



Peterborough Amateur Radio Club

Minutes

Date:	March 5, 2024	Time:	7:30	Location:	Otonabee Valley Public School's Library, 580 River Rd S, Peterborough and Zoom
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Contents					
1.	Call to order / Attendance	2.	Last Meeting Minutes	3.	Officers reports
4.	Committees & Appointees	5.	New Business	6.	Closing Motion
7.	Non Business	8.	Appendix		

Call to Order				
Item	Subject			
1.0	Call the meeting to order at 7:30pm			
Attendance				
Item	Total Attendees: 28			
1.1	VE3PQX, Paresh VA3FZZ, Ted VA3ET, Don VE3PTA, Steven VE3AVA, Jordan VE3EMA, Harmen VA3OMW, Martin VE3YCL, Clay	VE3IRK, Nina VA3CN, Jerry VA3GPK, Gary VE3IQZ, Rick VA3NW, John VE3RKY, Richard VA3BB, Barry VE3RWN, Randy	VE3NSI, Brain VE3IEL, Bob VA3IX, Terry VE3BSR, Don VE3KBI, Paul VE3XOE, Jon VE3BLM, Barry VE3HCP, John	Guest: VE3TKE, Derek Shaun Pat Greg
Verify that we have Quorum (30% of membership present) 46 Members in good standing. 14 members to make Quorum				Quorum is met

Meeting		
Item	Subject	Action
2.0	Motion No. 1 to accept the Minutes of the February 6th 2024 Meeting.	Motion 1st: VA3CN 2nd:VA3FZZ Carried:

Item	Subject	Action
3.0	<p>Officers reports President, Clay VE3YCL : Thank you everyone for joining us tonight.</p> <p>We are moving ahead with complying with the new Ontario non profit organization laws, and so far we have received the key access to our file on the ministry website, and directors, and officers have been updated for the last 6 years. We continue forward with collection of documents, and filings to comply with this new law and we have until mid october to complete it.</p> <p>VE3BUY and VE3APL have been transferred and updated to be registered as club calls, to ensure they can be used by the club for many years to come.</p> <p>VE3RB is getting many praises, and I just wanted to thank the tech team for their hard work.</p> <p>My first meeting as president will be a busy one. We have a lot to cover tonight. I have asked the president of North Shore ARC to join us tonight, there will be a discussion with him at the end of the meeting. If you are joining this meeting via zoom we kindly ask that when there is voting you have your camera on so we can count your vote easily.</p>	Information
3.1	<p>Officers reports: Vice President, Martin VA3OMW: The board has been very busy establishing a priority to do list. A top priority has been to make sure the club is compliant with new government rules and also to make sure we are compliant with our requirements stated in our purposes and articles of incorporation</p>	Information
3.2	<p>Officers reports: See appendix 9.1 for Treasurer Financial Report Treasurer, Randy VE3RWN: Read over the the Treasurer Financial Report Members in good standing: 46 Members are not in good standing: 26</p>	Information

Item	Subject	Action
3.3	<p>Officers reports: Secretary, Jon VE3XOE: Good evening everyone. Last month I received a box with documents, newspaper articles and pictures. I have been scanning the newspaper articles and pictures in. Adding captions to the images that includes the event and the people who are in the pictures. This way the documents and images are digitized and uploaded to the cloud server.</p>	Information
3.4	<p>Officers reports: Activities Report Jerry VA3CN has resigned from Activities No activity report this month</p>	Information
4.0	<p>Committees & Appointees Reports: Repeater Trustee & Tech Team, Rick VE3IQZ & Harmen, VE3EMA: Rick: VE3RB is doing better than expected. It was heard from HWY 401 and Bellville. Thank you to Steven VE3PTA for repairing the repeater.</p>	Information
4.1	<p>Committees & Appointees Reports: Professional Loafers (PL) Net, Nina VE3IRK: The net is looking for more net controllers, contact Nina if anyone is interested. The net is going well and receiving compliments from people all over the world.</p>	Information
5.0	<p>Election of Activities Director: Jordan VE3AVA was acclaimed as Activities Director Motion No. 7</p>	<p>Motion 1st: VE3BLM 2nd: VA3CN Vote: Pass</p>
5.1	<p>New Business Motion No. 2 Appointment of Education Coordinator - Clay See appendix 8.2</p>	<p>Motion & Vote</p>
5.2	<p>Motion No. 3 Appointment of Quartermaster - Clay See appendix 8.3</p>	<p>Motion & Vote</p>
5.3	<p>Motion No.4 Appointment of Assistant Treasurer - Randy See appendix 8.4</p>	<p>Motion & Vote</p>

