

## Minutes of the NAR Board of Trustees Meeting, 28- 29 July, 2012 Muskegon MI

### Present:

Trip Barber, President  
Ted Cochran, Vice President  
Joyce Guzik, Secretary  
John Lyngdal  
Jennifer Ash-Poole  
John Hochheimer  
Vince Huegele  
Tom Ha  
Ryan Coleman

After the Association meeting:  
Mark Wise  
Randy Gilbert

Called to order at 4:00 PM 28 July 2012 in Executive Session. Recessed for dinner at 5 PM, no motions passed in Executive Session.]

Called to order out of recess 8:00 AM July 29, 2012.

### **1. Membership committee (Todd Schweim chair).**

Membership committee chairman Todd Schweim participated by conference call.

Trip Barber reported on mid-month and end of month membership. The NAR had 5404 members as of 28 July 2012. This number is about 1000 more than 3 years ago.

Estes has approved the inclusion of a NAR flyer in kits. The flyer points prospective members to the NAR web site, and this ties into our plans to improve our web site so that it offers nonmembers a great reason to join.

There was a discussion concerning retaining the new members that join after seeing a flyer. Todd has created three E-mails at the 30, 60 and 90-day point. These are now going out at 7 (benefits of NAR), 14 (join a section), and 21 days (get out to a launch) after joining. We could give the name and contact information of the section nearest to them, but this is hard to automate.

The board also discussed having a YouTube video competition to raise enthusiasm for membership, advertised in the Electronic Rocketeer and Facebook pages. Ryan volunteered to help with this and ideas for YouTube video implementation should be sent to him. Jennifer has password to YouTube channel.

The board discussed contact information that is given to sections from the Neon database. We don't want give it to people who might use it for other purposes. We currently give only contact information for members over age 18, and are set up so sections get information on members in their state once per year. In future if we provided

information on new members as soon as they joined we would give only 1<sup>st</sup>, last name, state, and E-mail address. John Hochheimer will talk with Chuck Neff about technical support for member info to sections.

The Board discussed a logo exchange with companies for the web site. A significant number of members join after finding the NAR logo on vendor and manufacturers' web sites (e.g. at Aerotech, Estes, Apogee). We also need to have a logo for the companies who support us in this manner on the NAR page. Randy Boadway offered to send the company logos from NARAM 54 to use for the new web site.

Trip reported that he had directed the membership committee to go forward with promoting life memberships. The NAR has 33 life members so far. 50 year membership pins are going out each year as earned, sent by the NAR President, and Marie is sending Level 1, 2, and 3 HPR pins now from headquarters to members who earn a new HPR certification level. Marie's supply is good for 1 ½ years.

The board also discussed looking into Todd's suggestions of using "Google Grants" as a means of increasing web-based advertising; of having a person completely unfamiliar with the NAR test-join the NAR using our web site and give us detailed feedback on improving the process; and of implementing Paypal as a means of payment for membership.

The Board thanked Todd for all of his work.

## **2. Section activities committee (Randy Boadway chair)**

Trip summarized the current initiatives of the committee:

We want to continue the section grant program at the \$10K level, and need terms for giving away that money developed on a schedule that we can announce at the Association meeting.

We have a section recognition program. We have a goal of having 140 sections covering every major population center. The NAR reached a peak of 127 sections in April. Brainstormed actions: Increase # of flying sites; # of members in sections. It won't be difficult to reach a goal of 60% of membership in sections.

This is a volunteer-poor committee, so we need to identify the volunteers to take on various tasks.

Tim Van Milligan provided ideas in the Board packet to empower sections to do more.

Randy Boadway commented that we should focus on recruiting age 40 and under members, so we have members to lead 20 years to 30 years from now. We should encourage family activities, or teams to come together to do something inspiring. Young

people need to be tutored. These activities won't help NAR finances or numbers directly, but are important for leaders in the future.

We could, for example offer a free NAR membership to someone under 18 years old per section, to be given away by section president. Many NAR sections have no kids at all. A section needs an A and B division to win section competitions, so we need to start a base in many sections that don't have a base.

