

Ted Cochran calls meeting to order 7:46 p.m. PST February 21st, 2013

Present: Randy Gilbert, Vince Huegele, Mark Wise, John Lyngdal, John Hochheimer, Tom Ha, Ryan Coleman, Ted Cochran. Excused: Joyce Guzik.

Vince Huegele moved to accept the minutes for the last meeting, Mark Wise seconded. Passed unanimously.

The meeting entered executive session at 7:49 p.m.

The meeting came out of executive session 8:32 p.m.

Ted Cochran leads a review of status of July BoT action items & decision items.

Most are in progress, completed, or to be discussed this meeting. Still need to work toward actions to grow number of sections. Have not yet decided on whether to have separate dues for teachers.

Periodicals Committee Report.

Mark Bundick reports status quo. Blow in inserts will cost 15\$ per thousand, ordered 20,000.

Membership Committee Report.

Membership level is measured near the end of the month, as non-renewing members are dropped on the first day of the month. We are as of mid-February at 5650 members, the second highest membership total ever (highest was Nov 2012) [Note: by the end of February membership had risen to over 5670; the highest ever]. While the BoT budgeted last year to run a small deficit to reduce our surplus, we actually ran a surplus due to increased revenues because of the need for conservative membership estimates. Estes kit stuffers may make an additional impact soon.

Membership incentives: We sent out \$5 to existing members for each referred new members last year--\$960 total for new members. Ted Cochran recommends that we continue this program.

John Hochheimer motions to continue the membership incentive program; Vince Huegele seconded. Motion approved unanimously.

Ted Cochran will discuss with Todd Schweim the ad program to double one ad for participating vendors.

Estes Kit Stuffers are coded so we can see how many new members are joining because of the inserts. We aren't yet certain how much our membership levels will change because of these, but we expect the benefits to outweigh the costs.

The Board discussed Todd Schweim's proposal to give free downloads of back issues to members. The plan conflicts with NARTS sales of the same issues to members. The board discussed whether NARTS should even be tasked with making money (are they a profit center or a service organization, or both?). The cost to replace a paper magazine collection with CDs would be high; should we decrease the price for longtime members? We might consider one price (or no price) for the issues already received as a member, and a different price for earlier issues. Another consideration is whether the sales are for new members that want to learn about old stuff or old members who want the space reduction. Tom Ha reminded the board that the Model Rocketeer back issue collection is 20\$, American Spacemodeling is 20\$, and the recent Sport Rocketry issues are priced higher so that members don't quit and just buy the CD each year. Also, there is a surplus of Sport Rocketry back issues (hard copy). Tom Ha suggests that we should make contest plans and R&D reports as a members-only download. The board decided to ask Brad Cline to propose alternatives for future consideration.

Recessed for the night at 9:38 p.m.

Ted Cochran calls the meeting to order at 8:05 a.m. February 22nd, 2013.

Present: Randy Gilbert, Vince Huegele, Mark Wise, John Lyngdal, John Hochheimer, Tom Ha, Ryan Coleman, Ted Cochran. Excused: Joyce Guzik.

Member submitted issues

- The New Jersey legislature has a new gun law with language that may define rockets as a destructive device: "Any rocket having a propellant charge of more than four ounces". The board discussed the pros and cons of various actions, including conferring with the manufacturers about this issue, since 3 Estes E12s would be over the limit. If events warrant, Ted Cochran will contact the manufacturers about the NJ issue.
- Rocket City Rednecks

Ted Cochran says several members have contacted him about this show, wanting condemnation. Vince Huegele describes 3 episodes, one with a rocket fueled by moonshine that crashed. In the second, they built an SLP rocket and wanted to fly it during the NASA SLP Finals (run by NAR). When NASA denied their opportunity to fly with SLP, they flew it on their own and crashed it. In the third, they used a K-powered go-kart which crashed. The board considered that rocket motors are used and abused in lots of TV shows, such as the 200 D motor powered surfboard on Mythbusters. In general, the NAR does not condone activities outside the safety code, but there may not be a lot of payoff for the investment of time required to track misuse and write letters about it. Our inclination is to ignore these shows and continue to put statements on our website and e-Rocketeer about our safety code; our publicizing them may do more harm than good.