Item	Subject	Action
5.4	Motion No. 5 Banking Resolution - Randy See appendix 8.5	Motion & Vote
5.5	Motion No. 6 Technical Committee - Martin See appendix 8.6 Question: Can a member assist with the Tech committee on jobs and tasks? Answer: Yes, a member can.	Motion & Vote
5.6	FundRaising Program - Matching Donations See appendix 8.7 Proposed Finding for: <ul style="list-style-type: none"> - Buy the VE3RB repeater which is on loan from VE3RWN for \$3,000 or buy from a reseller - Lawyer from Toronto to lookover the bylaws for \$500 - Update the bylaws Comments: <ul style="list-style-type: none"> - Quinte Amateur Radio Club has a lawyer - RAC has a Lawyer, but after talking to them it's not doable A few Members gave donations at the meeting. Anyone who wishes to donate contact Barry at bjirisheyes@yahoo.ca	Discussion
5.7	Membership Committee Has been deferred to next meeting	Discussion
5.8	Link repeater VE3TJR to local repeaters Linking the VE3TJR repeater requires an internet connection. Members will be able to unlink the repeater by the use of their radio and code. The repeater will relink after a set amount of time.	Discussion
5.9	Hamfest Committee - Derek, VE3TKE Derek from the North Shore Amateur Radio Club (Oshawa) joined the meeting via Zoom, to discuss a proposed partnership with PARC on organizing a Hamfest in the fall. Form a committee of members from both NSARC and PARC. Location somewhere in between the two clubs. Also it was mentioned the two clubs could participate in events together as both clubs are in close proximity to each other . example; fox hunts Durham Hamfest is April 20th.	Discussion

<p>5.9 Cont</p>	<p>PARC Members who are interested on being part of the committee are: VA3NW, VE3IQZ, VE3RKY & VE3XOE</p> <p>Comments that were brought up; The Orono fair ground may be a good spot. A Venue should be booked as they may book up.</p> <p>RAC insurance will cover the event</p> <p>Dates to avoid: Oct 5-6, Head of the Trent Regatta Nov TBA, Markham Hamfest</p> <p>Approximate Financials Gross Income: \$4,200 Room Rental: \$1,500 <u>Expense: \$1,700</u> Net Income: \$1,000</p>	
<p>5.10</p>	<p>Call for other new business from the floor VE3RKY</p> <ul style="list-style-type: none"> - Would like to start an Elmer program to help new hams. - Start a advanced amateur radio and a continuous wave course 	<p>Discussion</p>
<p>5.10</p>	<p>General Notes: <u>Email addresses:</u> To reach all the board members: board@ve3pbo.ca President - president@ve3pbo.ca Vice President - vice-president@ve3pbo.ca Treasurer - treasurer@ve3pbo.ca Secretary - secretary@ve3pbo.ca Activities - activities@ve3pbo.ca The above emails will be sent to the current board members. Email's can be sent the board and committee members through the club's web page https://ve3pbo.ca/contact/</p> <p><u>Google Workspace</u> The club has access to Google Workspace at no charge as the club is a non-profit organization. The benefit of this is; domain email addresses, video conferencing, cloud storage, word processing software, document sharing and it is free.</p>	<p>Information</p>
<p>5.11</p>	<p>50/50 Draw Pot: \$41 Winner: VE3PTA Steve, \$20.50</p>	<p>Information</p>

Item	Subject	Action
6.0	Motion No. 8 to adjourn the business meeting of the club Time: 8:46 pm Next Meeting: April 2 2024	Motion 1st: VA3GPK 2nd: VE3IQZ

Item	Non Business portion of meeting	
7.0	ARES Report, Harmen, VE3EMA:	
7.1	Kawartha Packet Group Report	
7.2	Fleming College ARC Report	
7.3	Interesting Presentation to Club: AREDN Demonstration	
7.4	Paul VE3AXT is moving. Equipment is available contact paulc45@gmail.com	

