



Minutes of the National Association of Rocketry Board of Trustees Meeting

Draft pending NAR Board vote of approval.
July 30 - 31, 2010 at NARAM-52, Pueblo, Colorado

The National Association of Rocketry Board of Trustees convened at 8 PM Friday, July 30, 2010 at the host hotel for NARAM-52 at Pueblo, CO. The following Board members were present:

Trip Barber, President
Ted Cochran, Vice President
George Rachor, Secretary
John Lyngdal
Jennifer Ash-Poole
John Hochheimer (joined at 8 AM Saturday July 31)
Vince Huegele
Joyce Guzik
Absent: Stew McNabb, Treasurer (joined by conference call Saturday at 12 PM)

The Board entered executive session for discussion of a member disciplinary issue, multiple insurance and liability issues, an issue relating to motor certification testing, and the member feedback on the overall direction of the NAR that was provided in connection with the recent online survey of member inputs on disposition of the legal fee reimbursement funds. The Board came out of executive session at 10 PM Friday and recessed for the evening, reconvening at 8 AM Saturday.

As a result of the executive session discussion John Lyngdal volunteered to develop for Board review and vote at its next meeting a revision to the current language in the NAR Bylaws Article 3, Section 11 to modify the current requirement for automatic suspension of membership in order to provide discretion as to whether a claim of Safety Code violation made against a member has any substantiation.

As a result of the executive session discussion on insurance, the Board concluded that the NAR President should work with the NAR's legal counsel to develop a "hold harmless" agreement that could be provided to NAR sections and used at launches at the section's discretion (not mandated by the NAR, but encouraged). It would be signed by fliers who are not NAR members in order to reduce the section (and the NAR's) potential insurance liability exposure from flights made by non-NAR fliers.

As a result of the executive session discussion on motor certification testing the Board concluded that NAR Standards and Testing Committee should seek to benchmark the NAR S&T and Tripoli Motor Testing static test data-reduction algorithms against common sets of raw thrust sensor digital output data from several static tests in order to see if these algorithms produce the same total impulse and burn time results.

NAR Member Concerns.

No issues were submitted by NAR members for Board consideration at this meeting.

Section Activities Committee.

Committee Chair John Hochheimer presented his report in person.

There are currently 107 NAR sections, about the same number as at this time last year and short of the Board's goal of 120 sections by NARAM-52.

The process for executing a section renewal and getting section and site owner insurance certificates produced has been made more difficult by the shift to the Neon web-based headquarters data base system. Several key steps in executing these actions are no longer within the capability of the HQ manager to do after the shift and the Section Activities Committee chair has had to do them, which leads to service delays. While several volunteers are working to develop offline software routines that could make this process easier for the committee chair, none of these would likely provide a capability for the HQ manager to do it directly. The Board instructed the Section Activities and Technology Committees to work together to define requirements for and then get Z2 Systems to do the custom programming for the Neon system by February 2011 that will restore to the NAR HQ manager the capability to do all aspects of NAR section join/renew process including insurance certificate generation by the NAR insurance agent.

John reported that no progress had been made on the tasks previously assigned by the Board to update the NAR Section Manual and to update the NAR section recognition program, including adding a means of recognizing outstanding section websites. The chair reported that volunteers had recently stepped forward for each of these tasks, so the due date for their completion was deferred to 2011 in order to give the new volunteers time to produce. The committee is still seeking a volunteer to carry out the previously-assigned task of developing a resource package and set of guidelines to support sections seeking to gain access to a new launch site.

The Board asked the Section Activities Committee chair to establish an NAR account with a telephone conference call service to support his committee, the Board, and other NAR official uses.

Education Committee.

Committee Chair Vince Huegele presented his report in person.

The new edition of the NAR Educator Resource CD has been completed and is ready for production. The Board instructed Vince to have 2000 of these produced, for use both by NAR HQ and as a give-away to teachers at the NAR booth at future NSTA or other educator conventions.

The national partnership between NAR and 4-H continues to make satisfactory progress. Vince is in regular contact with the National 4-H Council and is being used as the intermediary for putting 4-H rocketry groups in contact with nearby NAR sections. 4-H has agreed to put NAR links on their Science, Engineering & Technology program resource web page and in the new edition of the rocketry resource guide that they are producing and that Vince is reviewing.

