



Minutes of the National Association of Rocketry Board of Trustees Meeting

July 28-30, 2008 at NARAM-50, Manassas, Virginia

The National Association of Rocketry Board of Trustees convened at 10 PM Monday, July 28, 2008 immediately after the 2008 Board of Trustees election at the annual Association meeting. The following Board members were present:

- Joyce Guzik (re-elected)
- John Lyngdal
- Trip Barber
- Ted Cochran
- George Rachor
- Jennifer Ash-Poole
- John Hochheimer (newly elected)
- Vince Huegele
- Absent: Stew McNabb (re-elected)

--Motion by John Lyngdal - Seconded by Jennifer Ash-Poole. Passed unanimously.

Officers of the National Association of Rocketry shall be as follows:

- Trip Barber - President**
- Ted Cochran - Vice President**
- George Rachor - Secretary**
- Stewart McNabb - Treasurer**

--Motion by George Rachor - Seconded by Joyce Guzik. Passed unanimously.

The meeting shall be adjourned to resume on Wednesday July 30, 2008 at 8 AM.

Meeting resumed at 8 AM Wednesday July 30, 2008

The following Board members were present:

- Jennifer Ash-Poole
- George Rachor
- John Lyngdal
- Ted Cochran
- Trip Barber
- Vince Huegele
- John Hochheimer
- Joyce Guzik
- Absent: Stew McNabb

--Motion by Ted Cochran – Seconded by Jennifer Ash-Poole. Passed unanimously.

The minutes of the March 2008 Board meeting at NARCON 2008 shall be approved without reading.

--Motion by George Rachor - Seconded by Joyce Guzik. Passed unanimously.

The 2008 Howard Galloway Spacemodeling Service award shall be given to Joe Egan (posthumously) for his outstanding legal defense of the hobby as the legal counsel for NAR and TRA in the long-running lawsuit against the Bureau of Alcohol, Tobacco, Firearms, and Explosives.

--Motion by Ted Cochran – Seconded by John Lyngdal. Passed unanimously.

Bob Alway shall be awarded a Life membership to recognize and express the appreciation of the NAR for his \$20,000 personal contribution to establish annual cash prizes for B Division rocketeers who enter the Research and Development competition at NARAM.

--Motion by Joyce Guzik - Seconded by Vince Huegele. Passed unanimously.

The members of the NAR Board Executive Committee shall be: Trip Barber, Ted Cochran, and John Lyngdal.

NAR Member Concerns.

Litigation Status. Several members inquired (by e-mail and in the NARAM Town Hall meeting) about the status of the NAR/TRA lawsuit against BATFE. The case remains pending before Judge Reggie Walton in the Federal District Court of Washington, DC and is overdue for decision. The judge canceled a hearing that had been scheduled for July 26, 2007 as not necessary based on the written material presented by BATFE and by NAR/TRA. He has not subsequently indicated his intentions for rescheduling the hearing or for issuing a decision. NAR/TRA have no clear legal remedies under Federal court procedures to force a decision, but will confer with counsel in the next month to discuss options for gaining some information on status from the court.

Board Communications to Members. Several members (by e-mail) registered complaints about or offered suggestions for improving the level of communication between the NAR Board and the NAR membership. One member proposed to the Board that the NAR establish an online forum for member communication and discussion as a solution. The President noted that improving the speed and depth of information flow to members will be a top priority, and that the new e-Rocketeer that goes to about 2600 NAR members who have valid e-mail addresses on file with the NAR offers a great opportunity to deliver this communication that was not previously available. It will be heavily exploited in future. Because the NAR just initiated a 90-day comprehensive on-line survey of all members which asked as one of its questions how members feel about current levels of communication with the Board and what (if anything) they propose as improvements, further specific action was deferred to the winter Board meeting when the survey is complete and analyzed, and a broad input from all members is available.

Contest and Records Committee.

Committee Chairman Tom Lyon presented his report in person. He reported that the number of sanctioned contests and participating competitors were very close to the same in the just-completed contest year as in the previous year, and that the number of competitors voting in the recent Rules Change Proposal cycle was significantly higher than in previous cycles. He also reported that his Committee has just received a supply of "NAR Contest Director" pins and will provide one of these free of charge to each person who serves as Contest Director of a sanctioned NAR competition starting this competition year to recognize their service to their fellow rocketeers.

