

NARC Committee Meeting, 1900hrs, 8th May 2017

Via Skype

Minutes

Attendees

G3YLA, G3LDI, G3PDH, G0KYA, M0LJD, M0NKR, M0UKS, G7PQF,
G7URP, G0DWV, G0LGJ, M0UJD

Agenda

David G7URP welcomed James G7PQF to the committee

1) Apologies: M0SYW

2) New committee - Roles and responsibilities

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

All were asked if they were happy to continue with their current roles, all agreed.

James G7PQF being the only new member was asked if he would like to take on the role of Meet and greet for any visitors or new members to the club, helping to introduce them to like minded individuals with similar interests. He agreed.

Committee Roles for 2019 are

Membership Secretary - G0LGJ

Programme Secretary – G3LDI

Press Relations Officer - G0KYA

Outside Events Manager – M0UKS

Roles to be allocated to a Committee or general club member

Bright Sparks Coordinator – G7URP, M0UJD

Contest Sub Group Coordinator – G3PDH, G3LDI

Examination Secretary – G7URP

Lead Instructor – Team M0EBN, G7JTZ, M0JKB, M0HGU

Trophies Manager – M0NKR

QSL Manager – M0NKR, M0LJD

Inventory and Club Station Manager – G0LGJ, G3PDH, M0SYW

Webmaster - G0LGJ

Safety Officer – M0SYW, M0UJD

Meet and Greet Coordinator – James G7PQF. He suggested as a training related person this could pay off when new licensees who turn up for their first meeting.

Jim G3YLA suggested that we have web gallery, with a picture and short text on members and their specific interests.

Mark G0LGJ to look into adding Community plugin to website to enable a gallery of members, he thought this may already be loaded and ready to go, he will advise look into for some time soon.

General Roles for all committee members – Help with signing in, seating, Tea coffee

facilities, Supervision of youngsters, Promotion and general duties as required.

3) NFD Radioactive 2019- 7th / 8th June

NARC to put on 2 x NFD stations plus 6M, David to inform the neighbours re field use.

It is intended to get a Cricket marathon station set up for people to operate, both before /during the contests. Peter M0RYB will allocate the respective callsign.

Chris G0DWV and crew to have the Cricket station set up for CW SSB RTTY and FT8 to act as a demo as well as a come and try station. From as early as possible on Friday 6th.

Radio Active Talks and demonstrations.

Andy M0NKR to give information on Mobile installation mid-morning Saturday

Jim G3YLA to do live propagation review on bands for NFD and sporadic E in relation to 6m contest.

James G7PQF suggested using VHF handhelds with view to getting new hams on the mic for some practice.

Digital Voice Modes - G0LGJ Sunday Am Dstar Fusion etc

Digital mode APRS - James G7PQF and James M0UKS Active demo

Jim G3YLA short talk on QRM signatures and what they look like on an SDR screen to help identify what are signals v interference.

Antenna construction – Steve G0KYA suggested a ladder line Slim Jim for 2m using 300ohm ribbon, Steve to produce a parts list and then advertise a kit for building at RA David to source parts. How to use a antenna analyser at the same time for tuning purposes.

4) Barford 2019 - 7th June

Car marshals must have a radio for comms as prerequisite, not having a radio caused problems last year.

Mark G0LGJ will need help in the kitchen – Andy M0NKR offered to help, menu to be looked at to add other options maybe. Cheese and tomato possible.

Bring and Buy – Junk not accepted as causes problems after the event if not sold. Publicise what is and not acceptable. If on the day goods are not acceptable to submit to B&B, suggest a table outside @£8 per pitch.

Entrance fee £2.00, table inside £10 (SOTA and RSGB already committed)

5) Pelican Case or Similar for the ICOM 7300 - M0NKR

Radio box is getting tatty and it was suggested to get a sturdy case, Sealey case an option, Mark suggested getting one for the 7100 too. M0NKR to look into it. Mark said he has been advised by Sonny that the LDG tuner needs replacing @ £179. All agreed to replace it. Mark to check it out first just incase user error.

5) Any other business

Radio by the Seaside – Roger G3LDI

There were lots of dates suggested which clashed with several events that were back to back for NARC. July seems full of events, August 4th was the date decided on.