The NAR's TARC partners at AIA funded a TARC/NAR booth at the March 2010 NSTA national convention in Philadelphia, PA. NOVAAR section assisted in staffing it and in providing NAR handouts including educator CD's. This effort (which was the only rocketry presence of any kind at the NSTA event) resulted in 445 teachers signing up for the NAR electronic Educator Newsletter. Vince (with local assistance from the Music City NAR section) will travel at NAR expense to operate an NAR-funded booth at the NSTA regional convention in Nashville, TN in December 2010. LUNAR section will provide local assistance to AIA in running an AIA-funded TARC/NAR booth at the national NSTA convention in San Francisco in March 2011.

The NAR ran the high-power launch operations for the NASA Student Launch Initiative/University SLI program at Marshall Spaceflight Center in Huntsville, AL in April 2010, with John Lyngdal leading a team of NAR HPR flier volunteers that traveled to Huntsville to serve as range crew. This was done as an official NAR activity under a formal contract to NASA which provided for reimbursement of the NAR's expenses. NASA intends to bid this launch services support contract competitively for the 2011 event. John Lyngdal will manage NAR response to this.

Motion by Ted Cochran – seconded by John Hochheimer. Passed unanimously with Vince Huegele abstaining. The NAR shall respond to a request from NASA to submit a bid to enter into a contract to support the 2011 SLI/USLI event.

Technology Committee.

Committee Chair Jennifer Ash-Poole presented her report in person.

The primary work of this committee continues to be dealing with issues resulting from the conversion of NAR headquarters from a stand-alone membership database management system operating in unsupported custom software on a ten-year-old computer to the Neon commercial web-based nonprofit association management software service.

The Board agreed that the top priorities for Technology Committee action are the following (in order):

1. Getting Neon to do the custom programming to support easy printing of NAR membership cards
2. Implementing a capability in Neon for members to buy gift or family memberships for others online
3. Getting Neon to do the custom programming to support online renewal/chartering of sections
4. Posting on the NAR website a list of all current NAR numbers with the HPR certification level for each

Based on the information that Jennifer gathered concerning the technical issues and costs associated with shifting NAR membership cards to “credit card” style while visiting the vendor company in Colorado, the Board agreed to defer implementing this change.

The Board reviewed the status of the ongoing project to restructure the existing content and menu structure of the NAR website to facilitate locating material, and to add new technical content to the website. This project has stalled and the Board expressed some frustration at the lack of closure. The Board believes that if this project cannot be brought to full completion soon, then adding new content is the higher priority and the restructure effort could be terminated.

Membership Committee.

The Board reviewed the report from Committee Chair Carol Marple. Carol has resigned effective August 1 and the President is interviewing for a new Committee Chair; several people have volunteered.

The NAR’s first-ever membership-recruitment drive got underway on January 1 and ended on July 31. It resulted in a net growth of about 450 in membership, to a level of 4880. This was short of the 5200 goal, but the 10 percent growth it produced broke the NAR out of a plateau in membership in the mid 4400’s that had persisted for several years prior to the drive. The promise of \$30 in free merchandise from Quest, Semroc, and Aerotech was a significant factor in attracting new members but turned out to be more difficult than expected in execution.

During the course of the membership drive, 943 people joined who were not previously NAR members; 390 members rejoined after a lapse of one month or more in membership; and 880 current members chose not to renew within one month of when their membership lapsed. The net effect was an overall gain of about 450, with most of this coming from an unusually high rate of gaining all-new members; previously during an equivalent seven-month period the NAR had been gaining only 500 to 600 such members. Of the 943 all-new members gained during the drive 248 were Juniors; 129 were Leaders; and 566 were Seniors. 259 of these reported that they had heard about the NAR from a specific NAR member whom they named, and 104 reported that they had heard about the NAR from a specific company whom they named. The NAR paid a \$5 cash bonus per new member to each NAR member who was named, and provided a \$10 per new member credit on a future Sport Rocketry ad to each company that was named.

Carol proposed a number of ideas for member-recruitment activities, promotions and programs to follow on after those that were in effect for the membership drive. These included:

- Facilitate ability of members and sections to purchase subscriptions to Sport Rocketry and copies of NAR books for delivery to their school or local libraries
- Facilitate ability of members to buy gift memberships for family members and others
- Evaluate the cost-effectiveness of using Google advertising
- Update membership materials to reflect the target audience and branding directions developed at the March 2010 Board meeting
- Implement a “starter set” membership packet containing various free products, catalogs, and coupons that could be provided to a new member immediately by a section when recruiting a new member in person locally

Motion by John Hochheimer – seconded by Ted Cochran. Passed unanimously. The NAR shall continue offering the member-referral bonus program for NAR members and shall approve the “starter set” program as a trial with 100 sets.