The Board asked for a report on the status of two tasks assigned to Contest & Records at previous Board meetings: developing a how-to "Contest Director Guide"; and improving the online resources available from the NAR to provide design and flying strategy advice for beginning competition fliers. The C&R Committee Chair was directed to complete these actions by June 30, 2009 and to provide a status report on progress by January 30, 2009 for the Board to consider at its Winter meeting.

Special Committee on FAI Activities.

Committee Chairman John Langford presented his report in person. He reported that the NAR-sponsored FAI (international) spacemodeling competition program is in exceptionally strong condition two years after the NAR took over management of the program from the Academy of Model Aeronautics. The U.S. delegation to the 2004 World

Spacemodeling Championships (the last with AMA in charge of the program) was two competitors, both Seniors. The U.S. delegation to the 2008 World Spacemodeling Championships August 22-28 in Spain will be 43 people: 11 Senior and 10 Junior competitors, a US judge for the FAI jury, two timers, 3 team managers and 16 supporters. NAR sponsorship for the FAI program is \$7000/year, of which \$5000 goes for sponsoring part of the Juniors' costs; Aurora Flight Sciences (John's company) provides \$5000 for the Juniors as well.

Flyoffs for selection of the U.S. team for the 2010 World Spacemodeling Championships in Serbia will be held the opening weekend of NARAM-51 in 2009. The Special Committee has also begun holding an annual FAI-sanctioned "World Cup" international meet (the FAI equivalent of a NAR "regional" meet, requiring entries from two or more nations) each year at Great Meadow with NOVAAR section sponsoring and Tony Reynolds as CD. Canadian fliers traveled to compete in the first Capitol Cup in 2007, but withdrew at the last minute from the 2008 event so it was sanctioned instead as an NAR open meet under the recently-passed NAR Pink Book rules recognizing certain FAI events for NAR competition.

The Board congratulated and thanked John for his work in reviving U.S. international competition spacemodeling.

Standards and Testing Committee.

Committee Co-Chairmen Jack Kane and John Lyngdal presented their report in person. The Committee has completed periodic recertification testing on all motors submitted by manufacturers to date and has conducted initial-certification testing within the time standards established by the new Standards & Testing Procedures Manual for a variety of new motor types that have been submitted in the last year. The test equipment infrastructure is in satisfactory condition on both East Coast (at MIT) for I and smaller motors and West Coast (Oregon) for larger motors. 120 Malfunctioning Engine Statistical Survey (MESS) reports have been submitted in the last year. No type of motor has had enough failure reports to meet the requirements for NAR action with the manufacturer.

The Committee proposed a change to the NAR's current manufacturer motor demonstration policy, but the Board did not have access to a record of the current policy that was to be changed, and tabled the issue until the next Board meeting.

The Committee noted that they have had difficulty in getting data from their counterpart motor testing committees in Tripoli Rocketry Association and the Canadian Association of Rocketry on certification tests conducted by these organizations. The data provided to NAR S&T has often not been sufficient to list motors certified in these tests on the "Combined Motor Certification List" that NAR S&T maintains. Absent such complete data, the motors are not being listed. This impedes field implementation of the NAR Board's policy of reciprocal NAR recognition of certifications by TRA and CAR.

--Motion by Ted Cochran - Seconded by George Rachor. Passed unanimously.

The NAR policy to reciprocally recognize motor certifications by TRA and CAR is amended to be contingent on communication of key test data from their testing organizations to the NAR so that the motors can be accurately listed on the NAR's published "Combined Motor Certification List". The minimum data required for reciprocal certification recognition shall be: motor designation, total impulse, propellant mass, casing size, and date of certification.

Sport Services Committee.

