

**Minutes of the National Association of Rocketry Board Meeting
February 19-20, 2015
Seattle, Washington**

NAR President Ted C. convened the meeting at 7:12 pm Thursday, Feb. 19. All Board Members Present: Ted Cochran, John Hochheimer, Vince Huegele, Joyce Guzik, Tom Ha, Mark Wise, Randy Gilbert, Ryan Coleman, John Lyngdal.

Ted commented that the NAR was having a great year, with a lot accomplished, including the launch of the new NAR web site.

The Board then discussed items in executive session. Topics discussed were the NAR Headquarters operations, awards to be announced at NARCON, and insurance issues.

After the executive session, Member Needs and Concerns were discussed:

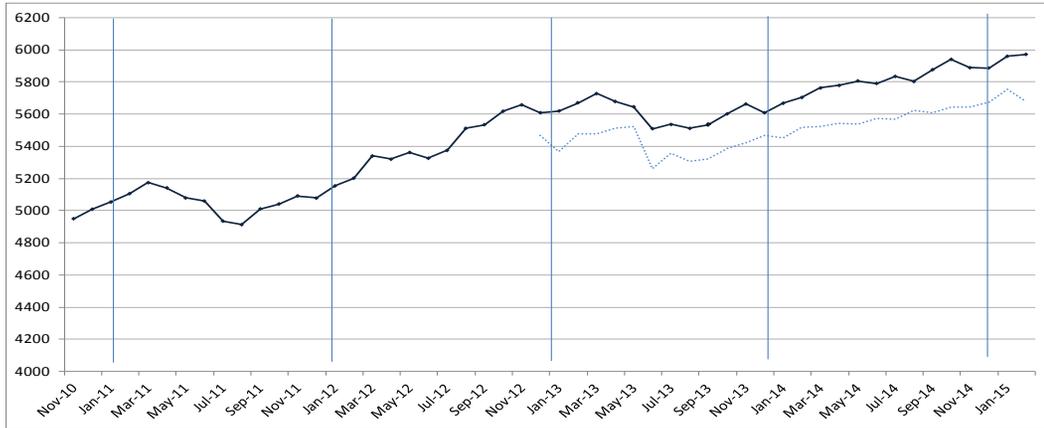
Members requested that some "NAR Show Kits" including large signs or banners be developed to use at large spectator events where NAR sections participate. The Board thought this was a good idea, and suggested the sections estimate the costs and put in a proposal via the NAR Section Grant program.

The Board also discussed a request to support the Reach for the Stars Program. This request was also considered in 2012. The Board considered this to be worthy program but could discern no particular advantage to the NAR from extending the NAR's involvement into a commercial (if non-profit) program such as this one, and so declined to establish any formal partnership arrangement.

**Mark W. moved to stand by Board decision of 2012 re. Reach for the Stars:
Ryan C. seconded. Passed unanimously.**

Ted C. summarized the report of the NAR Membership Committee. This committee is in need of a chair.

The membership has been increasing and has nearly reached 6000. As a consequence, the NAR finances are in good shape. Ted noted that only a few hundred members are signing up for 3-year memberships. Not enough time has passed yet to determine whether lowering the dues for members 25 and younger members has made a difference in membership. Various membership strategies were discussed. Membership incentives should be aimed at new members, e.g., perhaps the Student Launch Program Teams. We discussed modifying the NAR web site with a large header/banner to interest new members.



Ted discussed the status of Estes Kit Stuffers inviting those who purchase a kit to join the NAR. 350,000 were printed (yellow insert). The Board had intended to put them only in kits with skill level above ready-to-fly, but evidently Estes is putting them in all of the kits. On the other hand, the stuffers are not expensive. Ted said that more new members are coming from referrals from the NAR members than from the kit stuffers.

The Board next discussed the report from the Special Committee on FAI activities. In 2014 the US team received their first gold medals in awhile in FAI competition. One of the models and a silver medal is in the Museum of Flight display (Alyssa Stenberg).

John H. moved to provide \$7,000/yr budget to the U.S. International team, with the condition it is matched 1:1 by private or corporate donations. John L. seconded. Motion carried unanimously.

The Board then discussed National Events. John H. reported that NARCON 2015 is going well. NARCON 2016 will be in Dayton, OH, organized by Mike Nowak. NSL 2015 will be held in Orangeburg, SC. NSL 2016 may be held at Huntsville, AL. Preparations for NARAM 2015 in Tucson are well under way.