- What properties can be included in field size?

Vince Huegele described a 5K' by 5K' sod farm field, with a waiver to 20K', which would not meet FAA requirements, but the launch site size includes woods around the field. The sod farm owners, as well as others, own the adjacent woods. The FAA requirement (FAR 101.25(g)) is that maximum altitude is constrained by property "that is not associated with the operations." A 5K' x 5K' site can, at most, support flights to 4 x 2.5K feet, or 10K feet, in order to meet the requirement that, "You must not operate Class 2-High Power Rockets or Class 3-Advanced High Power Rockets...unless you observe the greater of the following separation distances from any person or property that is not associated with the operations...(1) Not less than one-quarter the maximum expected altitude...."

However, there is no requirement that the entire launch site be sod; scrub, marsh, and woods are OK. If the landowner(s) give permission, they become part of the launch site. The board concluded that the FAA limits on altitude apply to the field from which you have permission to fly and adjoining land on which you have permission to recover rockets ("The launch site"). The launch site can't include empty surrounding land unless owners have given permission for it to be included (and in that case a Section would be well-advised to obtain an insurance certificate). An accidental parachute recovery into such property may not be a safety code violation (unless it was intentional), but could still turn into a trespassing issue if the owner of that land isn't asked for permission to retrieve the rocket. In Vince's example, the waiver should be limited by the size of the sod field and the woods that are owned by the sod field's owner, but not woods that owned by others until their permission is received.

John and Ted will author a Sport Rocketry article on this general issue. Mean while, Ted will add a recovery etiquette section to the e-Rocketeer, and a yearly reminder.

- Rocket Golf.

Doug Frost joined the Board for a discussion. Ted Cochran summarized conversations with NAR members concerned about launch angles in Rocket Golf, as well as implied endorsement of rocket golf by NAR. Ted has been telling NAR members that, if practiced fully within safety code, Rocket Golf is fine--it's another one of many different activities that racketeers participate in. However, if permissible launch angles are exceeded, Rocket Golf is not within the NAR safety code, is not endorsed by NAR, and is not insured by NAR. The Board requested that Doug change his advertisements to make sure that the NAR safety code as written is endorsed, and that NAR endorsement must not be implied in business use.

Education Committee Report (Vince Huegele):

The wording of a Memo of Understanding has been finalized with Civil Air Patrol, coordinated with Roy Houchin. CAP is producing a new member guidebook for CAP members, including high power rocketry activity, which they want to do with NAR. Roy has modeled the CAP MOU after the 4H MOU.

Vince Huegele moved that we approve the proposed MOU with CAP. Mark Wise seconded. Motion approved unanimously.

A second MOU has been executed, with Executive Committee approval, with the Museum of Flight in Seattle, that establishes the terms and conditions under which the Museum and NAR will promote aerospace education, the preservation of hobby rocketry historical artifacts, and the exhibition of hobby rocketry material for the benefit of the public at large.

Vince Huegele moved that the board confirms the executive committee's decision to approve the MOU with the MoF. Ryan Coleman seconded. Motion approved unanimously.

Vince Huegele reports that the NAR Teacher Certification program may be beta-tested at the Museum of Flight Teacher Training this summer. The teachers pay a small amount (50\$) for supplies and the Museum and the local NAR clubs will be doing support. The NAR Teacher Certification program will be modeled like the HP certification program; once the NAR Teacher is certified, they can certify others.

John Hochheimer moved to reimburse travel expenses up to \$1000 for Vince Huegele to attend this summer. Mark Wise seconded. Motion approved unanimously.

With respect to coordinating MoF activities with the NAR Historian (Jennifer Ash-Poole), the MoF is interested in collecting and displaying physical artifacts, whereas the NAR Historian's job description is more in the areas of digital archiving and maintaining NAR history on the NAR website. NAR and the NAR historian should not be interested in collecting stuff (although we do get requests to do that from time to time). The NAR Historian should preserve our history, and can (and should) be involved in determining the importance of artifacts, but the historian is not going to be responsible for artifact collection and preservation.