Item	Subject	Action
8.0	The following are appendix to the meeting: 8.1 Treasurer Financial Report 8.2 Motion No. 2, Appointment of Education Coordinator 8.3 Motion No. 3, Appointment of Quartermaster 8.4 Motion No. 4, Appointment of Assistant Treasure 8.5 Motion No. 5, Banking Resolution 8.6 Motion No. 6, Technical Committee 8.7 FundRaising Program - Matching Donations	Attachment

Secretary Signature

Rev 2 changes:
Fix Gary VA3GPK name on item 8.4
Fix Jerry VA3CN name on item 3.4 & 8.3

Appendix 8.1

PARC Monthly Treasurer's Report

PETERBOROUGH AMATEUR RADIO CLUB

Balance on Hand: 1/31/2024 \$ 3,009.84 (Chequing+GIC+Petty Cash)

Actual

ACTUAL RECEIPTS Donations & Fundraising 519.80 519.80 Other Income - -
Monthly Actual YTD
Membership Dues 80.00 736.50 50/50 Draw 25.50 25.50
TOTAL RECEIPTS \$ 625.30 \$1,281.80 ACTUAL EXPENDITURES

<i>Repeater Parts & Repairs</i>	<i>Mailbox Rental (UPS Store)</i>
<i>Internet Service (VE3PBO, Nexicom) Meeting</i>	<i>Other Expenses</i>
<i>Room Rental (KPRDSB)</i>	143.62 369.61 62.09 124.18 - 34.92 5.18 8.93
<i>Bank Fees and Service Charges (ScotiaBank)</i>	519.80 519.80 - -
TOTAL EXPENDITURES \$ 730.69 \$1,057.44	

Balance on Hand: 2/29/2024 \$ 2,904.45 (Chequing+GIC+Pey Cash)

Members In Good Standing: 46 Members In Poor Standing: 26
(2 months grace, then cancelled at 3 months)

Submitted By:
Randy Neals VE3RWN, Treasurer

Appendix 8.2
PETERBOROUGH AMATEUR RADIO CLUB
MOTION TO APPOINT AMATEUR EDUCATION COORDINATOR

Whereas the Peterborough Amateur Radio Club was incorporated in 1977 with three objects, one of which is *“To advance Amateur Radio as a hobby by providing members of the Corporation, aspiring to participate in that hobby, training in basic radio theory and the International Morse Code”*,

And whereas that mission of training and education is as important today as it was in 1977 and is critical that the club have a coordinator to manage Amateur Education and Volunteer Examiner services in our geographic area.

Therefore, I so move that **Richard Baker VE3RKY** be appointed as the Amateur Education Coordinator for the Peterborough Amateur Radio Club effective immediately and continuing until the next PARC Annual Meeting, and that this appointment may be extended annually by vote of the Board of Directors, and that the President is authorized to sign the ISED-ISDE3841: Accredited Amateur Examiner Application Forms recommending Richard Baker VE3RKY, and Randolph Neals VE3RWN to ISED as Accredited Amateur Examiners (VEs) for the Peterborough area.

Duties of Amateur Education Coordinator:

Will be the Chairperson of the Education Committee
Will have authority for appointing the Education Committee
Will have authority for appointing Instructors
Will have authority for booking Venues to host courses
Responsible for Organizing all Club Education activities
Responsible for running or appointing others to run all club courses

Procedure:

Motion Moved by: Clayton Youmans VE3YCL, President

Motion Seconded by: **VE3BSR, Don**

Motion Voted On: **YES**, All in favor or results of recorded vote: **PASS**

Appendix 8.3
PETERBOROUGH AMATEUR RADIO CLUB
MOTION TO APPOINT QUARTERMASTER

Whereas the Club has a growing list of equipment and assets to track and manage and that we need a logistics-focused member of our club, serving as the primary point of contact for managing the club's assets and resources. With a keen eye for detail and excellent organizational skills, the Quartermaster is responsible for keeping track of all assets, equipment, and supplies needed for our club's activities, including Field Day equipment. They work diligently to ensure that our equipment is serviceable, stored well, and members generally have everything they need to carry out their tasks effectively.