The NARAM 2015 organizers are experimenting with some changes in this event. For example, they are going to give cash awards instead of trophies or medals. They are also thinking about changing the format for the awards ceremony, for example having only dessert instead of a full banquet so that more participants will be able to afford to attend the event.

John H. also expressed his concern about the continued viability of NARAM, and the Board discussed observations and suggestions. These included having the R&D event at NARCON, having just a four-day NARAM (the Board members noted that LDRS is a week long, and BALLS is 3 days long). They observed that NARAM seems to be a big sport launch with a contest running in the background.

The Board then discussed the report of the Contest and Records Committee.

The chair Steve Humphrey commented in his report that there have been twice as many contests this year than last year. Thirteen rules changes (RCPs) have been filed. Regarding altimeter qualification/testing, Bill Spadafora will be trained to use the new systems, and they will be present to be used at NARAM this year. There was some discussion of the viability of competition. Some observations included: Maturity of the competition rocket designs to meet objectives of competition; not compelling; not fun, not enough technological change to be worthwhile; current competitors do not recruit or motivate new competitors.

Randy Gilbert commented on the number of repeat winners at NARAM. Some people perceive a “cut-throat” mentality among some competitors; the competitors keep their successful modeling and flying designs tips secrets. How do we grow a new group unless we are willing to share? Some people have an advantage, and can afford to do this activity all the time. Some new competitors don’t have these advantages, and are discouraged and know that they can’t compete successfully. John L. wondered about having two competition levels, a “master” class, and a “novice” class.

The Board then reviewed Standards and Testing. Board Liaison John L. said that everything is going well. S&T is still receiving reports on failed Estes motors, including reports of Micromaxx failing (“I’m not even sure how you would know that happened”). There is a large queue for testing TARC motors, and all Estes and Aerotech motors are coming due for retesting.

The Board then discussed the Museum of Flight exhibit. Ted C. noted that Pat Fitzpatrick and colleagues have done a fantastic job in getting the exhibit set up.

The Board then turned to the report of the High Power Services Committee, Chaired by Art Upton, with Mark Wise as Board Liaison.

Mark reported that the rocket science achievement award pages have been updated on the web, and put in a more prominent place on the web. Randy Gilbert asked to discuss the issue of HPR certification tests, and would it be possible to scan the tests and send to Marie at headquarters? There was some discussion about why the test could not be E-mailed to a member taking the test. Ted said that the reason was for security of the test. Also, all sections should have copies of tests. Should sections be the main repository? The Board discussed having a test available to NAR members-only, and administered on-line with something like Survey Monkey. The Board should also ask Marie for suggestions on how to handle testing better.

The report of the Section Activities Committee was discussed next, with Randy Boadway as chair, and Randy Gilbert as Board Liaison. The NAR now has 166 sections; some of these are TARC and SLP teams. There are a larger number of kids joining the NAR than adults. However, most of the kids do not renew, but perhaps

they will come back. The section renewal process is working ok, but the Board should discuss with Marie suggestions for improving section renewal process. Next year a goal could be having section renewals done on-line. We discussed having contact phone numbers along with section info in Sport Rocketry magazine, and a map with existing sections, and even a QR code on the map that takes one to the NAR web page. The Board discussed responsiveness to the section grant applications, and said that follow-up needs to be done more quickly. There was some discussion about having the president and section advisor being different persons on the renewal form. Tom Ha commented that for some very small sections this arrangement is not feasible, and instead the form should just ask for an alternate contact person in the section.

The Board then discussed NEON improvements requested, such as section renewals on-line, allowing more than six insured sites per section, automating insurance certificate requests between section and insurance agent. Matt Johnson and Chuck Neff were acknowledged for their significant help with the NAR Web pages. Pam Gilmore is going to be taking over chairing the section web page award. Ted discussed getting two range safety officer vests for each NAR section. These cost about \$16 each, and could be drop-shipped to a volunteer with envelopes and postage. The board discussed whether this would be a good idea, and noted that some sections may have horns, banners, or signs directing people to their launch site, in addition to/instead of vests. These items should be sent on request from a section and not directly to all sections. Tom Ha asked if this expenditure would be a separate budget item and if we should cap the amount.

John H. moved to allocate up to \$8300 for limited number of items to sections. Tom Ha seconded. Vote was unanimous in favor.

