

Meeting called to order by President Bundick at 3:38 PM on 2/6/2004.

Present: Ash-Poole, Bundick, Johnson, Kane, Lyngdal, McNabb

Absent: Barber, Gassaway, Rachor

Acting Secretary: Johnson

#### Administrative Matters

Motion to approve minutes of the Evansville Meeting – The minutes of the Henderson, KY meeting were approved after two corrections to the Trustee Committee Liaison list. (Motion by Johnson, second by Kane; unanimous).

#### 1. Member Needs and Concerns

- Teens Certifying L1

Neil Thompson's suggestion for a method to allow HPR certification by members younger than 18 was deferred to later discussion of the Sport Services Committee. (See below).

- Rocket Car Ad Policy Changes

Steve Lubiner requested an update to the Sport Rocketry advertising policy to address rocket cars. These aren't model rockets. The Board agreed that advertisements in and of themselves did not constitute an Association endorsement of products. However, to clarify this, a standard product disclaimer will be added to the Sport Rocketry masthead or advertiser index. John Lyngdal will also review rocket car packaging to insure that nothing can be construed from that packaging as an NAR endorsement.

- Membership Committee Proposals

Craig Saunders membership committee ideas and analysis was incorporated into the Strategic Planning Session held later in the meeting (see below).

- Frank Uroda Recognition

A request by Andy Waddell to recognize long time NAR member Frank Uroda's effort around the Discovery Channel Rocketry Challenge generated several suggestions and ideas. The President will look to follow up and arrange an award at NARAM in August.

- Changes in NAR Membership Pledge Language

David Erbas-White asked the Board to change the NAR membership pledge language to make clearer that members participating in other rocketry activities outside NAR sponsored and sanctioned events would not be subject to disciplinary action. The Board agreed that the pledge was not intended to limit members' non-NAR sponsored activity, nor to establish a basis for disciplinary proceedings. The pledge will be changed on printed and electronic applications to read:

By submitting this form, I pledge to conduct all my model and high power sport rocketry activities in compliance with the applicable NAR Safety Code.

The President will work with the Membership Committee and Webmaster to propagate the change.

- HPR Safety Code Clarification

John Lyngdal sought to modify the HPR safety code to make more clear that only use of commercially-made rocket motors NAR-Certified motor list was permitted. The Board first agreed to modify an NAR policy to make clear what engines are suitable for use on NAR ranges. (Motion by Johnson, second by

McNabb, unanimous vote). The policy regarding engine use reads as follows:

The NAR allows for use on its ranges, motors recognized as certified by the National Association of Rocketry (NAR), Tripoli Rocketry Association (TRA) and the Canadian Association of Rocketry (CAR).

Discussion around other safety code questions led the Board to direct the President to seek out NAR volunteers to begin a rewrite of the HPR Safety Code, and discuss and work to coordinate the effort with TRA President Dick Embry. The intent of the rewrite will be similar to the Model Rocket Safety Code rewrite. That rewrite reduced the size of the code by one third, but retained all elements in the previous version of the code.

- HPR Competition

Drake “Doc” Damerou proposed a set of potential HPR competition events, and agreed to continue work on them should the Board decide to proceed. After reviewing proposal details, the Board voted to create a Special Committee on HPR Competition (Motion by Ash-Poole, second by McNabb, 4-0-1, Lyngdal abstains) with Doc at Chairman, and John Lyngdal as Trustee liaison. The Board recommended the committee work to publish rules for altitude, Scale and Upscale events not later than the August 2004 Board meeting, report on initial response to the events in February 2005, with a final report with recommendations by February 2006. The special committee chair will be encouraged to move quickly and beat these deadlines if possible, in order to deploy the program.

## 2. Reciprocal HPR Certification Policy Changes

John Lyngdal presented a review of other national organizations and their HPR certification policies. After review the Board approved a policy change (motion by Lyngdal, second by Ash-Poole, unanimous) that the NAR will allow members of TRA, CAR, UKRA, and IMR to fly to their respective organizational limits on NAR ranges. The NAR website will be updated with this information. The NAR will also update to make clearer its standing policy to allow joint members of NAR and TRA to update their certification levels on NAR membership licensing using their TRA license as evidence of the level achieved.