The Board reviewed a proposal by Ted Cochran for the terms of membership for a “manufacturer and corporate supporting member” of the NAR, a membership category established by the NAR Bylaws (Article 3, Section 7) but not currently in use. Ted’s proposal was based on providing such memberships without payment of separate dues to those companies that provide donations (in cash or product) to the NAR or to NAR national events. The Board did not reach a decision on the exact terms for such memberships but agreed that this membership category should be made active soon and that it would be based on the overall support that a company provided to the NAR and not on an additional dues payment. The Board deferred definition of terms of membership for action by the Executive Committee prior to the next Board meeting. The Board agreed with the President that it was desirable to show appreciation and support to companies that help support the NAR with donations and advertising.

Motion by John Hochheimer – seconded by Ted Cochran. Passed unanimously. It shall be the policy of the NAR to offer links on the NAR website to “manufacturer and corporate supporting” member companies.

National Events Committee.

Committee Chair Ted Cochran presented his report in person. All three NAR national events for 2010 have been successful and have either broken even or made a small profit. Bids have been awarded for all three 2011 national events:

- NARCON 2011 will be in Seattle, WA March 12-13, 2011 with Jim Wilkerson as Event Director and Washington Aerospace Club section supporting
- NSL 2011 will be at the Lucerne Dry Lake, CA June 10-12, 2011 with Rick Dickinson as Event Director and Rocketry Organization of California section supporting
- NARAM-53 will be in Cincinnati, OH July 23-29, 2011 with Chan Stevens as CD and a consortium of 4 area NAR sections supporting

The Team America Rocketry Challenge event had a successful eighth year with 669 teams participating in TARC 2010 and with a national Finals on May 15 that had strong support from the USAF, NASA, and the aerospace industry. Registration for TARC 2011 opens on September 8, and the event continues to have enthusiastic support from our Aerospace Industries Association partners and their corporate members. The international dimension of the program grew this year with a team from France joining the Transatlantic Flyoff with the US TARC and British UKAYROC teams. This Flyoff event was held as part of the Farnborough Air Show in the UK, with John Hochheimer handling the NAR support, and the US team (from Penn Manor High School in Pennsylvania) won it. There are TARC-like programs developing in Japan, Australia, and Canada.

Financial Review.

NAR Treasurer Stew McNabb had provided the Board with extensive financial reports prior to the meeting, and joined the meeting via telephone conference call to review these with the Board. Stew will be departing the Board and the job of Treasurer in July 2011, and Tom Ha has agreed to take over the job of NAR Treasurer.

Stew reported that the net balance of all NAR funds as of June 30, 2010 is \$293K, about \$20K above projections made at the beginning of the year, largely as a result of strong membership and dues growth from the membership drive. Of this amount, about \$220K is in unrestricted accounts vs the \$200K or so (50 percent of annual revenue) that would represent a prudent standard for a small non-profit organization like the NAR. The Board concluded that this growth was beyond the levels needed for a prudent cash reserve for the Association and that most of it should be returned to the members in the form of increased expenditures for programs and services that they valued most based on a survey of their priorities.

The Board reviewed the scope and potential cost of having a professional accounting firm do a formal review of the NAR’s financial records and procedures in May-June 2011 in connection with the turnover of the Treasurer position. The Board agreed that having such a review would be desirable and directed Stew to get multiple bids for the cost and duration of such a review to present for decision at the March 2011 Board meeting.

The Board reviewed the results of an online survey of the membership conducted in June and July to solicit member feedback on how the NAR should use the \$32K (net) of fees directed by the U.S. District Court to be reimbursed to the NAR by the U.S. Department of Justice as a result of our decisive victory in the lawsuit case vs BATFE. 300 NAR

members chose to participate in the online survey. Based on their feedback the order of priority for use of the funds was the following:

1. Hold as a reserve fund for future legal challenges (1st by a wide margin)
2. Increase funding for NAR student scholarships and outreach programs
3. Increase funding for grants to NAR sections

All other options listed in the survey or proposed by members finished very far behind these three. The Board agreed that the legal fee recovery funds should be held in a new “reserve” fund for future legal or other emergencies, and that the priorities expressed by members in this survey should also be used to guide the allocation of the unexpected increase in revenue experienced in the first part of 2010.