Vince H. moved to accept Board meeting minutes from last Board meeting. John H. seconded. Approved unanimously.

Ted. C. called a recess of the Board meeting, to reconvene at 8:30 am February 20.

The Board meeting resumed February 20 at 8:49 am.

The Board first discussed the Technology Committee, with Ryan C. as Board Liaison. Ryan C. noted that the new web site was launched. Google statistics have been informative about how the web site is used. Very few people who come to the web site stay on the site. Ryan thought we should update the Wikipedia site, and possibly ask Jennifer Ash Poole (NAR historian) to do so. There are a lot of hits on the Wikipedia site. There was a reference to the NAR in a Men's Health magazine, listing rocketry as one of the "ten manliest hobbies on earth" that got the NAR site some attention.

We discussed having a more general interest landing home page, and then a more specific NAR page to keep those who visit the page reading further.

Right now Ted does most of the work updating the web page. Jon Bolden (web designer) does some, but because he is not as familiar with the hobby he doesn't know the context and where to put some of the content. Ted and Ryan will be the main updaters in the future. Chuck Neff is making lists of launches and sites for the web, and will ping clubs to get their launch dates and sites listed.

Jon Bolden, Ryan C., and Jonathan Rains investigated some features of the NEON database and linking more with NAR Web features. Once you log on to NEON, you can only do a few things, and everything that we want to add requires payment to NEON for additional programming. Jon was able to export the user base and tie it to the NAR web site, and make it possible for NAR members to log in and get members-only content. Now we can start putting items such as R&D reports in a members-only section.

Some questions were asked about security of the web site—for credit cards the site is secure and encrypted, but other content is not secure. There was some discussion about the reasons for choosing NEON initially (least expensive way for us to get a customized membership database.) There may be better/new options to consider in the future.

Regarding the members-only section, Tom Ha commented that, from the marketing perspective, we should do things to keep members at the members-only area. R&D is not as critical to keep secure, but Sport Rocketry should be protected. The NAR should plan to add new SR issues after an interval, e.g. 2 years. We could make an index of the “Best of Sport Rocketry”, and could showcase “new” content that isn't there currently. Ted and Ryan commented that the committee needs volunteers to put content up. We could also start a blog on the member-only web site. We could have a history section, including content that Jennifer Ash-Poole plans to create. Tom Ha wants to have a Treasurer blog, highlighting things we have budgeted to do and help raise awareness. We rejected having Amazon Smile to get donations—some board members found it too much work to implement, and it gives credit to Amazon instead of to the NAR. Direct donations to NAR would be preferred.

We discussed The Rocketry Forum and Facebook. Right now it takes about three persons full-time to moderate the rocketry forum. Is a NAR-only forum worthwhile? The NAR Facebook page has 3000+ members. We will have club sections on web site with links to their club site, and a NARAM site. We also could consider having the teacher certification test on-line, and possibly the test for L2 certification or L1 certification on-line.

Ryan C. asked the Board to formally approve funds spent that were authorized by NAR Executive Committee. Costs for the web page were \$2600 last year, not including Executive Committee-approved amount. The total amount spent on the web site is about \$12 K. There was no cost for increased disk storage.

The Board then discussed what else needed to be approved for the 2015 budget, so it could be voted on all at once later in the board meeting. Some considerations were that the Member Guidebook needed to be printed this year, and that there would be larger amounts for the NAR scholarships and a new grant program for after-school clubs and organizations, Museum of Flight display expenses, travel for Trustees, printing membership cards, and expenses for kit stuffers.

Mark W. moved that the Board approve the Executive Committee decision to spend up to \$3000 for web site development. Randy G. seconded. Vote was unanimous in favor, with one abstention (Ryan C.).

John H. moved that the Board budget \$12 K additional for Web Development for this year. Mark W. seconded. Vote was unanimous in favor except for Ryan C., who abstained.

Randy G. asked that Jon Bolden and others improving the web site make a prioritized list of improvements and estimated timetable so that the Board could evaluate return on investments during the next year.

Vince Huegele then discussed the NAR Education Committee report. The NAR Teacher certification process is on-line. See packet for info. Marie at NAR headquarters is responsible for providing the test and test key, and will send them out as requested, as is currently done for the L2 certification test. If this process could be made available on-line, Marie would not need to be involved. Another task needed is to change the designation of the NAR member in the directory to TCert (certified teacher) and add this certification to the membership card. Jonathan Rains needs to be involved to make this happen. A new field is needed in the NEON database to accommodate this request.

