

JCARC Board Meeting Minutes

January 6, 2025

Zoom Meeting called to order at 7pm by Dick Illman AH6EZ, President

Board members:

Dick Illman AH6EZ, President

Mark Saran K7DK, Vice-President - Absent

Robin Amundson WA7CPA, Treasurer

Cherel Lopez KK7KRS, Secretary

Rich Hill N7TPR, Director

Andy Stockton, K7AHS, Director

Randy Davis KC7SCL, Director

Also present: Adrian Smith K7RJS, JCARC Webmaster

December 4, 2024, minutes approved.

President Report: Dick AH6EZ

- Expectation is June for Fire Dept to vacate CGFH premises as their lease expires. Will chairs and tables go away at that time? Emily, a volunteer inquired if we needed space to meet at any fire stations? Possibly 1st Wed, 7-10pm and 3d Sat session. Dick to contact Emily.

Club Correspondence:

- Cape George Colony Ad hoc committee chair Judy Caruso and Dick have communicated about our "library", the club's desire to use upstairs storage room for new ham shack, and funding.

Treasurer Report: Robin WA7CPA

- MoneyMinder software is now \$300 Per year. Robin initiated a free trial this past month to see if it was viable for the club. After producing multiple reports, she feels while it doesn't offer everything, it is the best pick for this club's needs and provides required financial accounting. The \$300 is over the \$200 limit for board purchases without membership approval. Trial ends on 1/11/25, so this needs to be put to members at general meeting.
- Robin clarified that while we have a non-profit status with the State of WA, we are not a 5013C non-profit with the IRS. As a nonprofit the IRS expects us to annually file a 990N return online directly to the IRS. This filing has never been done. Robin will do an initial filing and deal with IRS on any issue the initial filing may trigger.
- The club has a history of being late in its Washington SOS filings (different matter than IRS) many times and as a result has incurred unnecessary reinstatement fees. The club status as active was reinstated with SOS in November. Robin filed paperwork to change the club mailing address, drop the last treasurer and add herself, the current treasurer, to SOS records.
- Robin created a new groups io, called BoardW7JCR for easier communication between board members. She compiled a year-end Treasurer's Report, a 2025 draft budget, and other supporting reports and uploaded to the site. Cherel KK7KRS motioned to accept the Treasurer Report with other documents posted on BoardW7JCR groups io. It was seconded and motion passed unanimously.
- Robin will be devising new cash handling procedures for dues and 50/50 drawings.
- Robin shared a PowerPoint to illustrate her Treasurer's Report.

Membership Report:

- Approx. 43 paid members currently.
- New members receive special QSL card welcome & name badges

Website: Adrian K7RJS

- The website is hosted by WordPress, and a lot of the functions that would make the experience easier and more effective for both the webmaster and members need additional plugins. This requires an upgrade to the Pro version. Adrian outlined some of the features. Robin motioned that we upgrade to a WordPress Pro license with specific plugins for a recurring annual fee of \$102. Randy KC7SCL seconded. Motion passed unanimously. Robin WA7CPA motioned that we purchase other specific plugins for a one-time fee of \$98. ChereL KK7KRS seconded. Motion passed unanimously.
- Adrian shared his goals for the website with the board. He created a Google doc and merged various sets of data which should make tracking members and dues much easier. The secretary will have access to send bulk reminders or other communications. All board members will have a password and access.
- New WordPress options will allow him to embed payment options in the membership form.

Committee Reports:

- CGFH- Excess equipment has been sorted and made available to members. Hamandhifi.com is scheduled to assess items. Remaining items will be taken to Puyallup Ham Fest.

Old Business:

- Club badges status. Rich sent out another e-mail blast opportunity for members to request a badge. Delivery has been impacted by holidays.
- Discussed ways to increase participation of members.

New Business:

- Club storage items have been moved from Jean/Archie barn to CGFH.
- Should we establish the following committees? CGFH, By-Laws (last version 2016), Field Day, Audit, and Nominating (currently exists but should start earlier in year). Robin WA7CPA motioned to establish all above mentioned committees. Rich N7TPR seconded. Motion passed unanimously.
- Should we have liability insurance through ARRL? Discussed merits and what is covered. Robin WA7CPA motioned to purchase an annual \$1,000,000.00 policy for \$200.00. Andy K7AHS seconded. Motion passed unanimously.
- Discussed moving the PO Box to Port Townsend. More convenient for treasurer and secretary to pick up mail, also lower cost. Andy K7AHS motioned to move PO Box from Chimacum to Port Townsend. Randy KC7SCL seconded. Motion passed unanimously.
- Discussed next 50/50 drawing. Dick purchased 5 ARRL calendars to give away. Randy has a microphone as well.
- Dick asked ChereL to go through older binder and membership rosters to gather information about members through last 10 years.
- Club organized trip to Connections Museum would be on a Sunday. Reserve? Dick to research.

Meeting adjourned: 9:27pm

Next Board meeting: Monday, February 3, 2025 @ 7pm on ZOOM

Respectfully submitted,

ChereL Lopez KK7KRS
JCARC Board Secretary