

National Association of Rocketry Board of Trustee's meeting minutes
Kalamazoo MI
August 1, 2007

Present are:

Mark Bundick, Trip Barber, Vince Huegele, John Lyngdal, Joyce Guzik, Jennifer Ash-Poole, Ted Cochran, and George Rachor

Administrative Items

**Motion by Jennifer Ash-Poole / Seconded by Joyce Guzik
George Rachor shall be nominated to serve as NAR Secretary.
Motion passes**

**Motion by Ted Cochran / Seconded by Jennifer Ash-Poole
It is Moved that the minutes of the Rochester NAR Board meeting be accepted.
Motion Passes**

Member Needs and Concerns

Discontinue LAC Newsletter Award – Craig Saunders suggests elimination of the LAC Newsletter Award, since the Board ceased production of the Model Rocketeer. Newsletters are still important to club members per Cochran's story. The Board values communication within and between sections. Electronic newsletter distribution to judges might increase entries, given shifts to PDF distribution. President will coordinate with judges. Should we consider doing a newsletter archive as another means to encourage entries and build an Association resource? We would need a volunteer to coordinate and execute this. President will discuss with SAC.

Review Level 3 Certification Requirements Involving Electronics – This submission by Dean Roth and Brad Shay was referred to the Safety Committee.

Combine Junior and Leader Membership Classes – Randy Boadway suggested combining these classes. Currently, Leaders can vote, but Juniors can't. Only seniors can be section advisor. Implementation would require both a By-Laws amendment and HQ system changes. . To do this would require HQ software changes. The Board declined to proceed

Insurance Protection for NAR Volunteers – Bill Spadafora wanted to know the extent to which NAR insurance protect volunteers. President reviewed with agent, and volunteers are covered under the D&O coverage. President will check with agent about section leaders specifically, but believed they were covered as well.

Engine Certification List Policies and Operational Procedures – George Gassaway proposed changes to S&T's policies and procedures regarding engine certification announcements. S&T has access and control over this material at the website. Jennifer thinks Ed Pattison-Gordon (the S&T website person) needs additional access privilege to upload PDF. (President to follow up) We will review progress at next meeting as part of the policy manual review.

Votenet – The Board reviewed a proposal by Votenet to implement electronic voting in NAR election. Costs were slightly higher than mail distribution. Control and distribution of passwords would still require some mailing to members. The Board decided to stick with paper ballots for now.

ATF Review – Litigation status and strategy was reviewed in Executive Session.

Membership Statistics – Membership holding steady. Our relationship with 4H might be a new source of members.

Section Activities Committee – The Board met with SAC Chairman John Hochheimer, who provided a wide ranging report.

- a) SOTY changes – John suggests changing award to be for achieving benchmarks. It should not be a contest, but a recognition mechanism. Things to consider include outreach, membership, meetings, launch sites. We certainly need changes because we got about 12-13 applications vs. 102 sections. Should also tier the benchmarks to size, just as current award is sized. Growth of members is key; give recognition by categories vs. comprehensive single award. SAC will revise award, review by Board via email, and rollout by January 1, 2008.
- b) Access to Section Data – He’s plugged into the HQ process for section updates; 4-H wants 50 clubs, what resources should be made available, how to organize launch, find site, etc. When we send out renewal info, we’ll want to find a way to encourage folks to validate and return it right away. We should consider a second mailing if the first renewal attempt fails; this way we can keep track of clubs which might be “disappearing”. Electronic member access for sections is a need, but there’s potential for abuse with that distribution.
- c) Repeating Processes - We are asking for same / similar info multiple times, need’s fixing and SOTY both ask for the same, or nearly the same stuff. Fix this in renewal for 2008.
- d) Suggestions for needed “how to’s” as part of Section Manual update

- How to run a section meeting
- What to do to organize
- Timeline for section renewal
- Getting the site insurance, get new insurance
- What does NAR insurance mean
- How do you run a launch?
- What to look out for in a launch?
- What about communication methods?

FAA NPRM Analysis for NAR Response – President reviews suggestions, and will prepare the NAR response. There is lots of concern over 5 mile limit. Need to investigate TRA concerns and response.

Meeting is suspended until Saturday August 4th (Post NARAM).

Saturday August 4, 2007

Present are:

Stewart McNabb, Vince Huegele, Trip Barber, Joyce Guzik, Mark Bundick, Ted Cochran, Jennifer Ash-Poole, John Lyngdal, and George Rachor

Financial discussion

Financials – Todd is working on a “move up” strategy on ads, i.e. get folks who currently advertise on the back page to switch to bigger ads. For 2007, legal fund “borrowed” from general fund. Makes 2007 bottom line looks worse than it actually is. Committee finances: (a) SAC has large balance and should look to spend funds to help sections. John will consider options. (b) Education - Education has fund for funding both scholarship and grants (donations fund the teachers, general funds to scholarships); (c) Capital Fund – In 2007, \$400 for HQ from here plus \$250 for fax machine; (d) General Fund - Printing and postage increases will increase expenses a bit and is accounted for in the proposed budget. Insurance costs dropped slightly, but there were other factors, like the \$4,400 power line incident in Muncie at NSL. (e) Miscellaneous items – Budget includes a line item to reprint Rockets of the World if arrangements with the author can be completed. Stew estimated the cost to be \$12,000 - \$15,000. We also spent \$14,000 for member guidebook reprint. Going forward, Stew thinks it’s time for us to do some trend analysis on assets and balances, along with multi-year projects.

