

## **NARC Committee Meeting, 19.00hr, 16<sup>th</sup> June 2022**

ONLINE

### **Minutes**

#### **Attendees**

**M0LJD, M0NKR, G7PQF, G0MQG, G3PDH**

**G7URP, G0DWV, G0KYA, G3LDI, G3YLA**

#### **Agenda**

##### **1) Apologies for Absence:**

**M0UKS, M0SYW, M0UJD**

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

**Proposed G7URP Seconded G0KYA**

##### **3) Matters Arising**

###### **Fixing antennas at the school – Steve**

The HF station was reinstated and antenna issues have been found, needs looking at. Access needs to be arranged with the school, David to research with school, Steve Broom to be approached.

##### **4) Committee roles**

New committee - Roles and responsibilities

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

###### **Committee Roles**

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

Contest Sub Group Coordinator G3PDH, G3LDI

Examination Secretary G7URP

Lead Instructor M0JKB, G7JTZ

Trophies Manager	M0NKR
QSL Manager	M0NKR
Inventory and Club Station Manager	G0MQG, G3PDH,
Webmaster	G0LGJ
Safety Officer	M0UJD, M0SYW ?

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

G3YLA was asked to help with ideas and help co-ordinate Practical demos as and when scheduled, named Discussion group or Round table.

### 5) Örstead email – Roger

Is a North Norfolk wind farm with a substation very close to Rogers QTH. An email has been received informing us of their plans. One other person has replied to Club Newsletter asking for other people this may effect, David Cook M7BLX and Roy Peakit G8IXM.

David G7URP contacted the RSGB to advise them of the potential interference that could result, NARC were asked by RSGB for two points of contact for future help. Mike G8EEY and Tony G0MQG.

From club records it appears that G0HQJ, G8IXN, M0GMK, G7KBF are in the area of concern.

### 6) Events:

**Barford Help** - G3PDH, G0KYA, G0TZQ, G0LGJ, M0UJD, G3LDI and G3YLA CW, Sarah 2E0GTE, M0UKS XYL for catering with G0LGJ. M0LJD maybe. G0TKK offered help too.

Open Staff 07.30, Traders 8am

**Radio By seaside** – All planned, Louise the owner of the café is a point of contact should anyone have any issues with access. Warn people of low height access due to a barrier, Cliff edge also cordoned off.

**Coach to Hamfest** – David is investigating the Coach cost but wonders if it can be a viable project, with fuel costs and rising living costs. There will probably need to be a significant number sign up, to make it viable.

**Weeting-** M0NKR, M0LJD will be coordinating this over the three days.

### **Lighthouse day at Happisburgh-**

G3PDH to approach the Lighthouse regarding putting on the SES event, as with limited access the tower visits may clash with our event.

## **7) Updating of the trophy – G7URP**

One trophy appeared to be missing a number of names, cost were investigated with a quote of £56.

This has prompted a review of all club trophies to see if there is a need or indeed it's a worthwhile thing to undertake. Namely the FOXHUNT one, last updates in 2014. Once updated the cost could be low £12 per year was mentioned. Voted on and agreed that this trophy to be updated to current.

G3PDH advised that at a previous committee meeting it was decided not to update, however this was reviewed and the above decision made. NO other trophies will be updated.

Any awards will be backed up with a certificate from NARC, Jim suggested an Honours Board on the website as a lasting feature, everyone was in favour of this.

## **8) Getting Loan Service running again**

Getting shack up to date, we also need to do a stock take of equipment and where it currently is.

G3PDH and G0MQG tasked with reviewing the whole process. Where what and to whom it was loaned, Mark advised the club website list is current and correct, this needs to be confirmed.

We need to advertise the laon service existence to both old and new members.

David to include this within a newsletter once the above updating has been done

Jim suggested a visible waiting list with a period attached to loan items, on the website.

## **9) Membership – Mark**

Updated us on the current numbers

217 members

17 haven't renewed from last year.

Will need to look at the economics for the membership fee. School costs are the main driver for the club membership costs. Currently the cost is half of what it was previously, but as we return to holding school evenings these cost will rise. David to investigate likely rises from the school later in the year at their annual review.

## **10) Accounts 2022 and current.**

Appendix below

## **AOB**

G0MQG- Advised the he attended the table top sale with Equipment sold on behalf of G4IAO SK and raised £145.00. Money to be donated to Alzimers research.

Mark advised that the club Newsletter email was opened by 60% of the recipients, this however does not mean that they read it..

SSB field day to be at the field behind DCP , Andy Chris to organise.

Andy advised that a past member M0CNP David Edwards became SK recently, David to try to include something in next newsletter.

Foxhunt evening, help needed to run the club that night. At least 2 Committee members present

M0LJD and G0MQG offered, M0LJD to collect badges from the till to take to Barford.

### Next Meeting date

As and when required

Meeting Closed 20.50

Appendix:

# NORFOLK AMATEUR RADIO CLUB

PREPARED AND SUBMITTED BY HON.TREASURER Mark Taylor G0LGJ

Correct as

16/06/22 12:13

YEAR ENDING 16<sup>th</sup> Jan 2022

YEAR ENDING 16th Jan 2022

## INCOME

Membership 2022	£431.00
Paypal Subs 2022	£87.36
Admin	£18.00
Clothing	£56.80
Donations	£10.00
Tuck Shop	£34.23

## EXPENDITURE

Paypal Fees	£6.11
Chq Charges	£3.20
Account Fee	£15.00
Admin	£681.45
Badges	£16.95
Clothing	£55.80
Donation	£25.00
School Hire	£185.63
Tuck Shop	£95.26
C-19	£28.09
Float	£20.00

TOTAL £637.39

TOTAL £1,132.49

EXCESS OF INCOME OVER EXPENDITURE -£495.10

# NORFOLK AMATEUR RADIO

<u>2021/22</u>	<u>YEAR ENDING 16<sup>th</sup> Jan 2023</u>	<u>2022/23</u>
£8,150.00	FIXED ASSETS COVERED BY INSURANCE	£8,150.00
<u>£8,150.00</u>	<u>SUB TOTAL</u>	
	<u>BANK ACCOUNTS/PETTY CASH</u>	
£261.81	Treasurer's (Cheque) account	£116.12
£14,751.70	Instant access account	£14,003.50
172.84	Pay Pal	£262.14
	Float	£20.00
	Mark G0LGJ Petty Cash	£64.23
	Barford Petty Cash	£500.00
<u>£15,186.35</u>	<u>SUB TOTAL</u>	<u>£14,965.99</u>
<u>£15,013.51</u>	<u>NET WORTH</u>	<u>£14,381.76</u>

## NARC Officers

Hon Treasurer Mark Taylor G0LGJ.....

Hon Chairman D.Palmer G7URP.....

## Accounts Audited & Verified By

Auditor No1 K Belton G4NRL.....

Auditor No2 S Hall 2E1GTE.....

## **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