Board liaison Ted Cochran presented the Committee's report on behalf of Committee Chairman Carl Tulanko. The Committee reported that Tripoli Rocketry Association is in the process of revising their standards for Level 3 high power user certification at the same time that the NAR Sport Services Committee is also considering updating the NAR's Level 3 program. The Committee requested that the Board assign a liaison to TRA to help ensure that the two organizations' certification procedures are aligned. The Board directed Ted Cochran to communicate to Sport Services by August 10 that the NAR Level 3 Certification Committee should conduct direct discussions with the Tripoli TAP on Level 3 alignment, and directed Ted to communicate the Board's expectation that the NAR's Level 3 certification procedures will exactly match those of TRA at the end of the two organizations' updating processes unless there is a compelling safety reason supported by data for there to be a difference.

The Committee reported that work was in progress on updating the NAR's high power user certification forms and documentation. The Board directed that this update be completed by January 30, 2009.

Safety Committee.

Committee Chairman Ted Cochran presented his report in person. Due to his movement to the position of Chairman of the National Events Committee, Ted has relinquished Safety Committee effective at NARAM-50 and Andy Eng has been appointed as the new Chairman. Ted presented for Board approval a proposal for the Service Standards for this relatively new Committee. The Board approved these standards and directed that they be posted on the NAR website with the previously approved standards for all other NAR committees.

The Committee reported results to date from the program approved two years ago to permit NAR members to fly model rocket motors that had lost NAR certification solely due to being out of production. Under this program, these motors may be flown by NAR members subject to prior approval of the specific motors by the Safety Committee and post-flight documentation of the motor's performance to that Committee. 306 motors have been flown to date under this program, with small black powder motors having the lowest reported anomaly rate. Safety Committee and Standards and Testing Committee will discuss potential procedures for having this type of motor not lose NAR safety certification as quickly after manufacturers cease production of them.

--Motion by Ted Cochran - Seconded by George Rachor. Passed unanimously.

The expired motor testing program permitting flight tests of no-longer-made motors that are now decertified solely due to age and not due to safety reasons shall be extended indefinitely under current procedures that require NAR Safety Committee prior approval of such flight tests of specific motor types by individual fliers.

The Committee reported that it had been recently brought to their attention in discussions on the NAR Safety Yahoo group that there was a discrepancy between the NAR High Power Safety Code and the NFPA 1127 Code for High Power Rockets. The NAR code is more restrictive on the requirement for the standoff distance required between the launch pad and buildings and highways. The Board after discussion concluded that this discrepancy was due to an administrative error when the NAR Code was being updated in parallel with the last revision of NFPA 1127.

--Motion by Ted Cochran – Second by Vince Huegele. Passed unanimously.

The NAR High Power Rocketry Safety Code shall be corrected with a new version of Rule 11 which exactly matches NFPA 1127 requirements and reads as follows:

11. My launcher will be at least 1500 feet from any inhabited building, or from any public highway on which traffic flow exceeds 10 vehicles per hour, not including traffic flow related to the launch. It will also be no closer than the appropriate Minimum Personnel Distance from the accompanying table from any boundary of the launch site.

In further discussions of how to better support and encourage safety "best practices" on rocket ranges operated by NAR sections, the Board concluded that one promising approach would be to have the NAR offer funding grants to sections for the purchase of range equipment that contributed to safe operations, such as fire extinguishers, public address/warning systems, etc.. The Board directed Safety Committee to develop by January 30 a proposal for a "NAR section safety grant" program for doing this, for Board review and decision at their winter meeting. The Board also concluded that a second promising approach would be to develop and provide a concise set of "safety best practices" guidelines (not mandatory rules) for use by Range Safety Officers on both model rocket and high power rocket ranges. The Board directed Safety Committee to develop by January 30 a set of such best practices that could be printed on the front and back of one page, be laminated, and then be provided to each section as part of their next annual charter renewal package. Finally the Board concluded that each future edition of the "e-Rocketeer" sent to NAR members should have in it a short message with a safety tip or lesson-learned on range safety. Ted Cochran will provide the President by 10 August an extensive file of short safety articles that he prepared for his section newsletter "MASA Planet", to serve as a starting point for such content. In addition to this Safety Committee will continue to provide at least one article per year to "Sport Rocketry" on some aspect of sport rocket safety.

