upgrade help would be needed to specify the requirements and installation.

It was agreed that a small group would review the requirements.

MAC has become central to many NARC radio activities and appreciation was expressed to David for continued use of the vehicle.

Action: David, URP and Committee members.

AOB

- a. Sarah raised the subject of Security checks for persons working with BrightSparks. It was agreed that Mark would contact RSGB to obtain further details for review. It was also thought beneficial for a wider group of club committee/members to undergo such clearance in view of the increasing public and youth based activities. This will be reviewed again after the information has been assessed.

Action: initially Mark then committee.

- b. Tony said that an update on the viability of a 'local' on air contest had been raised. This was an outstanding item from the previous minutes. An enquiry will be fed back about the number of people likely to be interested.

It was also proposed that interest in Contesting could be sought through membership update questionnaires. David, PFN, suggested that a general form might be sent out in November regarding

Club dues, including Happy Landings through which an update of their interests could also be registered.

Action: Tony, Malcolm & further discussion.

- c. Malcolm reminded the meeting that we had received a Koblenz-Norwich commemoration plate for use as a trophy for the 'best newcomer' and that we needed to decide how best to use this in view of the current award structure.

Action: Further consideration.

- d. Malcolm requested that David, URP, write a formal letter of thanks to Koblenz for their gift.

Action: Malcolm, David,URP

Note: The additional club roles were generated following this committee meeting:-

NARC Safety Adviser: Stuart G7KBF

Asset Loan Controller: Tony G0MQG

Minutes

Malcolm G3PDH

9/5/06