

National Association of Rocketry Board Meeting Minutes

NAR President Ted Cochran called the meeting to order at 8:38 am, Saturday July 20, 2013, at the Bertram Hotel, Aurora, Ohio.

Board members present were Mark Wise, Randy Gilbert, Ryan Coleman, John , John Hochheimer, Vince Huegele, Tom Ha, and Joyce Guzik. NAR Section Activities Chair Randy Boadway was also present for all of the meeting except for executive sessions.

Motion: John H. moved that the minutes of the last meeting be approved. Vince H. seconded. Approval was unanimous.

Member Needs and Concerns

Pink Book: There was less voting on Pink Book changes than in past, possibly because paper copies were not mailed, so some members may not be aware of the voting process. Ted C. is reluctant to send out 5000+ copies at over \$1 each. Jim Filler and Bruce Canino did set up a Forum for discussion at NAR Competition RCP.

Tripoli launches: The Board was asked to clarify that NAR insurance covers NAR members flying with Tripoli. Ted will publish a clarification of the insurance issues.

NEON Autorenewal Issues: Several issues with NEON automatic membership renewals were mentioned. For example, family members were renewed at individual rate \$62. Marie at NAR HQ, can refund the difference; for autorenew, NEON isn't collecting extra payment from international members for postage; if a credit card expires, with autorenew, the person still gets a thank-you message for renewing, but actually isn't renewed. We're going to try to get these resolved, along with investigating synching family members to the same renewal time.

Vince H. asked why weren't there many member needs to address. One possible reason is because there has been a shorter time since the last Board meeting at NARCON. Or are the members generally happy?

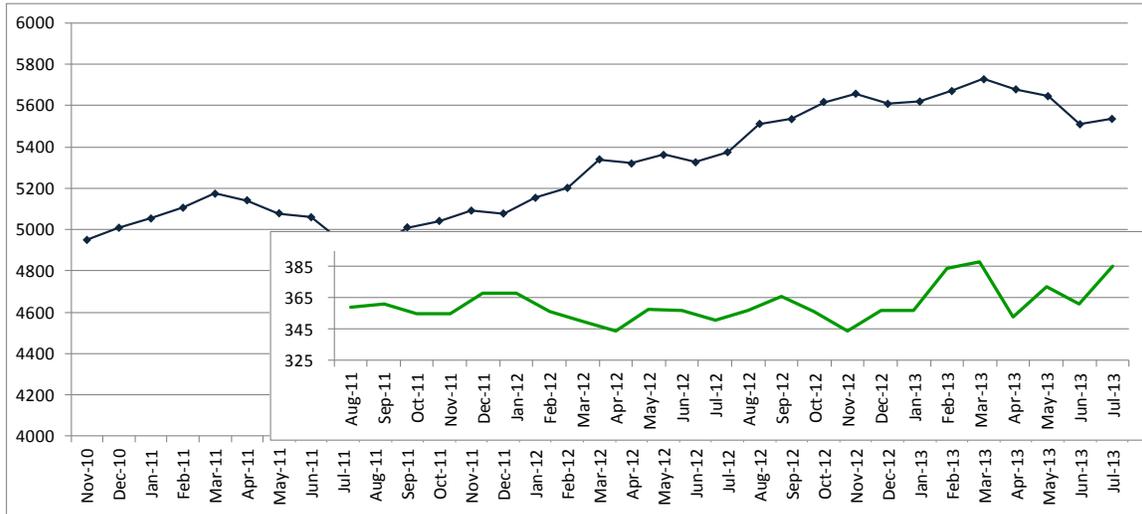
Sport Rocketry: Tom Beach needs more article content, especially at beginning of year when event articles are done.

Membership committee

Ted C. reported that our membership is down a little less than 200 members from the all-time high in March. Last month there was a drop of about 150 memberships because Marie cleaned up the pending membership queue, which is where memberships with processing problems go. (See blue line in attached chart). Some of these end up as duplicates or nonrenewals, and the queue needs to be cleaned up periodically. Membership will hopefully start to go up again at end of month. Membership incentives,

better insurance, and getting certifications reinstated when joining NAR again has helped to attract and retain members. Our financial reserves (including dedicated funds and insurance reserves) are holding steady (see green line in attached chart).

A little over a third of our members have only been members for one year. Only about half of new members renew. We need to find ways to retain more members.



The Board discussed whether we continue to renew \$5 recruitment incentive for new members. Roughly \$1000/year is spent for about 200 members. We have this item in the current budget.

Motion: John L. moved that we continue \$5 bounty for new member recruitment. Ryan C. seconded. Passed unanimously.