Discussion of this proposal: Many sections have members that are not NAR members, including children. Some sections have scholarships for memberships for kids (e.g. \$300 is set aside in one organization for scholarships.).

MOTION: That section activities committee be authorized to offer a free membership for 7-18 year-olds to each NAR Section chartered through April 1, 2013. Moved: Ted Cochran. Second: Vince Huegele. Approved unanimously.

Section grant discussion led by Randy Boadway: For safety grants, would like to allocate \$2 K. Marketing needs grants would be second priority. \$100 grants for different media (not existing, but new or revived, e.g. banners, brochures, radio ads, multiple applications allowed based on need). Deadline for submission in Fall, and another in Spring if needs remain. \$3 K total. Third priority would be launch equipment. Need to provide not only money, but sources for equipment and materials, e.g. launch system, customized for sections. Sections need to know where to buy banners, brochures, how to design; the same is true for launch equipment. For safety grants, NAR had a catalog of items to choose from, and a dollar limit of \$250 for safety equipment. For launch equipment, could get a high-power pad for \$250, but grant doesn't have to cover all of the cost. The fourth priority is outreach, with \$100 per grant. It is important to understand what the sections spent money for, and have a way to prove that plan has been implemented. Perhaps the section should write a short article to publish on web page or in magazine. We could get a paragraph from each section to combine into a good article. But is this plan too difficult to enforce? Trip suggested that we have a general grant application with eligible purposes stated. Could put limits on marketing and outreach. Allow one per section, or will get hugely oversubscribed. We should make safety first priority. We want to get new sections involved as soon as possible. For safety and new sections, could have 2 grant periods/year and set aside money for new sections and application for safety equipment. Safety, Launch Equipment, Marketing (keep outreach lower priority for now). Objective criteria of order of receipt/time stamp. Applications start Sept. 15, end Nov. 1.

MOTION: To support \$10 K grant program administered by the section activities committee that provides grants of up to \$250 to sections in priority order for safety equipment, launch equipment, and marketing activities. Moved: John Hochheimer. Second: Joyce Guzik. Passed unanimously.

Other action items of finding launch sites, and developing a section recognition award were discussed. Randy proposed a yearly award, with applications due July 1. He

recommended listening to feedback from members and section leaders to develop criteria. He would iterate with board by mid September, and section leaders in October. This should not be a 'contest,' but rather a communication of what we want sections to do.

Creating a briefing for launch site owners and making it available on NAR web site is highest priority. Need to include Insurance, Safety, How to find a landowner. How do you determine who owns a particular piece of land?

Jim Wilkerson will create a tutorial for determining a waivable altitude.

The section web page award is to be given this year. Pam Gilmore will chair committee next year. For section award, Randy will chair first year, need new section next year.

### **3. Contest and Records Committee (Steve Humphrey, chair, participated by conference call).**

The Board discussed options for increasing participation in competition. Having energetic and enthusiastic regional contest board chairpersons helps. The perception of competition as intimidating to new people may be an issue. Experienced competitors need to make an effort to include new people, and help them to realize that the important thing is to have fun. The board discussed several other options, and agreed with the Contest Board's decision to stop charging competition sanction fees starting in 2012-13. The current high-power competition code was published as a draft with an expiration date of last year. It has been popular and no suggestions have been offered for changes.

MOTION: To make the current NAR high-power competition code permanent. Moved: Ted Cochran. Second: Ryan Coleman. Passed unanimously.

### **4. Education Committee (Vince Huegele chair).**

The NAR now has a draft of a memo of understanding (MOU) from Roy Houchin that he has developed for potential use with Civil Air Patrol (CAP), along the lines of the NAR's MOU with the 4-H program. CAP has an extensive education program with Estes rockets, and is creating a new one with high power.

We discussed having an NAR display at the NSTA conference vs. iHobby, or doing both. Vince wrote a tutorial for running a display, and will work with the NAR president to recruit local volunteers to attend a national or regional NSTA.