## 3. Stine Lifetime Achievement Award

Three NAR trustees (Barber, Kane, McNabb) submitted a nomination for the second G. Harry Stine Lifetime Achievement Award. An insufficient number of Board members were present to consider the nomination. The President will submit the nomination to an electronic vote of the Board. Should the nominee receive sufficient votes, the President will present the award at the NARAM 45 Awards Banquet in August.

## 4. Membership Statistical Analysis

NAR membership has been statistically flat for 3 years. HPR certifications appear to be stabilizing, with members moving up into higher certification levels. A review of membership sources showed continued declines in kit stuffers received. The NAR website will be modified to clarify the “Miscellaneous” source code to capture a free form field to indicate where the member heard about the NAR.

## 5. Website Statistical Analysis

A comparison of statistics between April and December 2002 versus 2003 found increases in visit times and the number of people visiting 2 pages. It appears visitors now find information faster and easier with the revised navigation. The site needs additional graphical content, mainly photos to show the hobby in action.

To generate this content, a series of photo contests will be held to solicit member submissions. Six categories of photo entries will be solicited: High power rockets, families, competition, large group events,

Team America, and youth rocketry. The President will investigate the logistics of running this contest.

#### 6. Discovery Program Review

Membership growth from the Discovery Channel rocketry special was a function of increased traffic. Should additional TV opportunities present themselves in the future, the NAR would likely participate again.

[NAR Secretary George Rachor briefly joined us by phone from overseas at this point.]

#### 7. Sport Services - Junior HPR Certification

John Lyngdal presented a proposal for Junior HPR certification. After review, the Board delayed action until after our call with John Kyte (see below). Post that call, the Board asked Sport Services to recast the proposal to incorporate John's comments regarding possible impacts on legislative and regulatory issues. Sport Services will return a final plan for Board approval at the NARAM meeting. The preliminary plan is to develop a program similar to that used by the CAR. They insure that adults and only adults control the motor usage involved in both the certification and post certification flights to insure compliance with Canadian law.

#### 8. Needs Fixin' Survey Results / Section Demographics

Comparing the 2003 results to prior years, it appears S&T's quality measure has slipped to only average. Jack Kane will review the result with his committee. For the first time, Sections were asked to provide estimates of their non-NAR member populations and the size of external groups (e.g., Scouts, school groups, etc.) they serviced. Sections apparently have a 10:1 non members to member "service ratio". The following totals were collected:

Membership	Youth	Adult
NAR Members	108	541
Non-NAR Members	277	410
Outreach (37 groups)		
Total Serviced by Section	5,077	679
Average Group Size	137	18

Written comments on what's working, what's not, and what additional services members were interested in were used as part of the Strategic Planning session. The Board noted the strong TARC support and interest within clubs, the call for improving Level 2 test distribution, closer cooperation with TRA on joint issues, needs for improved communication, increased support and recognition of volunteers, and helping sections develop productive partnerships with those local groups they service. Follow-ups were assigned to committees as part of the Strategic Planning process.

[Meeting recessed for the evening at 11:10 PM.]

Meeting reconvened at 8:48 AM on Saturday Feb. 7 with the same members present as noted above.

#### 9. Financial Reports, Budget Review, Analysis and Allocations

NAR Treasurer Stew McNabb led the Board through two hours of financial review and analysis. Stew noted that the NAR's assets dropped \$66,000 in 2003 through a combination of expense increases, including postage, printing, insurance, and legal. He proposed a budget for 2004 that included cuts in Sport Rocketry expenses, improved collections of past due accounts, and shrinking the size of the Model Rocketeer. Additionally, the Board decided to delay any work on capital projects (ex: new computer hardware and software for HQ). While donations remained historically strong, Stew felt more money could be raised with a more intensive campaign. The President and Treasurer will work on this in the spring. After modifications, the 2004 budget was approved (Motion by Kane, second by Ash-Pool, unanimous)

showing a \$1,800 deficit for the year.