Therefore, I so move that **Nick VA3NPW** be appointed as Quartermaster for the Peterborough Amateur Radio Club effective immediately and continuing until the next PARC Annual Meeting, and that this appointment may be extended annually by vote of the Board of Directors, and

That the Duties of Quartermaster are:

Shall be responsible for maintaining accountability for all PARC physical assets.

Shall keep an accurate inventory of equipment in an online spreadsheet.

Shall work with club members to identify storage locations for the club assets.

In the event no member will store club assets, the Quartermaster will bring forward to the board a recommendation for commercial storage options, and/or a plan for disposal of the assets.

Shall be the point of contact (POC) for all equipment donations to PARC.

Procedure:

Motion Moved by: Clayton Youmans VE3YCL, President

Motion Seconded by: **VA3CN, Jerry**

Motion Voted On: **YES**. All in favor or results of recorded vote: **PASS**

Appendix 8.4
PETERBOROUGH AMATEUR RADIO CLUB
MOTION TO APPOINT ASSISTANT-TREASURER

Whereas the bylaws of the club permit the Treasurer to “solicit assistance from the membership at any time in the performance of their duties.”,

and whereas the Ontario Not-for-Profit Corporations Act, 2010, S.O. 2010, c. 15 provides that:

42 (1) Subject to the articles or the by-laws,

(a) the directors may designate the offices of the corporation, appoint officers, specify their duties and delegate to them powers to manage the activities and affairs of the corporation, except powers to do anything referred to in subsection 36 (2);

and whereas retired Treasurer Barry Monaghan VE3BLM has been the Treasurer for the club for twenty plus years, has considerable knowledge of club financial practices, and has agreed to act in the capacity as Assistant Treasurer, and Officer of the Club.

Therefore, I so move that Barry Monaghan VE3BLM be appointed as Assistant Treasurer and Officer for the Peterborough Amateur Radio Club effective immediately and continuing until the next PARC Annual Meeting, and that this appointment may be extended annually by vote of the Board of Directors.

Duties of Assistant Treasurer are:

Assist the Treasurer in execution of duties as Treasurer as identified in Section 9 of the Club Bylaws, including as an officer of the club permitting Barry to sign cheques drawn on the club bank accounts.

Procedure:

Motion Moved by: Randy Neals, VE3RWN, Treasurer

Motion Seconded by: **VA3GPK, Gary**

Motion Voted On: **YES**. All in favor or results of recorded vote: **PASS**

Appendix 8.5
PETERBOROUGH AMATEUR RADIO CLUB
BANKING RESOLUTION

Whereas the Bylaws of the Club are silent on banking business of the corporation, and the present board of directors has limited knowledge of historic banking resolutions made by the club;

and the new Ontario Not-for-Profit Corporations Act, 2010 increases the diligence with which the Board of Directors must conduct the affairs of the club;

and financial controls are an important tool in ensuring accountability with the goal to be as prudent as possible, while at the same time enabling the club to operate efficiently, utilizing electronic payments technology;

And by passing a motion confirming the existing banking relationship, we would aid in transparency and accountability of club financial affairs for members, clarify the signing limits and authorities of club officers and provide a documented record to the bank supporting the banking arrangements approved by members.

Therefore, I so move that the banking business of the Peterborough Amateur Radio Club be continued at the **Bank of Nova Scotia (Scotiabank) located at 111 Hunter St W, Peterborough, ON K9H 7G5**, and;

that the Treasurer and Assistant-Treasurer shall work with Scotiabank to ensure that the checking account and an investment or high yield savings account in the name of the club have low monthly fees and good interest rates, and;

that the banking business or any part of it shall only be transacted by an officer or officers of the Peterborough Amateur Radio Club with the following authorities.

