**NARC Committee Meeting, 1900hrs, 22nd February 2016**

DCP Micro

Great Ellingham

Norfolk

**AGENDA**

**Attendees**

**G4NZQ, G0LGJ, M0UKS, M0LJD, M0NKR, G3PDH, G3LDI, G7URP, M0UJD, M0TFX, G0DWV**

**Agenda**

1) Apologies:   Steve G0KYA, 2E0SYW

2) New committee - Roles and responsibilities

(NB Note from Steve G0KYA who is offering to do PR and Press Officer)

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

Committee Roles

Membership Secretary – G0LGJ, Deputy 2E0SYW, M0LJD

Programme Secretary – G3LDI, Meeting Guest Speakers G4NZQ, M0UJD

Press Relations Officer - Steve G0KYA Assisted by M0UKS for Photos etc Others asked to think of PR angles on any NARC related events if Steve or James are not there.

Outside Events Facilitator (Manager), M0UKS, G3PDH

Roles to be allocated to a Committee or general club member

Bright Sparks Coordinator - G7URP, M0UJD

Contest Sub Group Coordinator – G3LDI, G3PDH, G0DWV

Examination Secretary – G7URP

Lead Instructor –Simon M0EBN, Stuart M0JKB, Bob G7JTZ

Trophies Manager – M0NKR,

QSL Manager – M0NKR, M0LJD

Inventory and Club Station Manager - G0LGJ, G3PDH

(Goals to have a tidy, usable and working shack) 2E0SYW to assist

Webmaster – G0LGJ, 2E0TFX

Safety Officer – 2E0SYW, All asked to be aware of potential safety issues on club nights and SES events. David advised all the committee have a duty of care with regards safety.

General Roles for all committee members –

Meet and Greet – Phil G4NZQ, Chris G0DWV, To approach and make feel welcome any new Licenses, new visitors, new members. Other committee members asked to help meet and greet as applicable.

Help required with signing in, seating, Tea coffee, facilities, Supervision of youngsters, Promotion of the club and general duties as required.

3) Duties on club nights

Setting up of sound system (PA) - Sonny Kevin David

DX Squares – All committee asked to remember to do it, Andy M0NKR, Leanne M0LCL or others

Laying out tables and chairs – All committee and members should get involved with this as a matter of course.

4) Training for website, newsletter, online sales, membership etc

Mark advised that help files and links are all on the club website, we should all be familiar with the workings. Shop sales, all asked to update this online if sales made on a club night, this is essential for stock taking purposes, to keep a track of stock. Mark will keep a track of sales, it was decided after discussion to keep monies from club sales separate, suggested to use an envelope to segregate the funds from the general float.

5) Public events 2016 - EG Weeting, Lighthouses, Railways, Science Festival

NARC will take part in the following events with the lead coordinator named below.

Lighthouse on the air, Happisburgh, G3PDH happy to manage this. August 20-21st

Railways on the Air – G7URP happy to continue to organise.

Weeting Steam Festival – M0NKR M0LJD happy to organise again 15-16-17 July.

Science Festival at the Forum 22/23 October – in conjunction with the ISS schools, David G7URP & Steve G0KYA happy to assist.

It was suggested that NARC have a selection of antennas for shows/ SES, to demonstrate that a tower and beam is not always needed.

Club Tents, do we need new ones? G3PDH suggested that these be reviewed at NFD with a view to being repaired or replaced as required.

6) Should club get another call sign for school use, school related events (e.g. xxxCNS) - M0NKR

All agreed this was a good idea and that NARC should get an applicable call sign. MX0CNS was suggested - Andy M0NKR to investigate. G7URP to make contact with the school.

7) Canteen money losses - G7URP

The club shop selling Tea Coffee and Cans has been monitored over recent weeks as the money raised does not add up, some weeks being very short compared to the number of drinks sold. This shortfall in money has been compared on a regular basis and has been occurring for a number of weeks. Discussion ensued on a way forward to stem the losses, with various ideas floated, one was to effectively do nothing ie

Leave costs as they are, but reduce float and continue to monitor shortfall. Other committee members offered up ideas that included only taking exact money, having some one serve drinks. Discussion continued and it was decided to run a Shop type canteen with an extra charge to non members, Cups with either teabag or coffee already in, NARC radio related items at the point of sale to encourage other purchases, and a committee member to take the money. The Urn issue means that Hot water is likely to be ready by 7.20 meaning Tea coffee etc only available from 7.20 -7.45 before talks and from 9.00 till 9.20 after talks. This to be trialed from now.

8) Accounts 2015 - G0LGJ

Add statement to Accounts that takes out depreciation or value of assets and just show income and expenditure.

All transfers to be exact amounts between accounts.

Summary of accounts with full set of accounts available for viewing at AGM

9) Accounts - G0LGJ  (latest attached)

Mark explained we have an excess of income over expenditure as 181 members re joined.

10) Talks for beginners G3LDI

The forum idea to have a series of talks for beginners was discussed and thought to be a great idea with lots of possibilities. It was suggested to have One a month, David, Phil and Roger to finalise this idea and make it happen.

To be called Basics and held in the main room

11) Any other business

Club Trailer tower loan to Andy M0NKR, for GR2HQ – All agreed to this.

Mark G0LGJ advised that sending a Card to Phil G6AIO ex Hobbs radio store would be appreciated.

Mark also asked for consideration on NARC to buy a Digital ATV transmitter for broadcasting of talks via repeater. The cost is £240, all agreed to the purchase as it would raise the profile of the club to a wider audience via ATV and the linked BARTC website which rebroadcasts the live streams.

It was suggested that we use Social media more and that publishing Wednesdays program via Facebook would be a good idea.

Malcolm advised that the contest chat after club championships contests had caused one member to complain that some were breaking the rules.

Peter M0RYB had refused to put in a log as members had been confirming serial numbers etc on the air after contests, this being outside of the rules. His complaint is Noted in the minutes

**Next Meeting date**

**11/07/2016**

Meeting Closed 21.30