Periodicals Committee.

Board liaison Trip Barber presented the Committee's report on behalf of Committee Chairman Mark Bundick. Two paper issues of the "Model Rocketeer" newsletter were produced this year, each of them to support a paper ballot: one for Pink Book revision proposals; and the second for Board of Trustee elections. Since each issue costs approximately \$4000 to print and mail the NAR President will investigate adjusting the timing of these to consolidate both in a single issue in 2009. The second edition of the new electronic Model Rocketeer newsletter ("e-Rocketeer") will be transmitted immediately after NARAM-50, using a service called Constant Contact to reach the 2600 or so NAR members for whom the NAR has current valid e-mail addresses. This service costs approximately \$600/year, and supports monthly or better usage for this price. The NAR President will develop the content for the next several editions of the "e-Rocketeer" and the NAR Secretary will manage the e-mail database used to address it. The Periodicals Committee will do a postcard mailing by 1 November to all NAR members for whom no valid e-mail address is currently available, requesting that they provide one if possible.

The Committee also reported that they had obtained permission from author Peter Alway to reprint his famous "Rockets of the World" scale data book and offer it for sale through NARTS. 1000 copies have been ordered, and NARTS will receive them by mid-August. The NAR has advanced the up-front publication cost to NARTS; NARTS will repay the NAR General Fund from initial sales and once the printing costs have been repaid will retain all future sales revenue in their account as NARTS income.

National Events Committee.

Committee Chairman Trip Barber presented his report in person. Due to his movement to the position of NAR President, Trip has relinquished National Events Committee effective at NARAM-50 and Ted Cochran has been appointed as the new Chairman; Trip will retain management of TARC. The Committee reported that NARCON 2008 and NSL 2008 had been well-attended and successful, and had each made modest profits that were split in the usual manner between the host section and the NAR. Bids have been awarded for all three NAR national events for 2009: NARCON 2009 hosted by CATO section 20-22 March 2009 in Wethersfield, CT with Al Gloer as event director; NSL 2009 hosted by WOOSH section 23-25 May 2009 at Bong Recreation Area near Racine, WI with Scott Goebel as event director; and NARAM-51 hosted by Pittsburgh Space Command section 8-14 August 2009 near Johnstown, PA with Steve Foster as Contest Director.

The Committee reported that the Team America Rocketry Challenge event which NAR co-sponsors with the Aerospace Industries Association is underway for its seventh year with full support from AIA and increased support from AIA's member aerospace corporations due to its continued demonstrated success in motivating young people toward aerospace careers. An online survey of TARC 2008 student participants provided excellent data substantiating the event's effectiveness in doing this. The counterpart UKAYROC event in the United Kingdom, which uses identical rules, is also underway for its third year. This year for the first time, the winning student teams from TARC and UKAYROC met for a head-to-head flyoff in July at the Farnborough Air Show near London; the UK team won by a very slim margin.

Education Committee.

Committee Chairman Vince Huegele presented his report in person. 4-H has been active in their new partnership role with NAR, working through the NAR Education Committee. 4-H views the partnership as one of a range of initiatives intended to get one million young people involved in a Science, Engineering & Technology program in the next five years, and has set a goal of starting at least 50 new 4-H rocket clubs in the next year. 4-H recently sent out to all their several thousand county and state agents an offer to send them information on rocketry and on starting a rocket club. NAR provided 4-H with 500 sets of the Educator Resource CD-ROM, the "How to Build a Rocket" DVD (both funded by a grant from Aerojet), the NAR Member Guidebook, and a handout on how to start a rocket club to use in their response to these requests. All were sent out to 4-H leaders who had expressed interest; Education Committee will ensure that 4-H re-contacts all these recipients in the fall in order to determine how many rocket clubs were started, and that 4-H assists the NAR in establishing connections to them from nearby NAR sections. 4-H is pursuing grant funding to be able to provide sets of rocketry supplies to these start-up clubs, but does not yet have it.