The Board discussed getting forms on-line for the Cannon awards by mid March. Ideally we would want fillable on-line forms created. There is a new program in 2015 (Extracurricular Activity Grant) not funded by the Cannon fund for 10 awards for \$500 each for after-school programs, 4-H, scouts, etc. Only teachers using rocketry as part of in-class activities are eligible for the Cannon funds.

Vince said that the teacher workshops at the Museum of Flight were under-attended, so he will not organize a teacher workshop this coming year. Instead Vince is having a discussion with the Museum of Flight about involving those attending MoF camps in rocketry activities.

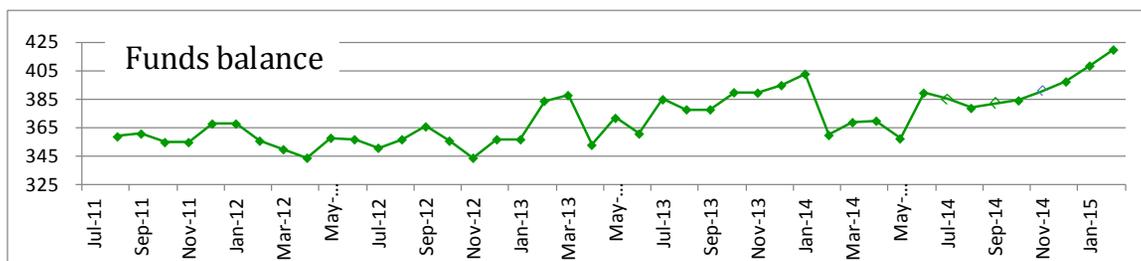
John H. noted that the NAR needs to reissue the request for proposal (RFP) for the Student Launch Program (SLP) because of a wording technicality involving small and large non-profit corporations. Last year the bid was sufficient, and was in fact somewhat underspent.

Vince H. noted that the new NAR web site has been very helpful, and that he plans to rewrite and edit the page on NAR Educator CD so that the content is available on-line. NAR member Claude Maina is writing an article for Sport Rocketry on the history of the Cannon grant. Joyce G. noted that she needs more volunteers for judges for the Cannon, scholarship, and the new Extracurricular Activity Grant this year.

Tom Ha then presented the Treasurer's Report. Ted C. thanked Tom H. for all of his work for this very important job, and asked the Board to conform to whatever processes he sets up.

Tom mentioned that he is working with Todd Schweim to arrange a better interface between the NAR Quickbooks and Todd's Quickbooks. Tom would like to make the data sharing method consistent between all check writers. Tom noted that he backs up the NAR financial information monthly, and gives a complete copy of the info on a USB drive to Ted C. at both NARAM and NARCON.

Tom reported that the NAR spent more than was brought in last year by about \$3K; however, they had planned to spend down about \$22K last year. Tom's efforts to put savings of the NAR in CDs instead of keeping it in the checking account has yielded some extra income in interest.



The board then recessed about 11:30 am, and reconvened at 4:10 pm after their Museum of Flight meeting/visit/tour Friday.

Tom started by commenting on assumptions going into the budget projections, and reviewed motions thus far.

- Travel expenses for Board Members to board meeting (\$500 each)
- Plan on dues income from 6000 members
- Sport Rocketry printed with 56 pages at 2014 prices
- \$2000 for hobby shop displays for member recruitment
- \$25,000 for Education grants (Cannon, scholarship, EAG)
- B-Division R&D prizes and travel grants
- \$10 K contingency for insurance claims
- \$10 K for database programming work
- \$500 per issue payments to authors for articles in Sport Rocketry