Motion by George Rachor / Seconded by Trip Barber

Move to approve the amended 2007 budget

Motion passes.

Committee Reports and Evaluation. The President reviewed Trustee input on committee evaluations in Executive Session.

NAR Education Committee – Vince Huegele reviewed a very busy Education Committee calendar. He reported extensively on his work with 4-H, which reaches 4 million + kids annually and has a list of 60,000 volunteers. State programs vary, but there are extension agent conferences where word gets spread about programs.

For our partnership, we want to touch 100,000 of those kids in 5 years. We will be trying to pipeline some of these kids into TARC. Additional future partnership resources include a rocketry guidebook, website with network of supporters of rocketry education, 4H training activities at regional conferences (train the trainer), a “package” to run a rocket range, one source for doing rocketry stuff needed to get started with these units being passed around after replacing consumables and joint launches.

The 30 day and 60 days goals mutually agreed to by NAR and 4-H for initial actions in the partnership were met. A follow-up August 13 meeting will be needed to push forward with both fundraising strategies and whether we attack a pilot vs. national rollout. The funding effort centers on the “Rocketry Club In a Box” with material about how to run a range and launch safely, a launch controller / pad(s) (reusable with future groups), rockets, motors and NAR promotional material.

In considering incorporating 4H and NARTREK, this would make use of existing resources, but 4H is more interested their program (club package) and also TARC involvement.

Vince has also put considerable effort into a rewrite of materials NASA had scattered around. The draft document is now 184 pages with material that incorporates motion, acceleration, velocity, and energy. The document was an outgrowth of an education workshop run at NASA Marshall.

Standards and Testing – The Board reviewed progress on the triennial testing and policy and procedure manual. The Board congratulated S&T on the level and pace of their efforts on these two items. Trustees asked for language about conflicts of interest and non-disclosure agreements to be clearly incorporated into the final version. There also needed to be a means to amend the manual. The president reviewed the chronology of AT / KBA reload Certification.

Motion by Trip Barber / Seconded Ted Cochran.

The NAR board recognizes and appreciates the progress made by NAR Standards& Testing in the last 6 months especially in resolving the triennial testing backlog. S & T is directed to complete a final motor testing manual to the satisfaction of the board by January 1, 2008. The board delegates to the vice president the authority for board approval of the manual. S & T is further directed to immediately develop and implement policies to require members of S&T not to disclose information about testing except through official test reports, and to require members of S&T have no business relationship with any with any motor manufacture.

Motion passes with John Lyngdal abstaining.

Sport Services – Ted Cochran reviewed Carl Tulanko’s report. The Level 2 exam update is nearly complete and will be deployed to website after incorporating NFPA reference updates. The plan is to release in the fall of 2007.

Safety – Ted reviewed the HPR Safety Code requirement for power interrupts due to L3CC discussion about the specifics of implementing this. He wrote an FAQ on this subject to clarify the requirement and rationale. This should address member needs and concerns. In discussing RSO requirements for HPR flights, NFPA says the RSO must be HPR certification, but not level specific. TRA apparently has RSO equivalency, i.e. Level 2 RSOs needed for Level 2 flying, but also requires L2 to be LCO. In discussing about single flyer situations, it’s OK per NFPA for him to RSO his own flight, but he then takes responsibility for it. The board affirmed that NAR policy is that every rocket be approved for launch by a flyer certified at or above the level of the rocket being launched. If no one else is available, this responsibility can be assumed by the flyer of the rocket, who may consult with other experienced flyers as necessary.

Motion by Ted Cochran / Seconded by Stewart McNabb.

Move to extend the current expired motor testing program to the next board meeting. (Early 2008).

Motion passes

Hybrid safety questions were reviewed based on field failures leading to oxidizer tank explosive ruptures. NFPA 1125 may need a requirement added to place a check valve between the oxidizer tank and the combustion chamber, but this need may also be dependent on the diameter of the injection orifice. Safety Committee will investigate the issue, and whether a TIA to NFPA 1125 is appropriate. We’ll seek further discussion with TRA about both their experience and position first.

In regards to discussion of the old motor testing program, it was noted that the results so far have been promising, and that more participation is encouraged.