Vince discussed ideas for a new NAR Teacher certification program. The program would give credibility for teachers to the school, and teachers could then certify other teachers. It would be counted as professional development to learn skills of rocketry. The program would be open to teachers who are NAR members. Teacher could represent NAR in classroom. Their certification would be stated on their NAR card. We could have a membership category for teachers. We could offer a first-year discount. We could offer a free member handbook from NARTS instead of a membership discount.

We already have some teachers lined up to help. We could recognize NASA advanced rocketry workshop teachers who complete this program as certified. As of today, 16 people have checked that they are teachers in NEON.

The board asked that the teacher certification program be reviewed and implemented at the next Board meeting.

The Student Launch Initiative has been renamed by NASA to Student Launch Program. The NAR fulfilled its contract for providing launch services at the SLI launch event to NASA for 2012, and has some funds left over to dedicate to improving launch equipment for support of future-year programs. The NAR sent John Hansel to NASA's week-long advanced rocketry workshop for SLP teachers to help, and had 49 Level 1 certifications in one day at that event. The NAR will put together a bid for SLP for next year.

### **5. Standards and Testing Committee (Jack Kane, Bill Spadafora chairs)**

We learned about the Motorcato.org prototype web site to report a malfunctioning engine simultaneously to NAR, TRA, and CAR motor testing organizations.

Jack Kane gave us a demonstration of his new altimeter tester. The device simulates a flight representative of pressure drop, and uses a pressure transducer to report the simulated altitude. It is battery operated, and encased, and will take rough handling. The accuracy specification is supposed to be within 1%, but Jack doesn't think that altimeters are accurate to within 1%, as demonstrated by Chris Kidwell's R&D report for which he flew many altimeters at once. The instrument may be precise, but not necessarily accurate. If everyone used the same altimeter model, one would get the same precision and same relative result. But for contests with different types of altimeters, accuracy is needed. Jack discussed his plans to use a standard pressure vs. time profile and test three altimeters from each manufacturer, multiple times for the same altitude, and at multiple altitudes.

### **6. High-Power Services (Art Upton, chair)**

Art discussed the Rocket Science Achievement Award, designed to recognize additional achievements in NAR high power rocket flying that are separate from certification and don't require more than L1 certification.

There are three basic proposed recognition areas:

- 1) Faster than sound. Sound speed is dependent on weather, temperature and altitude. Need to have proper instruments such as accelerometers, etc. to determine whether rocket went faster than sound. Understand how the speed of sound changes with altitude and document it. Data file/plan of rocket need to be submitted to demonstrate success. Art will have web page listing awards, and plan/data info.

2) Mile markers. Establish how high you have flown above ground level, separate awards for each mile. Can continue to 2, 3, 4 miles high. The challenge at higher levels is how to substantiate them, as many altimeters work only to 29,000 feet! Fliers will need to submit a copy of waiver to show that they didn't bust the waiver.

3) In-flight insights. This pursuit is for people who like electronics, and could include extraordinary science payloads, telemetry to the ground in addition to speed and altitude, or accelerometers with multiple degrees of freedom for attitude measurement. Fliers will need to submit data files beyond altitude and speed.

Trip suggested renaming #3, and advertising this program in the fall on the new web site. The details and form to start applying will be ready by end of August.

Other ideas are being considered, but not ready yet, and may include 2-stage rockets, safety, and clustering. NAR will decide whether to award pins, plaques, or certificates. For now, this will be an individual achievement award. Art will consider making group or team awards later.

MOTION: Establish a rocket science achievement award. Moved: Cochran. Second: Ash-Poole. Passed unanimously.

Trip reported that there were almost no applications for the high-power technology award, so this award is dormant for now.

## **7. Safety Committee (Steve Lubliner chair)**

Steve will be independent safety committee member of record on NFPA, as part of the overall shift when Pat Miller steps down as the NAR representative in November 2012. Trip will move up as the representative of the NAR on NFPA, with Ted as the alternate. Steve Lubliner will, at the discretion of the NFPA, replace Ted as an independent expert on the committee.