Technology

Web site: Bruce Canino and team have been creating a replacement web site. We discussed whether we would be ready to go live in the next few months. If so, we need to thoroughly check the new website. In the new website, users will be able to manage the content that they are responsible to update, for example, maintaining section lists. The Board tentatively agreed to take a look at web site after dinner and over the next few weeks.

The board discussed putting a new competition section on web site now with plans, contest articles, etc. There are also a couple different efforts to scan back-issues of sport rocketry. The old NARTs store would be used until the new web site is up.

Social Media: So far the NAR has an official page only on Facebook, and there is a lot of participation. The current Policy is to approve anyone joining the page unless they abuse

the site. Jennifer Ash-Poole and Ted Cochran have been administering the page. There is some interest to do more with Twitter for NAR, but Ted C. is not familiar with Twitter. Randy Boadway suggested that we look into using Google Plus. Ryan Coleman said that there is already a page on rocketry on Google. Vince and Randy asked about the objectives of having a page on Google Plus? Would it be a source of info, or a discussion forum? Would Google Plus be a good place for discussions by teachers?

Ted said that he would be happy to approve the NAR name and logo for volunteers who want to shepherd an on-line group.

The Board also discussed Linked-in for professionals. Bob Kaplow already has a rocketry-related group on Linked-In.

The Board discussed whether we need a Social Media Director, or whether we could have a Board Liaison for all of the social media managers? Right now we are only managing Facebook, so there is not a great need at present.

NEON Issues: John H. discussed the issue of renewal by credit card. We also want NEON to program to be able to obtain information for sections. We could put a proposal together and get a quote for programming.

More automation would also be good, perhaps to NEON to provide information to membership card provider directly. However, this step would expose the database to a vendor. Right now we purchase card blanks and envelopes and provide these along with an excel spreadsheet to the card printer.

It would also be good to automate the renewal to customize letters for different categories: Renewals, new members, certifications, lost cards, etc.

We have a monthly NEON service for basic support. We could increase the cost/month temporarily for a higher level of support/programming help.

We need to keep Marie informed of deceased members so that renewal messages are not sent to them. It would also be nice to look into encouraging NAR members to consider donating to the NAR in their estate planning. Perhaps some thought could go into archiving the history of individual members, or sections, including videos, rocket-centric obituaries, advice on donating or preserving a deceased rocketeer's rocket collection.

Section Activities

The Section Activities chair Randy B. had a very difficult year personally, and so not as much was accomplished as hoped. Randy would like to continue the section grants, and to see additional items, such as wind socks, anemometers, weather stations, etc. on the list of items to propose for section grants.

The current budget for section grants has \$3400 remaining. This past year, 28 grants were made for \$250 or less. \$10K was budgeted at the last NARAM, and Randy would like to see this much available for the coming year. The program would be run through Section Activities, with the applications sent to sections@nar.org

Motion: Randy G. moved that Board authorize up to \$10,000 for Section Grants. Mark W. seconded. Passed unanimously.

Randy B. discussed the process of getting section membership info out to sections. In the past it has been mailed, but he wants to make this an on-line system in the future. Randy also wants to communicate directly with section presidents/ advisors.

The Board asked Randy B. how many of our 140 sections are active—Randy B. said that it was safe to say that they are all active. We then discussed how section membership is tracked in NEON. Individuals can specify a section membership in NEON, but sections in NEON do not necessarily have these members. Therefore NEON data on section members is not necessarily accurate.

Vince H. asked if, given some recent interpersonal challenges within NAR sections, whether there are NAR resources available to help sections with conflict management, with the understanding that it is best to try to settle disagreements first locally. Do the sections have bylaws that they follow? (The NAR does have starter by-laws/suggested by-laws that are used by default.) Waivers are the responsibility of an individual and not a club, so this potential source of conflict can be clarified. Likewise, insurance is issued to protect a landowner, not specifically for a section. Another potential source of conflict is dual memberships, with members voting in more than section. The Board asked Randy to study these issues, and make a recommendation.

Safety

The Board went into executive session to talk about safety insurance claims. These discussions will not be in the minutes.

After Executive Session, Steve Lubliner discussed the Trained Safety Officer Program Manual update and an update to the Old Motor program. These are not posted on the web yet, and will be sent to Bruce Canino to post.

There was a discussion of adding more safety considerations to prevent rockets from going toward crowds of spectators. Ted suggested checking rod angles explicitly to be sure they are pointed away from spectators. Others thought we should let the Range Safety Officer decide. Consideration should be given to the ballistic impact point, and not letting this point be back to the pad or flight line. When wind is blowing from the range to crowd, we still need to avoid angling rocket toward crowd to correct for weathercocking into the wind--better to aim the rocket more cross range so that potential impact points do not include the spectator area.