Motion by Ted Cochran – seconded by John Hochheimer. Passed unanimously. The NAR shall allocate funds from the general fund (including the legal fee recovery funds) to the Legal Fund to bring its balance to \$35,000; shall additionally reallocate \$10,000 from the Capital Fund to the Legal Fund; and shall rename the Legal Fund as the Reserve Fund as of September 1, 2010.

Motion by George Rachor – seconded by Vince Huegele. Passed unanimously. The NAR shall amend its 2010 budget as follows:

1. **Increase Cannon Educator grants from 6 to 11 for a net increase of \$2500**
2. **Increase NAR scholarships from 6 to 8 and increase the amount from \$500 to \$750 (subsequently amended to 10 scholarships) for a net increase of \$4500**
3. **Provide a second round of Section Safety Grants in 2010 with a total amount not to exceed \$4000**
4. **Increase the page count in the November/December (NARAM) issue of Sport Rocketry by 8 at an estimated cost of \$3000**
5. **Provide a free full-page ad in Sport Rocketry to each of the three vendors that provided free product to new members as part of the NAR membership drive.**

Standards and Testing Committee.

Committee Secretary Bill Spadafora and Co-Chairmen Jack Kane and John Lyngdal presented their report in person. The committee reported conducting 4 motor certifications so far this year. 115 MESS reports of failed motors have been received in the past year, but no single class of motor had a high enough rate of reports to warrant NAR S&T action.

The committee expressed dissatisfaction with the wording of the requirement in the upcoming change to NFPA 1125 for the value to be labeled on a rocket motor representing its average thrust. The Board noted that this concern was valid for low-thrust model rocket motors and asked the committee to check with the motor testing organizations of TRA and CAR to try to build a consensus to enforce (for model rocket motors only) a more strict labeling standard for future new certifications than the minimum from NFPA 1125.

Jack Kane provided the Board with a status update on his efforts to develop a test protocol and instrumentation to conduct certification testing of barometric altimeters in support of their use in competition.

Sport Services Committee (now renamed High Power Services Committee).

The Board reviewed the report from Committee Chair Art Upton. Art reported that the committee gave out the first-ever NAR High Power Technology Award (\$500 plus a NAR plaque) in 2010, to John Derimiggio. The committee has developed and posted more detailed guidelines for what a person observing a NAR member’s Level 1 or 2 high-power certification flight is supposed to look for and do. The committee plans to do recruiting to expand the membership of its Level 3 Certification Committee in those states where there are not sufficient L3CC members based on the population of NAR high power fliers.

Safety Committee.

The Board reviewed the report from Committee Chair Andy Eng. The committee has awarded \$4445 in grants so far in 2010 for the purchase of range-safety equipment, with these going to 20 NAR sections that did not receive grants in the

2009 program. The Board noted that another round of 2010 grants totaling \$4000 has now been approved due to the popularity and success of this program, and that these grants should go as first priority to sections that did not receive a grant in 2009 or 2010 but can go to repeat recipients once all first-time applicants have been supported.

The NAR President had asked the committee to review the safety aspects of “mass launches” of rockets, i.e. simultaneous launches of large numbers of either model or high power rockets, and to make recommendations as to what, if any, additional safety requirements should be in effect for such launches. He had also asked the committee to review NFPA Codes 1122 (Model Rockets) and 1127 (High Power Rockets) for any needed revisions since these codes are coming up for their quadrennial review process by NFPA and the period for offering proposals for changes begins in the Fall of 2010. The committee developed several proposals for submission to the NFPA 1122/1127 cycle covering a range of issues including mass launches. The Board asked Ted Cochran, who sits on the NFPA Pyrotechnics Committee that has jurisdiction over these codes, to refine the NAR Safety Committee’s proposals into the format required by the NFPA process.

Public Affairs Committee.

The Board reviewed the report from Committee Chair Mark Stought. Mark took over this long-dormant committee in April, 2010. His report explained what he is doing to define the role that the committee can play in developing positive publicity for the hobby, for the NAR, and for the NAR’s major events. No Board action was required.