Cheque Signing Authority

In respect to all of the club's bank accounts, the following are designated signing officers of the Peterborough Amateur Radio Club:

Treasurer

Assistant-Treasurer

President

Vice-President

Signing authority is as follows:

For amounts of \$500 or less one signature is required

For amounts over \$500 two signatures are required

Electronic Funds Transfer Approval Authority

In respect to all of the clubs's bank accounts, the following are authorized to approve electronic funds transfer (EFT) transactions:

Appendix 8.5
PETERBOROUGH AMATEUR RADIO CLUB
BANKING RESOLUTION

Treasurer
Assistant-Treasurer
President
Vice-President

Signing or electronic approval authority is as follows:

For amounts of \$500 or less one signature or electronic approval is required

For amounts over \$500 two signatures or electronic approvals are required

Procedure:

Motion Moved by: Randolph W Neals, VE3RWN, Treasurer

Motion Seconded by: **VA3GPK, Gary**

Motion Voted On: **YES**. All in favor or results of recorded vote: **PASS**

Appendix 8.6
PETERBOROUGH AMATEUR RADIO CLUB
MOTION TO APPOINT TECHNICAL COMMITTEE

Whereas the Club has a growing technical infrastructure including several repeaters, linking systems, Internet equipment and backup power systems, and multiple skill sets are now needed to maintain the clubs technical infrastructure.

Therefore, I so move that the Peterborough Amateur Radio Club form a Technical Committee that will be chaired by the Repeater Technician and other members as listed below, and that these appointments to the Technical Committee are effective immediately and continuing until the next PARC Annual Meeting, and that this appointment may be extended annually by vote of the Board of Directors.

The Primary Responsibilities of the Technical Committee are:

1. Monitor the repeaters and other club infrastructure for proper operation.
2. Investigate reports of poor operation.
3. Arrange emergency repairs in the event of a failure.
4. Arrange monthly equipment checks.
5. Assist with site maintenance as needed.
6. Action club infrastructure projects.
7. Hold regular virtual meetings to discuss state and maintenance of club owned infrastructure.
8. Assist the repeater technician to prepare the annual "Repeater Budget" which provides funding for repairs and maintenance.

The following Members are appointed to the Technical Committee:

Rick Page VE3IQZ (Repeater Technician and Chairperson)

Harmen Minnema VE3EMA

Clay Youmans VE3YCL

Randy Neals VE3RWN

Rick Baker VE3RKY

Procedure:

Motion Moved by: Martin Ackerman VA3OMW

Motion Seconded by: **VA3FZZ, Ted**

Motion Voted On: **YES**. All in favor or results of recorded vote: **PASS**

Appendix 8.7
PETERBOROUGH AMATEUR RADIO CLUB
2024 FUNDRAISING PROGRAM

The Club has just one source of income which is Club Memberships. Membership have declined from the historic highs of the 90's, and this leaves the club with a very modest income.

The club operates in a geographic area between the North Shore Amateur Radio Club in Durham Region, and the Quinte Amateur Radio Club in Hastings County. PARC is a regional radio club with members from Peterborough City, and across Peterborough County, as as other clubs have folded, we have gained members from Northumberland County and Kawartha Lakes.

There are two major expenses facing PARC this year.

1. The **VE3RB "Peterborough County" Repeater** has only been operational for just a few weeks, but is already proving itself to provide extremely good wide area coverage.

To make VE3RB a permanent PARC resource, the club will need to purchase a multicoupler filter system and a commercial repeater. The current VE3RB multicouplers and repeater are on loan to PARC from Randy VE3RWN.

We have a quote for JAG-RF for refurbished multicouplers for \$3,000 plus taxes.

2. The **Ontario Not-for-Profit Corporations Act, 2010** is a new law that replaces the former Corporation Act in Ontario, and this requires that PARC update its articles of incorporation, by-laws and board structure to comply with the now in-force and active law. The new act is 84 pages of legal text, and we feel that a financial reserve may be needed to fund consultation with a non-profit specialist lawyer so we get this done properly. Our first email exchange with a local Peterborough Lawyer suggests this may costs about \$2,000

Proposed 2024 Donation Program:

Our goal for the 2024 Donation Program is a total of \$6,000 with the two items above being the primary purposes for raising funds.

A club member, who wishes to be anonymous, has proposed that PARC run a donation campaign where the anonymous member matches dollar for dollar, any donations made to PARC during the next 3 months.

This is exciting because if a club member donates \$50, the anonymous donor will match that with another \$50 and PARC will receive \$100.

While our goal of \$6,000 seems large, having up to \$3,000 of that goal come from the anonymous donor makes this very achievable for PARC to hit this goal.