Offer of purchase of Honda Generator from Rex G0CLR

Honda EU20i only run for 24 hrs 2kw output, looking for circ £550 or offers. All agreed to buy David to negotiate. If cost more than £500 membership will need consulting. All thought its purchase a good idea as a considerable saving on a new one.

A VHF contest entry has been suggested by Rodney in early September, more information to be sort.

Jim G3YLA to look at some more diverse subjects for the newsletter, to add more interest from other members. All agreed that the piece by Paul G3VPT had attracted some interest, however the presentation was a little lacking due to its late submission. Jim to champion this in future weeks and act as editor now that he has retired .

Mark GOLGJ advised the money from the fraudulent use of the Club account has been refunded from the DVLA, a Direct debit had been setup without authorisation with bank details being lifted from the Membership form.

Next Meeting date

9th September

Meeting Closed -20:49

NARC - Roles & Job Descriptions

Role to be that of representing the Club, particularly on formal occasions.

To establish a working relationship with the Chairman and be prepared to offer advice and guidance on matters affecting the functioning of the Club.

Will be an ex-officio member of the Committee and open and close AGMs and EGMs.

Make himself available to any one of the Membership.

To be cognizant with the Constitution and ensure that the Club operates within its terms.

To assist with the drawing up of any changes to the Constitution as recommended by the Committee for submission at an AGM or EGM.

To take over the running of the Club in the event of the absence of both the Chairman and Vice-

Overview the AGM or EGM process to check that all actions have been undertaken in due time.

To maintain a continuing overall view of the operation of the Club and its future development.

To take the chair at formal meetings and introduce the speaker for the evening.

To decide on which matters that have come to hand are of interest to the Club and announce these as Notices prior to meetings and at the same time introducing new members and visitors to the Club.

To confer with the Secretary to draw up Agendas for Committee Meetings and AGMs and take the chair

To advise the President of any issues which may affect the operation of the Club.

In respect of any special major events will appoint a Sub Committee with a Project Leader who will chair such meetings and report progress.

Will take over the running of the Club in the Chairman's absence.

To maintain close liaison with the Chairman and assist closely with the general running of the club.

Will be prepared to manage and resolve any specific issues affecting the Club which the Chairman

Secretary

Specific duties to also include responsibility for organisation of the meeting room before and after meetings and talks in association with other committee and regular members.

To undertake all regular correspondence involved in the normal running of the club.

To liaise with the Chairman and Committee as necessary in the processing of the above

Through liaison with the Chairman to produce and distribute the Agenda for Committee Meetings,

AGMs and EGMs and, to take down and write up the Minutes of these meetings. To distribute the Minutes to the Committee and place on the club website and Dropbox within two weeks of such Minutes to be written explicitly such that readers can easily understand the topic under discussion and expressed in a suitable manner for publication in the public domain.

To ensure that Minutes for the AGM are available for the first Committee Meeting after that event.

Treasurer

To operate the day to day running of NARC finances to include payments and the settlement of Maintain a record of the Club's finances in a manner agreed by the Auditors for each year ending 31st December. Such record to be prepared as a balance sheet and to be ready for the Auditors for distribution to the Officers and Committee not less than three weeks before the AGM.

To prepare financial statements for review at Committee meetings.

To ensure that all formal accounts statements are placed in the NARC dropbox

To advise the Chairman and Committee of any substantial changes in the club financial position.

Membership Secretary

The following duties will be allocated at the first Committee Meeting after an AGM to Officers or Members of the Committee To maintain a formal record of the Membership and the subscriptions paid together with any other information as agreed by the Committee and maintain an up to date membership list on the NARC. To produce a list of such members, who have agreed the release of their details, for general distribution to club members with a copy on the NARC Dropbox.

To collect subscriptions by the due date set out in the Constitution and issue reminders to those outstanding in a form agreed by the President and Chairman. All monies collected to be passed to the Treasurer without undue delay.

To maintain an up to date membership Signing-in sheet in the agreed format for all to sign-in at

To collect and collate information for Badges to be ordered on a monthly basis, checking Name and Callsign the member wishes to display on their badge. (Badges normally issued free to new NARC members and to NARC members who have upgraded their License level and callsign. (Other badges to be charged for)

Programme Secretary

To arrange the club programme of radio related talks, events or demonstrations on a fortnightly basis for the forthcoming year. The provisional programme to be initially distributed to the Committee for comment and approval prior to publication working to an agreed budget for expenses as agreed by the committee and Treasurer.