Periodicals Committee.

The Board reviewed the report from Committee Chair Mark Bundick. Mark had no items requiring Board action. He reported that he is investigating the feasibility and potential impact of using electronic vs paper publication for the NAR’s Sport Rocketry magazine, as electronic media formats appear to be increasingly more popular with younger-generation consumers.

Technical Services Committee (NARTS).

Committee Chair Tom Ha presented his report in person. Tom had no items requiring Board action. Tom plans to turn over NARTS and its entire inventory to Brad Cline from Ohio on the weekend of August 21-22, and has been working on this turnover and on training Brad for the last several months. NARTS sales continue to be strong, and a number of new products were released during the last year while several publications that have had no sales in the last two years were phased out. Sales of the “Rockets of the World” book by Peter Alway that the NAR had reprinted several years ago (1000 copies) have now reached the breakeven point of about 500 copies.

Contest and Records Committee.

The Board reviewed the report from Committee Chair Tom Lyon. Tom had no items requiring Board action. After 15 years of service Tom will turn over the committee chairmanship to Steve Humphrey at the end of NARAM-52; Tom will remain as the Southland regional chair. Tom reported that the 2009-2010 Pink Book rules change cycle was successfully concluded and that the revised Pink Book reflecting the changes approved by the voting membership has been posted. He reported that participation in NAR competition has increased compared to the previous year, with over 400 different members entering one or more contests prior to NARAM, compared to about 370 at an equivalent point last year. While this number is short of the goal of 500 established by the Board, Tom also reported that these numbers do not include participants in sanctioned high-power competition, and that there were at least five such events during the year.

Special Committee on FAI Activities.

The Board reviewed the report from Committee Chair John Langford. John reported that the NAR will be sending the largest US Team ever to the 18th World Spacemodeling Championships in Serbia in late August, with 15 Senior and 14 Junior fliers plus 12 other supporters. As always, availability and transportation of competition rocket motors is a big issue but the overall program for developing FAI competition fliers in the US is the strongest it has ever been. John reported being active in recent meetings of the international aeromodeling governing body (CIAM) and the US aerosport governing body (National Aeronautic Association).

The NAR FAI program supported its largest-ever FAI-sanctioned international “World Cup” competition in June in Illinois, run by Pat Butler and Tony Reynolds. This event had exceptional local-community support and drew a flier from India, one from Russia, and four from Canada in addition to most of the US Team.

NARTREK Committee.

The Board reviewed the report from Committee Chair George Scheil in advance of the meeting. George had no issues requiring Board action. He reported having issued 8 bronze, 2 gold, and 2 advanced NARTREK awards so far in calendar year 2010.

NAR Historian

The Board reviewed the report from NAR Historian Art Nestor in advance of the meeting. Art had no issues requiring Board action. He continues to develop and enlarge the “digital archives” of NAR historical material.

The NAR President conclude the meeting by reviewing with the Board the decisions that had been made at the meeting, and the responsibilities assigned for those decisions that involved actions to be taken after the meeting.

Motion by Vince Huegele – seconded by Ted Cochran. Passed unanimously.

The minutes of the previous meeting of the Board of Trustees (NARCON 2010 at Worcester, MA) shall be approved.

The meeting was adjourned at 6 PM on Saturday, July 31, 2010 and then reconvened at 10 PM on Monday, August 2 immediately following the NAR Association meeting and election. Election results were as follows, with 214 valid ballots cast:

Ted Cochran	183 votes (re-elected to the Board)
Vince Huegele	165 votes (re-elected to the Board)
Tom Ha	137 votes (elected to the Board)
George Rachor	131 votes (not elected)

Amendment to the NAR Bylaws establishing the High Power Rocketry Services Committee

Yes	175 votes (approved)
No	25 votes

Motion by Jennifer Ash-Poole – seconded by John Lyngdal. Passed unanimously. Joyce Guzik shall be elected as NAR Secretary.

Motion by John Hochheimer – seconded by Tom Ha. Passed unanimously. The current Executive Committee membership of Trip Barber, Ted Cochran, and John Lyngdal shall be retained.

Motion by Tom Ha -- Seconded by Vince Huegele. Passed unanimously.

The meeting shall be adjourned, to reconvene at about 8 PM Thursday, March 10, 2011 at NARCON 2011 in Seattle, WA.