The NAR Table Exhibit, which Vince has been responsible for, goes to many trade shows, open houses, and NSTA conventions, and we'd like to have another one made. Also occasionally we need the current one in two places at the same time. The current one is seven years old, displays pictures of rockets and TARC. Trip Barber helped create the first one. Tom Ha has another display that is much bigger and may be usable either instead of a new one or in addition to it. Tom will determine its condition.

John Hochheimer motions that we spend up to 1000\$ to replace and/or refresh and update our displays, Vince Huegele seconded. Motion approved unanimously.

The NAR NSTA CDs will not be reordered; a business card with a URL will be distributed instead.

The Education Committee proposed an outreach/membership incentive in that if a teacher joins NAR for the first time, they will get an e-coupon exchangeable for a Handbook of Model Rocketry as a bonus for joining. 11\$ + 5\$ shipping cost. The Board agreed that NARTS is making enough money to cover this, and that the approach is a good investment and easier to manage operationally than a discount.

John Hochheimer moved that all teachers who join the NAR get a coupon exchangeable for a Handbook of Model Rocketry from NARTS. Ryan Coleman seconded. Motion approved unanimously.

Student Launch Program. NASA and the contractor have budget issues; the RFP was delayed. Launch is 7 weeks away. Rooms have been reserved through NASA. In the past NAR has been a subcontractor from a contractor for NASA to run the event, with funding to defray hotel, meals & shirt expenses for range staff (~20 members, who pay their own travel expenses). NAR also insures the event. NASA provides shuttle buses, a venue for the teams to exhibit their projects, and staff. ATK sponsors the banquet. John Hochheimer says that members would prefer to lock in airfare now; delays will be disruptive. The Executive Committee will monitor this as it unfolds in the next 2 months, as this is an important event for the students. The NAR is happy to participate and provide expertise, but would not want to commit to spending large sums annually on this NASA/ATK event without further study. [Editor's note: Since NARCON, the SLP request for proposals was received and responded to, and NAR won the contract and will support the event in April].

Technology Committee.

Ryan Coleman summarizes Bruce Canino's website report. New website is ready for proofing and he is currently setting up volunteers who will update individual pages. Social media director currently vacant, but Facebook is being taken care of by Jennifer Ash-Poole and Ted Cochran. The TARC Yahoo group, NAR Facebook page, NAR Website, and NAR sections Yahoo group remain the official web presences.

Bruce continues to set up new architecture. Ryan Coleman asks all board members and other volunteers to test <http://dev.nar.org> for problems and report them on the Google Drive spreadsheet that Bruce Canino set up. Requests for accounts to access webpages can also be put on the same Google Drive spreadsheet.

Logo and brand use. Ryan led a brief discussion on the use of the NAR logo and brand by various manufacturers, organizations, and individuals.

John Hochheimer moved that use of the NAR brand be limited to activities sponsored by NAR, NAR National Events, NAR Section activities, member personal use, and other events as approved by the NAR Board. Tom Ha seconded. Motion approved unanimously.

Headquarters systems. Update from John Hochheimer. Jonathan Rains has been dealing with issues with member renewals and integration with NEON. We are paying 245\$/month for increased customer support, but we could go down to 99\$/month service level when he no longer needs it. Membership cards are going out and the process is now running smoothly. They will need to be reordered later this year, we had 12K and have sent 9K out so far (the initial batch plus new members and renewals plus L1/2/3 upgrades). Members often want a membership card immediately, and we may need to process them more often even though it costs \$30 for each order we send. John Hochheimer asks if we could have a confirmation page display their NAR number and a 'temporary' card.

Since the website supports membership login, we could offer members downloadable R&D and Technical Reports in response to a member request. NARTS currently sells CDs and could continue to do so. Tom Ha As long as we aren't totally cannibalizing NARTS sales of recent Sport Rocketry issues, this should be fine. Rolling release of issues? Tom Ha will coordinate with Bruce Canino.

Section activities committee.

Section Renewals are now a non-issue (Sections aren't being required to pay a fee or even to renew, they just have to keep their information up to date). New insurance certificates will be sent out as soon as the policy is issued. Randy Gilbert states many actions are lined up for Section Activities to take care of:

- Section grants (Spreadsheet made, March 1st awards will go out),
- Waiver altitude tutorial (Ted Cochran and John Hochheimer will start a Sport Rocketry article & PDF for website),
- Section recognition,
- Section manual revision,
- Finding landowner tutorial,
- Launch site development, launch site access briefing, and launch site lessons learned.
- NEON programming with Jonathan Rains about section updates.