Steve reported on revision to Trained Safety Officer Program originated in 1999. This was a rigorous program derived from Navy watch personnel qualification standards. There are currently 16 trained safety officers in NAR database.

Steve said that he attempted to try to cover every situation that a trained safety officer might see. The program is directed at high power, including clustering and staging. The revised program is simplified. The person being trained examines 15 rockets under the eyes of a mentor, using an RSO checklist. It is impossible to expose individuals to everything possible to see. One should consult with fellow RSOs on the range, and will always be learning, so the program is not an end unto itself. The aim is that someone could be certified within a day at NARAM. In a regional scenario, depending on size, it may take 1 or 2 days. It was noted that in the past, when 25 rockets along with additional requirements, had to be examined to be trained, it would take a significant amount of

time to accumulate the necessary experience. One doesn't have to be a trained safety officer to be the examiner, but a level 2 or level 3 person can mentor and sign off on the certification.

There were some additional comments on the wording of the text describing the new program, and revisions will be made and sent to the Board for final review.

We also discussed whether we wanted a Trained Safety Officer program directed toward model rockets. For now, will consider writing a "safety best practices for model rockets" briefing with lots of illustrations.

Steve L. will take over the old motor test program from Ted.

The board then had an extensive discussion of a safety code for water rockets based on an input from Bill Stine of Quest, whose company has introduced this form of rocketry to their product line, and will need to do some safety analysis in connection with it. The NAR does have a draft water rocket safety code that is outdated, and accidents have occurred with water rockets since this code was written. The inclusion of water rockets in our safety code will also impact our insurance coverage, and so the insurance implications also need to be investigated.

## **8. Periodicals Committee (Mark Bundick chair)**

The Board discussed the costs and success of distributing Sport Rocketry in bookstores and hobby stores using Ingram Periodicals, Media Distribution, and Kalmbach. We decided to continue with Kalmbach and assess again in the future.

MOTION: Discontinue distribution through unprofitable distributors. Moved: Cochran. Seconded: John Lyngdal. Passed unanimously.

The Board next discussed finding content for Sport Rocketry Magazine. We have been authorizing paying for articles, at a rate of \$250/article (up to \$3000 year), and offering a couple of free NAR memberships per issue. We brainstormed other ideas, as well.

## **9. Budget (Tom Ha, Treasurer)**

The NAR's financial position is very strong, with \$351K on hand as of 30 June 2012, of which \$51K is in restricted funds (e.g., Alway R&D Award and Cannon Educator funds), and an additional \$62K is in our insurance reserve fund.

We reviewed the budget, and voted on action items re. kit stuffers and insurance. We need to get a precise quote from Bob Blomster on insurance costs with an additional proposed increase in launch site fire coverage to \$1 million (the current coverage limit for fire damage is \$200 K). The estimated increase in insurance costs will be about

\$10K/year (20% increase). (The NAR Section Leaders survey response favored the increased coverage by almost 2/1, with 13% abstaining.)

Motion by Cochran, Second by Huegele to spend up to \$8000 for kit stuffers to be inserted into all Estes kits except ready-to-fly, with a review for effectiveness after the flyers hit the market. Approved unanimously.

MOTION by Cochran, Second by Hochheimer to increase launch site fire coverage to \$1 million. Vote: All in favor, except for Tom Ha, who voted against. Tom believed that the risk to be mitigated does not merit the increased cost.