The Programme Secretary to liaise with speakers regarding travel arrangements, wording, publicity and AV requirements for their talk. They will also offer assistance with arranging accommodation if appropriate and settlement of expenses where applicable, for an overnight stay in the event of a Speaker travelling a long distance.

Ensure that the club programme documentation is updated on the NARC website.

The programme of events to be submitted to the RSGB in plenty of time for publication in RADCOM and GB2RS, plus other publications such as PW magazine.

The Programme must show the date of the AGM as being held on the first Wednesday after 31st March as well as the dates of at least four Committee Meetings to take place during the year.

PR Officer

To prepare pre and post publicity reports on the activities of the Club and submit these in the required format to the local Press, the RSGB and other Radio Publications as appropriate.

To arrange for pictures to be taken of such activities and events to accompany the reports and for use on the club website and records.

The objective being to give the Club as much publicity as possible.

Outside Events Manager(s)

To coordinate the organisation and running of Outside Events planned by the Committee. This will involve arranging station managers for the particular event, internal and external publicity (in conjunction with the PR Officer), equipment requirements, operators, logs & QSL cards along with plans for installation and dismantling. If the event is both a contest station and outside event they will work in conjunction with the contest coordinator(s).

The following roles may be allocated to an Officer, Committee Member or to a general club member working in liaison with the Committee.

Bright Sparks Co-ordinator(s)

To arrange publish and coordinate a suitable programme for the younger Members of the Club known as 'Bright Sparks', and enlist assistance from Members having the essential credentials for working with children. Programme to be agreed with the Chairman. (Due to the number of Bright Sparks and the need for "One to One" tuition it may prove necessary for two Members to take on this role.)

Contest Sub Group Coordinator

To coordinate the NARC entry in the club based contests in which it has been determined that the club will participate. Ensure that any formal registration is made and that logs are submitted in time. Arrange the provision of contest training as required.

To plan dates and venues for all three levels of Licence courses and examinations. To publicise courses in advance, collate names for each level, distribute and collect Application Forms and the appropriate fees and pass these to the Examining Authority.

To book premises for courses and exams and arrange for independent invigilators to be present at the time of the Examinations.

To liaise with the Examination Secretary, plan course timetable and content and engage competent instructors and assistants to cover each part of the Syllabus and practical assessments.

To ensure that all trophies are returned from previous winners within at least two weeks before an AGM and that they are clean and undamaged. To ensure that the names of winners are recorded on the NARC trophy register.

To ensure that a suitable stock of QSL cards is maintained for general club use and events and available for Club station operation or outside events and that, where possible, are written during Despatch of cards regularly to the RSGB bureau.

Ensure that stamped addressed envelopes are maintained with the appropriate sub-bureau for receipt of incoming cards, cost of stamps will be reimbursed by the treasurer.

To send out QSL cards in response to those received.

Inventory Manager and Club Station Manager

To compile and maintain an inventory of all equipment owned by the Club along with its location.

To control the Equipment Loan System and ensure that the rules for loans of equipment are complied with and that it is returned complete and in good condition.

To ensure that the Club Station is opened and locked appropriately at club meetings. Also to oversee correct operation of the station and arrange instruction where necessary.

To maintain the Club Web Site with reports on Club activities and other information pertinent to the running of the club and Membership.

To ensure that wherever radio equipment is being used by the Club appropriate steps are taken to prevent accidents to Club Members, the Public or damage to property. At such times a "Risk Assessment Form" will be completed prior to the event.

General - All officers and members of committee

Ensure that rooms are ready for meetings as appropriate by enlisting help of members with chairs, tables, catering and AV facilities etc as appropriate.

Ensure everyone who attends a NARC meeting signs in and, if appropriate, pays the door fee

Ensure any visitor or new member is welcomed and looked after at all times, introduced to officers and members of the club who have similar interests.

Help ensure smooth running of both informal and formal club meetings and events, guiding members on what is happening and where, setting good examples of conduct and dress code.

Ensure young people are adequately supervised at all times by their parent/guardian(s) and other

Actively promote and enlist support for club meetings, activities and events amongst the membership in person or on-air ensuring photos and details of events are collated and passed to the PR officer for pre and post publicity