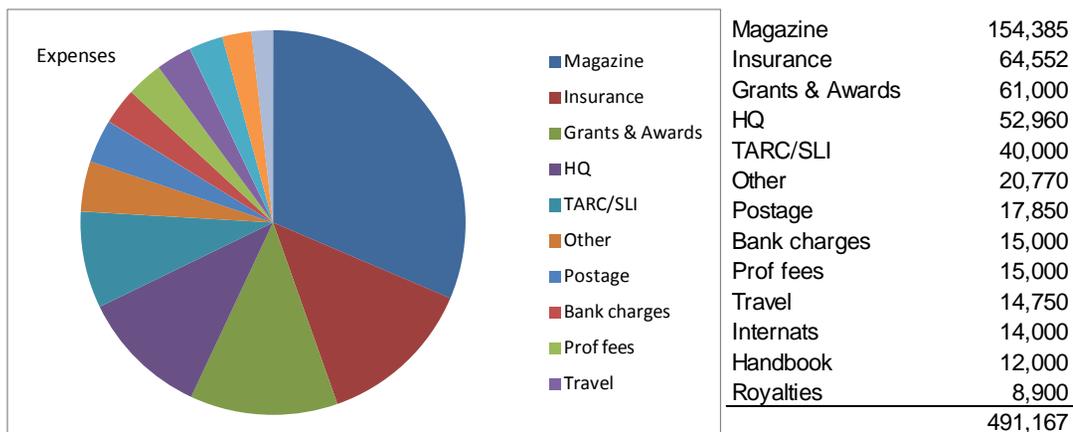
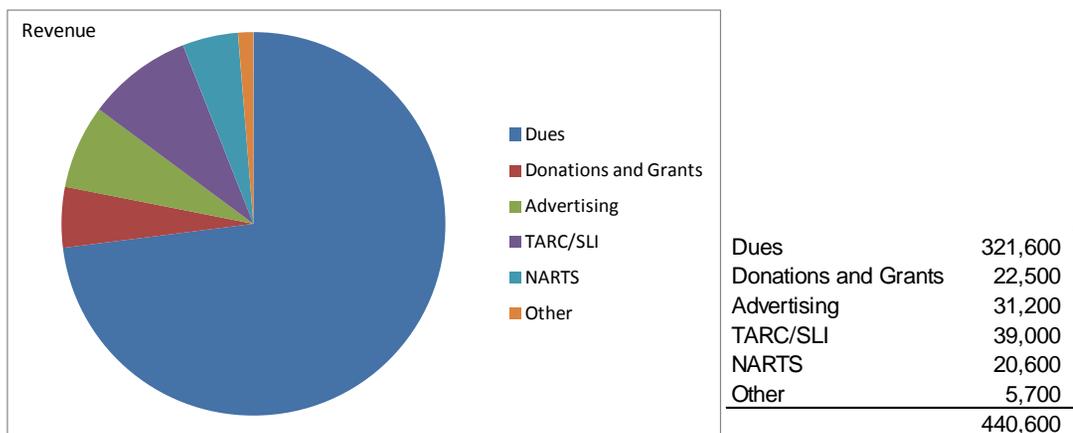
\$70 K insurance coverage cost. The actual cost was \$71,552 for 2015. In 2014 expense was \$60,997. The insurance liability coverage was increased to 5 million, and so it might be higher.

- Museum of Flight related expenses
- Kit stuffer expense
- \$7K for FAI Committee
- ARLISS expense of \$1000
- International competition expense \$14, 167

The assumptions in the budget have some risks, e.g. membership drop, or no income from SLP if bid is not accepted.

Tom requested funds for a review of the NAR books by a CPA firm, and for purchase of some new computer equipment.

John. H. moved to approve budget as described, including projected deficit of \$50,567. Ryan C. seconded. Motion passed unanimously.



The Board discussed requests from the special committee on museum of Flight partnerships. The committee requested:

- NAR memberships provided for up to six MOF Department staff
- NAR conducted RSO safety training and *Inspiring Rockets* exhibit orientation for MOF summer camp staff and MOF docents
- NAR provide membership information, promotional material (posters, flyers, brochures) for distribution by MOF Staff to youth camp attendees
- NAR Sport Rocketry subscriptions to MOF Education, Online Learning, Bracken Library, and Raisbeck Aviation High School
- Joint development with MOF for NAR branded camp content for summer 2016

Vince H. moved to agree with the plan for MoF with exception of free NAR memberships. John H. seconded. Motion passed unanimously.

John H. moved to approve expenses requested by Tom H. for a CPA firm and for PC software. John L. seconded. Motion passed unanimously (Tom H. abstained).

Jennifer Ash-Poole (NAR Historian) requested travel funds to visit NAR HQ to scan membership cards and take care of other things. The Board will request a plan/list from Jennifer for what she will accomplish on this trip before approving the funds.

Joyce G. moved to adjourn; Ryan C. seconded. Motion passed unanimously. Meeting adjourned at 6:24 pm.