NARTREK.

Mark Wise moved to approve the Executive Committee decision to spend 1600\$ in NARTREK funds on NARTREK pins & patches, Tom Ha seconded, Motion approved unanimously.

NARTS divesting of patches, no more will be ordered. Pins are a huge hit.

Safety committee.

There have been issues in the field with sparky motors that aren't known to be sparky by the modeler/RSO. (Not everyone reads all of the labels or remembers all of the designations). We will update the NAR combined motor list to be clearer, and consider a recommendation about this in the next NFPA cycle if it continues to be a problem. Need to update the TSO package on the website as approved last meeting. Steve Lubliner now administers the Old Motor program. ~400 motors flown on the program to date.

Tom Ha moved to approve the new NAR Expired Motor Testing program plan from Steve Lubliner, Randy Gilbert seconded, Motion approved unanimously.

Contest & Records.

Ryan Coleman summarizes, Brian Guzek has taken over NERCB from Jeff Vincent after Jeff's many years of service. Some regions remain slow reporting results.

FAI. Will request funding during the budget discussion. Ryan Coleman reported from John Langford's activities. Juniors are being partly supported with a NAR contribution of 7K\$ per year.

S&T.

John Lyngdal reports that things are going well. Not many new certifications. Jack Kane is still working on altimeter testing. Five year retest process is in place. <http://motorcato.org> is up and running, an online MESS report that goes to NAR, Tripoli Motor Testing and CAR. Bill Spadafora has found a site in Maine as a back up site for S&T East.

Financial Statement

Tom Ha states we did well overall.

Paypal membership payments are now accepted and tied in through NEON and the NAR website. Fees are similar to the credit card fees.

Tom Ha will need to visit Stew McNabb again to meet about the books and get the past NAR financial records.

Vince Huegele moved to allocate funds for travel reimbursement for Tom Ha to visit Stew McNabb, Randy Gilbert seconded. Unanimous approval with Tom Ha abstaining.

The Board discussed the 2013 Budget. Previously committed items include bonus payments, payments to magazine authors, internats support, member guidebook, increased insurance coverage, section grants. Assumptions for this year include 4400 SR + 1100 LR+JR members, and six issues of a 56 page magazine. Final approve of the budget deferred until the end of the meeting to accommodate additional pending spending requests.

Nat'l Events report:

John Hochheimer reports NARCON 2014 possibly in Orlando or with Mark Bundick in Chicago. NSL and NARAM leads are being checked out. We need some replacement equipment. 1) New PA system, outdoor, 1000' range, should run 2500\$ (microphone, amps, batteries). 2) Consolidation, inventory and upgrade of Nat'l Events equipment, for easier distribution from central location. 3) Hotel contracts are a big liability, the contract terms are not in our favor. Poor NARAM attendance can be a bigger than necessary risk if the hotel terms are not carefully vetted. There are companies that manage events on a national level, manage and contract with every hotel that they can. They get better prices for us and keep some of the money. 100 room-nights per event is their usual minimum but we could adjust this to our needs. John Hochheimer proposes taking this away from the sections, let this company handle it, relieve the section volunteers to spend time organizing the actual event. NAR Management would then drive the hotel selection. John Hochheimer would do this for NARCON, TARC, NARAM, NSL (SLP is handled by NASA). The sense of the board is that John should pursue this starting for Nat'l Events 2014.

John Lyngdal moved to authorize up to 3000\$ to purchase a PA system and transport cases with the goal of having it available National Events. Mark Wise seconded. Unanimous approval.

John Hochheimer will come back at NARAM on recommendations for other equipment upgrades.

Ryan Coleman motions to approve up to 2000\$ for high power pads and rails to be used for SLP. John Hochheimer seconded. Unanimous approval except Vince Huegele abstains.

John Lyngdal has some discussion about the SLP RFP bid, will discuss with rest of Executive Committee before bid is due March 7th.

Finalization of budget.

John Hochheimer moved to modify the proposed budget to reflect expenditures approved at this meeting and approve the budget. Randy Gilbert seconded. Unanimous approval.