Special Committee on Technology Report – Jennifer Ash-Poole reported on a variety of website updates, access and changes. In addition to sorting out ongoing problems and issues, some elements of infrastructure, like extensive database capabilities are not in place yet and will require more work. Tom Ha at NARTS and Ed Pattinson-Gordon in S&T have been given access and Movable Type instruction following the model used with John Hochheimer and SAC. Additional users to be added going forward include Todd Schweim – Sport Rocketry (only occasional), Tom Lyon / Chris Kidwell (points, records, pink Book) and George Scheil – NARTREK (only occasional).

The Board expressed concerns about email address validity within NAR HQ data. The President warned that repairs to and maintenance of this data was going to be time consuming, and was promptly assigned the task of this project!

Launch window updates are manually reviewed to edit the data for consistency, and to avoid spamming (which occurs occasionally). Improving the efficiency of this process is on the “to do” list. Similar issues apply to the 50K launch project.

After extensive discussion, the Board concludes we have three technology problems

Website updates, administration, and design:

- Homepage redesign – what user communities need to be supported and how?
- Design questions – how to structure getting the answers to those user community access and usability questions?
- Search – what methodology should we use to make this work and make it faster?
- User access and permissions – Who gets it, how is it controlled and how to control risks of changes improperly done

HQ automation and accounting

- Database – need to move off old technology platform and restructure database to support more activities than simply HQ.
- Accounting rules and integration – accounting importance has risen, and is more complex than the last software deployment (1997)
- Conversion – how to implement without HQ disruption
- User training for Marie.

Communications vehicle(s) - we now see lots of communications needs:

- Individual lists – S&T, contest board, others?
- General member list – one way communication to members.
 - Specialized mailings – these would take 7 days to create plus mail delivery time and cost \$3,000
 - HQ database source data – 1,100 not there, plus 25% error rate
- Section lists
 - Yahoo Group - not enough density to serve as a general communication tool, but there’s no need to eliminate it
 - Email section contacts list – Hochheimer working to build a better list for his needs, but suffering lots of rejects, research for correct addresses hard.
- Other Communications Channels
 - Legal Fund list – President maintains manually, very hard work!
 - Motor announce list – Lyngdal
 - Mailer Mailer teacher list for newsletter, working OK
 - Website –
 - Rocketry Forum and other venues
 - Sport Rocketry ½ page announcements

Given the expanding scope of the technology needs project Jennifer will focus first first on the website changes. She’ll continue to focus on the website changes and manage that process. The President will work to find the alternate communications vehicle. That will include updating email addresses, finding ways to maintain them, and developing whatever paper based communication method will be used to supplement the electronic communication.

For now, HQ system upgrade will be put on the back burner, but the President will continue working with HQ to address any operational problems. Right now the critical need is to streamline credit card processing.

Contest and Records – After reviewing Tom Lyon’s report, the Board reviewed the statistics on competition activity and member comments about reviving or revising NAR competition. The Board noted a variety of items and referred them to Contests and Records for review of follow-up due at the winter board meeting:

- A simplified version (“Reader’s Digest”) of the Pink Book could help reduce new competitor feelings of intimidation.
- Local clubs sometime run “fun” or “cool rocket” type contests. These are undervalued within the structure of NAR competition.
- There’s a variety of competition material scattered about which has been developed to assist folks entering contests (NOVAAR competition handbook (NARTS sells), NARHAMS casual competitor material at their website). This could be collected, distilled and used nationally.
- Competition plans are also at the NAR website, but we could use more. Maybe we can borrow material previously printed in Sport Rocketry.
- Folks often suggest rule changes as a way to make competition more appealing. These include limiting event, limiting motor classes, creating different rules for non-regional contests designed to help people get involved by being able to use Estes type kits. In other hobbies (mainly model airplane free flight) rule changes have not worked to change participation.
- The President asked Steve Humphrey to consider surveying the roughly 600 folks who flew contests only one year and then left. They would be able to tell us why they did not continue flying NAR competition.

Other Committees – The Board reviewed and accepted with thanks reports from National Events, Special Committee on International Activities, and NARTREK.

The President nominated the following list of Committee Chairs and Liaisons for the next year:

COMMITTEE	Proposed Chair	Proposed Liaison
Technical Services	Tom Ha	McNabb
Contest and Records	Tom Lyon	Ash-Poole
Education	Vince Huegele	N.A.
Membership	Todd Schweim	Bundick
NARTREK	George Scheil	McNabb
National Events	Trip Barber	N.A.
Publications	Mark Bundick	N.A.
Safety	Ted Cochran	N.A.
Section Activities	John Hochheimer	Rachor
Special on International Affairs	John Langford	Barber
Special on Technology	Jennifer Ash Poole	N.A.
Sport Services	Carl Tulanko	Cochran
Standards and Testing	Jack Kane / John Lyngdal	Lyngdal

Motion by John Lyngdal / Seconded by Stewart McNabb
Move to adjourn.
Motion passes.