	<u>2004 Budget</u>	<u>Jan-Nov 2003</u>
Total Revenue	\$342,350	\$289,857
Expenses:		
Printing	\$157,050	\$173,617
Legal Expenses	\$70,000	\$66,816
Insurance	\$52,000	\$42,389
HQ Services	\$16,200	\$13,000
Awards/Trophies	\$11,900	\$3,855
Postage/Ship.	\$9,575	\$12,758
Phone/ISP	\$6,200	\$6,384
Other	\$21,225	\$37,870
=====	=====	=====
Total Expenses	\$344,150	\$356,689
Net Income	\$(1,800)	(66,831)

#### 10. Regulatory and Legislative Review - Executive Session.

[The Board entered Executive Session at 10:05 AM]

[The Board left Executive Session at 11:32 AM]

#### 11. Other Committee Reports

The Board accepted without comment the reports of the NFPA Representative, National Events, NARTREK and Contest and Records committees. A brief discussion was held on the economics of the Model Rocketeer newsletter production. Mark Johnson has been tasked with bringing cost estimates for 8-page issues from our existing printer in Wichita.

#### 12. NAR Standards and Testing

Where are we on triennial?

Where do we (Board) want S&T to be on ATF paperwork?

Where are we with respect to TMT integration? Can they meet at LDRS??

Committee Chair Jack Kane noted that at least one or two web sites are utilizing NAR S&T data with the copyrights and other identifying information removed.

The proposal by MIT to utilize our PDF-formatted motor test data sheets in its 'Open Courseware' program was discussed. The President objects to the contractual language as currently proposed by the university. The S&T Chairman will attempt to negotiate a revised contract removing the objectionable provisions, which included unrestricted resale rights of our data.

#### 13. Strategic Planning Process

The Board undertook a 8 hour strategic planning process that involved multiple steps. We did a historical timeline review, followed by a Strengths, Weaknesses, Opportunities and Threats analysis (SWOT). We then attempted to visualize what futures might exist for the NAR, then combined those three analysis task into a single effort to find themes. The themes that emerged were as follows:

- **Education** – NAR need to equal “rocket education”.
- **Growth** – As an organization, everything we do needs to get bigger, by an order of magnitude; if we have tens participating in something, we need to make it hundreds; if it's hundreds, we need to make it thousands.

- **Recognition** – At local, regional and national levels, we need to proactively recognize and support our volunteers in all program work they do.
- **Validation** – In terms of partnership activity, we need the affirmation of external entities that the NAR is a valuable contributor and trusted partner in aerospace.

Finally we attempted to synthesize all our work into tangible action plans within these four themes.

### **Education Themed Projects**

- Establish long term partnership w/NASA.
- Develop a feeder / foundation program for TARC
- Set TARC's future direction

### **Growth Themed Projects**

- Develop incentives for sections to promote NAR membership
- Develop and distribute NAR promotional materials for use by sections and individuals.
- Reorganize NAR Community Building Tools at Website
- Determine ways to market to female populations
- Develop a new kit stuffer program.
- Develop Prospecting Packet

### **Recognition Themed Projects**

- L3CC Members
- HPR Certifications
- TARC Volunteers
- Section Volunteers
- Contest Director
- Committee Chairs and Members

### **Partnership / Validation Themed Projects**

Determine partner candidates  
 Set goals for individual partnerships  
 Set strategy and begin work at TARC finals.

Individual action items were assigned to specific committees for follow-up. The Board will review progress and refine the plans at NARAM.

The next meeting of the NAR Board of Trustees was scheduled for 3:00 PM, Thursday, July 29, 2004, in conjunction with NARAM-46 in Virginia.

Motion to adjourn was made by Johnson, seconded by Lyngdal. The vote was unanimously in favor. The meeting adjourned at 12:05 AM on Sunday, Feb. 8.