Mark Wise moved to approve the Executive committee decision to spend 450\$ on Estes Kit stuffers. Vince Huegele seconded. Unanimous approval.

John Hochheimer moved to approve 7,000\$ for International Events. Mark Wise seconded. Unanimous approval.

John Hochheimer motions to adjourn, Mark Wise seconded. Unanimous approval. 4:05 p.m.

1.1 Board Decision Items for This Meeting **Changes in RED**

ITEM	DECISION CONSIDERED	DECISION MADE
1	Renew membership incentives for recruiting new members?	Yes
2	Decide on 2013 budget	Yes
3	Should we enter into an MOU with CAP?	Yes
4	Does the Board confirm the Executive Committee Decision to enter into an MOU with MoF?	Yes
5	Shall we build another table display for use in exhibitions and shows at a cost of approximately \$1000?	Yes
6	Does the Board confirm the Executive Committee Decision to spend \$405 on Estes kit stuffers for Educational Bulk Packs?	Yes
7	What National Events infrastructure should be upgraded?	Yes
8	Does the board confirm the Executive Committee decision to spend \$1600 in NARTREK funds on NARTREK pins and patches?	Yes
9	What is the role of the NAR Historian wrt MoF partnership?	No motion required, Ted Cochran will communicate with Jennifer Ash-Poole.
10	Does the Board approve the minutes of the meeting of July 2012?	Yes

Ted Cochran asks for suggestions for changes to our list of Board of Trustee liaisons to NAR Committee Chairmen & Key Volunteers. Trip Barber needs a Liaison for his role on the Joint Manufacturer Advisory Cmte (possibly needs a replacement, Ted Cochran will inquire.). Tabled for tomorrow.

National Association of Rocketry					
Historical Statement of Activity and Most Recent Budget					
For the period ending December, 2012					
		Actual	Budget	Variance	Budget
		December, 2012			2013
Revenues:					
	Membership Dues	285,517	285,600	(83)	293,700
	Service Fees/Sales	24,895	51,750	(26,855)	22,650
	Advertising Sales	36,880	38,400	(1,520)	31,800
	Other Income	7,127	6,045	1,082	17,000
	Grants	28,000	17,000	11,000	320
	Team America	9,563	14,000	(4,437)	5,000
	Donations	22,729	12,200	10,529	10,000
	Interest Income	300	690	(390)	28,700
Total Revenue:		415,011	425,685	(10,674)	409,170
Expenses:					
	HQ Services	23,400	24,000	600	25,200
	Phone / Internet	7,322	8,960	1,638	8,960
	Database Service	7,970	6,300	(1,670)	2,940
	Postage/Shipping	17,794	30,740	12,946	19,090
	Printing	158,412	163,980	5,568	152,885
	Insurance	54,155	45,100	(9,055)	54,500
	Insurance Claims	3,912	0	(3,912)	-
	Office Supplies	19,342	3,950	(15,392)	2,700
	Member Guidebook				14,000
	Credit Card Fees/Bank Charge	842	9,500	8,658	12,000
	Marketing / Public Relations	0	5,000	5,000	-
	Travel / Trustee Expense	6,303	5,500	(803)	8,500
	New member promotion				2,000
	Other	43,971	35,240	(8,731)	3,570
	Ad Commissions/Royalties	10,394	9,600	(794)	7,950
	Membership cards	0	0	0	9,300
	Franchise Fees	0	2,800	2,800	-
	Range Equipment	0	0	0	-
	Motel/Banquet	237	5,300	5,063	250
	Awards / Trophies	25,910	22,800	(3,110)	26,000
	Supplies	245	0	(245)	-
	Team America	10,410	31,000	20,590	10,000
	Bad Debts	275	0	(275)	-
	Inventory Purchases	0	12,000	12,000	12,000
	Legal Expense	-	0	0	-
	Grant Expenditure				13,200
	Royalties				200
	SLI program	13,965	10,000	(3,965)	17,000
	Capital Expenses	1,060	3,000	1,940	-
	Internats Support	0	7,000	7,000	14,000
Total Expenses:		405,919	441,770	35,851	416,245
Other Income (Expense)		0	0	0	-
Net Increase (Decrease)		9,091	(16,085)	25,176	(7,075)