**National Association of Rocketry** Reconciled

**Statement of Fund Balances**

**For the Period Ended May 31, 2012**

	General Fund (HQ)	Sport Rocketry	NARTS	Newsletter	Standards/Testing	Reserve	National Events	Inter. Events	Section Activities	Education	Capital Fund	NARTREK	Total All Funds
Balance, 12/31/11	154,397.10	8,450.23	25,827.48	(402.72)	2,936.34	59,137.99	33,981.47	33,680.07	5,189.21	30,258.39	1,769.84	-	-
Income	132,035.15	62,773.32	11,533.76	3,060.00	0.25	3,313.65	7,583.35	16,916.94	2,342.37	20,270.50	-	157.00	259,986.29
Expenses	110,314.13	79,293.65	6,961.24	5,443.78	-	-	9,374.96	-	7,122.34	13,254.39	-	-	231,784.49
Net Change in Balance	21,721.02	(16,520.33)	4,552.52	(2,383.78)	0.25	3,313.65	(1,791.61)	16,916.94	(4,779.97)	7,016.11	-	157.00	28,201.80
Adjustment to Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-	-	-
Balance, 05/31/12	176,118.12	(8,070.10)	30,380.00	(2,786.50)	2,936.59	62,451.64	32,189.86	50,597.01	409.24	37,274.50	2,147.59	157.00	383,804.95

Note 1

**Statement of Restricted, Unrestricted and Designated Funds**

**For the Period Ended May 31, 2012**

	Notes	General Fund (HQ)	Sport Rocketry	NARTS	Newsletter	Standards/Testing	Reserve	National Events	Inter. Events	Section Activities	Education	NARTREK	Capital Fund	Total All Funds
Unrestricted Funds		176,118.12												181,603.59
Designated Funds	Note 1		(8,070.10)	30,380.00	(2,786.50)	2,936.59	62,451.64	13,189.86	50,597.01	409.24	5,328.47	157.00	2,147.59	151,255.33
Restricted Funds:	Note 2													-
International Events	Note 3													-
NARAM R/D Fund	Note 4							15,800.00						15,800.00
NARAM Travel Awards	Note 5							3,200.00						3,200.00
Cannon Fund	Note 7										31,946.03			31,946.03
Balance, 05/31/12		176,118.12	(8,070.10)	30,380.00	(2,786.50)	2,936.59	62,451.64	32,189.86	50,597.01	409.24	37,274.50	157.00	2,147.59	383,804.95

- Note 1: Designated Funds are those for the use of a specific activity or project - but can be used by the board if necessary for other purposes.  
 Note 2: In the case of the general fund, this amount represents monies set aside for potential insurance claims and for paying another year of member insurance.  
 Note 3: Restricted Funds are those which can only be used for a specific activity or purpose and may "normally" not be transferred to other funds.  
 Note 4: The International Events amount represents "team deposits" made for the next world spacemodeling championships.  
 Note 5: Remaining balance of the Alway R/D fund used for NARAM B Divisioners.  
 Note 6: Balance of the A Division Travel Awards to NARAM.  
 Note 7: Balance in the education fund that represents monies used for teacher grants.

Statement of Activity

National Association of Rocketry  
 Statement of Activity  
 For the year end May 31, 2012

	Total	General Fund (HQ)	Sport Rocketry	NARTS	Newsletter	Standards/Testing	National Events	Inter. Events	Section Activities	Educat.	Reserve	NARTREK
<b>Revenues:</b>												
Membership Dues	129,940	129,940										
Regular Allotment	57,975		44,645		3,060		1,083	2,917		6,270		
Service Fees/Sales	13,872			11,531		0			2,341	0		
Advertising Sales	18,128		18,128									
Other Income	2,041	2,041										157
Grants	14,000										14,000	
Team America	5,000						5,000					
Donations	16,814	0					1,500	14,000		0	3,314	
Interest Income	59	54		3		0	0	0	2	1	0	
<b>Total Revenue:</b>	259,986	132,035	62,773	11,534	3,060	0	7,583	16,917	2,342	20,271	3,314	157
<b>Expenses:</b>												
Allotments	57,975	57,975										
HQ Services	9,400	9,400										
Phone and Internet	3,055	3,055										
Database Service	3,430											
Postage/Shipping	10,810	2,479	1,479	1,014	2,421	0	0		3,416	0		
Printing	78,537	4,116	71,398		3,022							
Insurance	22,279	22,279										
Insurance Claims	690	690										
Office and Administrative	835	200		437						198		
Credit Card Fees / Bank Charges	5,372	5,072	0	264				36				
Marketing / Public Relations	0											
Travel / Trustee Expense	847	847									0	
Other	699	449	250				0					
Ad Commissions/Royalties	6,321		6,166	155								
Rents/Storage	0											
Franchise Fees (Note 1)	0											
Range Equipment	0											
Motel/Banquet	237							237				
Awards / Grants / Trophies	3,819	311						0	3,508	0		
Supplies	0								0			
Team America	9,102						9,102					
Bad Debts	0											
Inventory Purchases	5,112			5,112								
Legal Expense											13,254	
SLI program	13,254											
Capital Expenses	0											
<b>Total Expenses:</b>	231,775	110,305	79,294	6,981	5,444	0	9,375	0	7,122	13,254	-	-
<b>Other Income (Expense)</b>	0											
<b>Net Increase (Decrease)</b>	28,211	21,730	(16,520)	4,553	(2,384)	0	(1,792)	16,917	(4,780)	7,016	3,314	157