The NAR Scholarship program for post-secondary student NAR members, and the Cannon Grant program for teachers who use rocketry in educational programs (but do not have to be NAR members) both drew substantial participation this year. 5 scholarships of \$500 were awarded (funded out of the NAR General Fund), and 8 Cannon grants of \$500 were

awarded. The Cannon Fund continues to draw in more income from annual NARAM benefit auctions than it dispenses in teacher grants even though all qualified applicants for grants have been awarded them. Efforts will be increased to publicize this program even more widely in order to get more teacher applicants.

Joyce Guzik has sent out two electronic "Educator Newsletters" in the past year to the 750 educators who have signed up for this information at the NAR website. NAR Headquarters has sent out several hundred Educator Resource CD-ROM's in the last year to educators who requested these via the sign-up on the NAR website.

The Board discussed NAR presence at educator conventions such as NSTA, AAPT, NCASE, etc. Education Committee had a strong presence and a booth at the 2006 NCASE convention, funded by the NAR, but could not identify specific positive outcomes from this presence. The Board tasked the Education Committee Chairman to develop by 30 January a list of educator conventions with potential for future NAR participation, with dates, costs, and some data on the size and type of educator attendance at each so that the Board can consider a more systematic and productive approach to NAR participation in such events.

The "Fly 50K" program for recognizing first rocket flights with the NAR by young rocketeers below the age of 16 by giving them a NAR certificate drew 7800 participants by NARAM-50. This program was intended to reach a very ambitious goal of 50,000 participants by the NAR's 50th anniversary celebration at NARAM-50. It has drawn enthusiastic response from both participating NAR sections and members, and from the young people who have received the certificates. The Board agreed that the program should continue past NARAM-50. Jennifer Ash-Poole agreed to update the documentation and certificates at the NAR website to reflect continuation of the program.

--Motion by Vince Huegele - Seconded by Ted Cochran. Passed unanimously.

The "Fly 50k" program to commemorate the NAR's 50th anniversary by encouraging rocketeers below the age of 16 to fly their first rocket with an NAR section or member and be recognized with an NAR certificate shall be extended past 2008 until 50k flyers have participated.

Section Activities Committee.

Committee Chairman John Hochheimer presented his report in person. There are currently 119 chartered sections, the highest number in the last 10 or more years. The list of section and contact information on the NAR website can now be updated directly by Section Activities and is about 98% accurate. The Committee has just received a supply of NAR "Section President" lapel pins and will distribute them as a way to recognize and thank the NAR members who accept this important task. The NAR website section charter/renewal form has not yet been updated to reflect the Board's decision in March to eliminate the \$15 fee for launch site owner insurance certificates, and there is no convenient online form for requesting site owner certificates at times other than at section charter renewal. The Board directed the NAR webmaster to correct these problems by September 1.

The "Section of the Year" recognition program has been changed to be a "Section Recognition" program instead, effective this year. The new program does not recognize just a single winning section but rewards (with \$25 and a certificate) any section which achieves specific performance benchmarks in NAR member growth, delivery of member services, and outreach activities. The annual "Needs Fixin" survey of sections has been converted to an online survey and also serves as the means for collecting the data on section performance that leads to the section recognition. The process of designing and implementing this program took more time than expected and the survey was not initiated until just before NARAM so the recognition program and "Needs Fixin" results are not yet available. The Board directed Section Activities Committee to provide the results of the survey and section recognition program to all the Board members by 15 September, including a comparison of the survey results with last year's results.

NARTREK Committee.

The Board reviewed the report provided by Committee Chairman George Scheil. 37 NAR members have achieved some level of recognition through NARTREK in the last year. The Board concluded that based on low awareness of and participation in this program, it needs increased publicity within the NAR. The President will work with the Committee Chairman to get a list of NARTREK achievers published in Sport Rocketry semi-annually, and to have an article on NARTREK published in that magazine within the next year.

Special Committee on Technology.

