

## **NARC Committee Meeting, 1900hrs, 11th May 2015**

City of Norwich School,  
Media room,  
Eaton Rd,  
Norwich,  
NR4 6PP

### **Minutes**

#### **Attendees**

**2E0SYW, G3PDH, G4NZQ, M0UKS, G7URP, M0UJD, G3LDI, G0DWV, M0NKR, M0LJD, G0LGJ**

#### **1 Apologies for absence**

**2E0GXX**

#### **2 Previous Minutes Approved**

**Proposed ANDY M0NKR**

**Seconded PHIL G4NZQ**

#### **3 Matters Arising - None**

#### **Allocation of Roles** (*Refer to NARC Roles and Job Descriptions Document*)

##### *Committee Roles*

Membership Secretary – Mark G0LGJ, plus support Kevin M0UJD

Programme Secretary – Roger G3LDI, Chris G0DWV plus other Committee

Press Relations Officer – Phil G4NZQ to coordinate with Steve G0KYA

Outside Events Manager – James M0UKS

##### *Roles to be allocated to a Committee or general club member*

Bright Sparks Coordinator – David G7URP, Kevin M0UJD, Peter Williams, John Goldsmith

Contest Sub Group Coordinator – Malcolm G3PDH

Examination Secretary – David G7URP

Lead Instructor – Simon M0EBN, Bob G7JTZ, possibly Rex G0CLR

Trophies Manager – Andy M0NKR

QSL Manager – Andy M0NKR, Laura M0LJD

Inventory – Mark G0LGJ all committee able to loan kit.

Club Station Manager – Mark G0LJG, Sonny 2E0SYW

Webmaster – Mark G0LGJ, Sonny 2E0SYW

Safety Officer – Sonny 2E0SYW plus all committee

General Roles for all committee members – Help with signing in, seating, Tea coffee facilities, Supervision of youngsters, Meet and greet, Promotion and general duties as required.

#### **5 Email Addresses – Kevin M0UJD**

Treasurer@, Membership@, Secretary@, safety@, QSL@ type addresses to be added and implemented for longevity of forms. Final Names will be implemented in the next few days.

#### **6 Access to Membership list on drop box – Malcolm G3PDH**

All committee will have access to data, however no data should be passed to third parties.

Any request for information by a third party, third party details should be passed to the person concerned to contact enquirer, not the other way around.

We all have a duty of care, this data is only for use in emergencies.

#### **7 CNS Fees - David G7URP**

Which rooms do we book and for when?

All agreed for Main room and the Media Class room (2hours), except for Fox hunt evenings

#### **8 NFD Planning update - Malcolm G3PDH**

Three QRP stations, due to loss of operators. Site survey by DCP with Malcolm G3PDH Roger G3LDI and Paul G3SEM to be conducted. Club Trailer will be used, but requires some maintenance.

Radio Active, David not had only one input for talks (DMR James) He asked committee for ideas and help. Along with promotion at the club.

#### **9 Access to dropbox for new committee – Malcolm G3PDH**

Mark to add new committee for access. Mark moving to Google docs for the future online storage, email will be circulated with login details.

#### **10 Club License Calls – Call Holders – David G7URP**

All club calls to be allocated to a position within the club, Address to be DCP, Great Ellingham. Tony to be approached regarding transfer.

#### **11 How do we qualify numbers for events before they go to far (Cancelled Windmills on Air, Bletchley Park visit.)- David G7URP**

Chris G0TZZ apologised for the lack of interest.

All decided to put a drop dead booking deadline on any booking, SES rota etc. If unsatisfactory numbers to make it commercially viable it will be cancelled.

#### **12 Tim Peake- School Contacts while on ISS – Phil G4NZQ**

Are the school interested in us putting on a station to contact the ISS.

There is some activity being planned in the East, involving the UEA and interested schools, with a budget available for necessary equipment. David to enquire with school via UEA. RSGB to be approached by Phil G4NZQ.

Ask the chairman of Youth Committee to come talk to NARC, 19<sup>th</sup> August, 2<sup>nd</sup> or 9<sup>th</sup> September

**14 Workshops as part of club programme – Phil G4NZQ**

Similar idea to round tables which is being implemented.

**15 Accounts G0LGJ**

As attached

**AOB**

The RSGB asked whether NARC would be prepared to loan the DF transmitters to the Youth Group for there DXpedition for ARDF activities. Mark Allgar to get Mark Dumpleton

Yearbook submission Letter passed to Phil G4NZQ to take control, use Club of the year submission as a basis for text for the RSGB Yearbook - 1<sup>st</sup> June copy deadline

Bob G7JZT wants to borrow club generator, all agreed to loan the brand new one for soak testing prior to field day.

Barford Update, Hall booked catering staff organised, Club stand and general staffing to be organised and discussed at club evening..

G3PDH asked for the preparation of simple Profit/Loss spreadsheet from Mark. To cover budget for hire of school rooms, ie to highlight fixed costs analysis for club income and outgoings for the year.

Andy M0NKR proposes electric winches for the club trailer, all agreed to buy one winch for raising the tower to full height. Action Andy Mark

Questions asked at forum regarding Maximum capacity of the main room for safety /legal purposes. David advised 120 in the main room

**Next Meeting date**

13<sup>TH</sup> July

Meeting Closed 21.25