## **10. Technology committee report. (Jennifer Ash Poole, chair)**

Bruce Canino will be the new chair of the technology committee, and oversee the web site. Jonathan Rains will oversee the NEON database.

Jennifer said that a policy amendment is needed to allow Neon database access to the appropriate persons as emergent circumstances require.

MOTION: Amend the policy for access to Neon database that allows the executive committee to add access as needed. Moved: John H. Second: Ted C. Passed unanimously with one abstention (Jennifer Ash-Poole).

Bruce Canino gave us an overview and demonstration of a new web site, intended to increase traffic levels and NAR web presence, and to provide an architecture that will permit key volunteers to “own” and maintain their activity’s section of the website directly without having to go through a single webmaster.

[narwebsite@gmail.com](mailto:narwebsite@gmail.com) works to contact Bruce Canino, as does [caninobd@voicenet.com](mailto:caninobd@voicenet.com).

The site will work with Android and iPhone, web 2.0 technology.

Ryan Coleman volunteered to be project manager for web site transition.

MOTION: Approve minutes from previous NAR Board meeting. Moved: Vince H. Second: Tom Ha. Passed unanimously.

The board recessed until the Association Meeting.

## **11. Post Association Meeting: Election of Officers and Assignment of Roles**

The board returned to order following the Association Meeting.

The board welcomed new members Randy Gilbert and Mark Wise.

MOTION: To appoint Ted Cochran President, John Hochheimer Vice President, Tom Ha Treasurer, and Joyce Guzik Secretary. Moved: Randy Gilbert; Second: Mark Wise. Passed unanimously.

MOTION: To appoint Ted Cochran, John Hochheimer, and John Lyngdal to the Executive Committee. Moved: Tom Ha. Second: Mark Wise. Passed unanimously.

We then discussed Trustee Liaisons to committees, and made the following adjustments:

National Events: John Hochheimer

Section Activities: Randy Gilbert

FAI: Ryan Coleman

Technology Committee: Ryan C. for Bruce Canino and the web; John Hochheimer for Jonathan Rains and NAR HQ systems.

NFPA Representative following Pat Miller's retirement: Trip Barber

Webmaster: Ryan Coleman

Historian: Joyce Guzik to new Committee Chair Jennifer Ash-Poole who volunteered to take on this role.

Nartrek: Mark Wise

High-power services: John Lyngdal and Mark Wise

Standards and Testing: Mark Wise.

We also confirmed which board members and committee chairs would be able write checks and have account access.

The board discussed ongoing efforts to expand the model rocketry exhibit at the Museum of Flight, including a effort to have NAR partner with the Museum of Flight.

MOTION: Move make Vern and Gleda Estes honorary Trustees, in order that they may represent the NAR at MoF discussions concerning a model rocketry exhibit. Moved: Randy G. Second: Tom Ha. Passed unanimously.

The NAR Board will next meet at NARCON in Santa Clara CA, Friday February 22<sup>nd</sup> – Sunday February 24<sup>th</sup>, 2013. Board meeting will probably be Thursday afternoon and Friday, Feb. 21 and 22<sup>nd</sup>, 2013.

NARAM 55 will be held the week of July 22, 2013.

MOTION: Moved to adjourn. Motion: John Lyngdal. Second: John Hochheimer. Passed unanimously.