The Board did a status review with Jennifer Ash-Poole, who is Chairperson of this Special Committee, on progress to date in developing improvements to the structure of the NAR website and to the NAR headquarters management information systems. Progress in both areas has been slow due to Jennifer's commitment to organizing the July 26 Old Rocketeer Reunion, and due to loss of energy by the sub-group tasked to develop website restructure options. The Board concluded that while the website is not conveniently organized, making progress on determining how to replace the antiquated and unique management information system at NAR headquarters is the higher priority for Jennifer's efforts due to the risk that the current system presents to the organization's functioning. Mark Bundick has offered to take charge of the effort to develop website restructure options, and the Board accepted his offer with thanks and directed Jennifer to focus her efforts on the headquarters system.

Financial Review.

NAR Treasurer Stew McNabb had provided all of the Board members with extensive and up-to-date financial reports prior to the meeting, and joined the Board meeting via telephone conference call to review them with the Board. The NAR's overall financial health is excellent. Membership is holding steady between 4500 and 4600, so dues income is stable at about \$230K/year. There are about 900 Junior or Leader youth members, and the decline in these categories has been arrested. Total balance of funds on hand is \$190K, a 10% increase this calendar year. About \$65K of these funds are in "restricted" accounts such as the Cannon Grant Fund, the Alway R&D Prize Fund, or the Headquarters Capital Equipment Fund, reserved for a specific purpose. Insurance costs have been stable at \$45K/year recently, Sport Rocketry costs to the NAR (net after advertising and hobby shop sales revenue) have been stable at about \$18K/issue, and the Member Guidebook sent out to all new and renewing members as essentially a seventh annual magazine issue is costing about \$14K/year. NARTS and National Events are both producing annual profits in the \$4-5K range.

The primary current financial risk, and the reason for the NAR's conservative budgeting causing the fund balance to increase, is the unknown future cost of the legal action against BATFE. NAR is responsible for 50% of this cost, with the rest being funded by TRA. The current legal fund balance is close to zero and the rate of member donations to this fund has slowed, so if the pending Court decision results in a requirement to conduct additional legal action such as an appeal, significant funds will be required from either the NAR General Fund or new donations from members.

The Board reviewed current financial management practices and noted that several new recurring organizational expenses that require credit card payment are being funded on various volunteers' personal credit cards with the NAR reimbursing them by check, which is inconvenient.

--Motion by Ted Cochran - Seconded by Jennifer Ash-Poole. Passed unanimously.

The NAR Treasurer is authorized to procure a credit card for improved convenience by NAR Headquarters in paying such routine Association expenses as the Treasurer shall authorize.

Policy Review.

The Board reviewed all current NAR policies that had been decided at previous Board meetings as published in the list posted on the NAR website, and concluded that all of these remain valid and in effect. The Board directed Section Activities Committee to review the current policy of providing lists of contact information on NAR members in their state annually to NAR sections and upon request to NAR members trying to start a section, to determine if this policy raises concerns with personal privacy that might require a change in policy, and to report his conclusions back to the Board by January 30, 2009.

The Board concluded its meeting by reviewing a list of areas of potential opportunity or challenge to the NAR where near-term action by the Board, the NAR President, and/or key NAR volunteers was needed. Board members prioritized the list and concluded that there were five such areas for action:

- Modernizing the NAR's headquarters management information system
- Improving internal communication to members
- Strengthening the culture of safety within the organization
- Improving the content of the NAR website

Improving support to sections in gaining/retaining launch sites

The Board then reviewed actions already taken during this Board meeting against this list to determine if these actions represented adequate progress in each of these areas. They concluded that the first four had been addressed with adequate actions and tasking. After further discussion of the issue on enhancing support for launch site availability, the Section Activities Committee Chairman took for action three tasks, to report action back to the Board by January 30, 2009:

- Review the Academy of Model Aeronautics resources provided to its clubs and members on how to obtain and maintain flying sites for material that the NAR could adopt
- Contact the National Parks Association (the organization to which park managers belong) to determine if there are opportunities there for outreach and education on rocketry to people who control public recreational land
- Develop a resource package for sections to use in approaching landowners for use of their property, potentially incorporating this material into the Section Handbook revision.

--Motion by George Rachor - Seconded by Ted Cochran. Passed unanimously.

The Board will adjourn at 6:15 PM on July 30, 2008, with the next meeting to convene the evening of March 19, 2009 at NARCON 2009 in Wethersfield, Connecticut.