Steve noted that all required stand-off distances are good for up to 20 mph winds.

John L. noted that safe launch angles are really hard to determine. There is the possibility of crooked fins, complications with airframe variety, and with long rockets weathercocking more. It is hard to guarantee that any angle is safe if the wind is from the launch pad to the crowd. Steve L. suggested that we apply the 1 inch per foot rule.

Motion: John L. moved: To reduce the potential of ballistic impact in unsafe areas, the NAR shall establish a default policy (in lieu of a Safety Code change) on NAR ranges that all launch guides be adjusted to provide 5 degrees of tilt (~1 inch per foot of guide) away from the spectator area unless the RSO determines otherwise based on specific local conditions. Vince H. seconded. Passed unanimously.

Contest and Records

New presentations and materials on contests are available on the web site. Increasing interest and participation in competition is still an issue. This year Internats has increased competition participation at NARAM.

Contest flyers are one core of long-term members, but there are only 2-300 or so of them. Only one-half percent of NAR members participate in contests. A lot of resources and volunteers are devoted to this small percentage of membership.

The Board discussed reasons why more people did not participate in competition: Some reasons include: It is stale—did it already, don't want to do range duty, no innovation, personalities involved are a hindrance at NARAM, don't like conflict, contest models are ugly!

The best recent development has been Trip and Chris's web site for NAR events, including plans, etc., but these resources do not necessarily help people to want to do competition.

The Board discussed relaxing the dates for holding national events. NARAM has to stay at about this time of year to close the contest year. We could have board meetings at NSL, or have two NSLs per year.

John H. asked about whether the Board would be supportive of a major shakeup re. NARAM to enable a major overhaul rather than band-aid existing approach. John H. noted that there were more level 3 certified members than contest participants. NAR is surviving on high power. NARAM is too hard to run. We need to make the job realistic. One step in this direction has been taking care of hotel negotiations, so they are not the responsibility of local clubs.

We could create new kinds of activity involving high-power etc. We could make NARAM week not just NARAM competition, but instead a RocketFest, with other activities in addition to competition. FAI may take over serious contest competitions at NARAM. The Board was supportive of John's efforts in this area.

John Langford requested that the NAR provide \$7K in their 2013 budget to support FAI international team activities: \$5000 to provide matching funds to corporate donations for Junior team entry fees and travel, and \$2000 to support attendance by US representatives at FAI Space Model meetings. The Board noted that this item was already approved in the 2013 budget at the last Board meeting, so no action is necessary.

Standards and Testing

Jack Kane of Standards and Testing joined the meeting for this discussion.

Jack and the Standards and Testing team were complimented for their new list of certified motors flagging sparkies. It was noted that fires at rocketry events in Aurora and in Oregon were caused by sparky motors.

The Board also noted that the MESS reports do not constitute a statistical sample, so they don't provide enough info to issue advisories. If a motor were determined to be problematic, we would need to purchase a large sample and test them.

We discussed having S&T access to NAR web site so they can update without going through the webmaster. This access will be possible with the new website.

To use altimeters in NAR competition in the next competition year, we need usable calibration equipment from S&T within the next 2 months. The calibrating device will compare altimeter to altimeter, and altimeter to Jack Kane's calibrating device. S&T would specify components, and get the NAR to buy them. There was a question of how many of these calibrating devices would be needed: One for each contest board, or one per region? One for FAI, one for S&T? A traveling unit and a stationary unit?

Motion: John H. moved to authorize NAR Standards and Testing to spend up to \$3000 for two altimeter test beds. Tom H. seconded. Approval unanimous.

Joyce asked about special software required for altimeter calibration. John said that that Labview is required. This software runs on Mac, PC, etc. The Labview reader is downloadable for free, but the developer software would cost a lot. Jack will have prototypes ready by next spring/early summer. We could test the prototypes at NARCON.

Jack asked about NARAM guest registration without range duty (this was accommodated by the NARAM organizers). Jack also asked about the Membership survey. Ted said that the survey is generally every three years, but perhaps we should consider having a survey every year.

High Power Services

High Power Services has launched the HPR Achievement awards, which are applied for by members who have made successful flights demonstrating various achievements. The miler awards recognize altitude achievements in one-mile increments. The faster than sound award recognizes mach-breaking flights, and the data downlink award recognizes flights with telemetry. Entries are beginning to come in.

Financial Review

Tom Ha gave a review of the finances and of his work to simplify budget sheets and collapsing various funds and categories, working with professional advice from CPA firm Padden Guerrini. During this process, the CPA firm asked a lot of questions and essentially performed an audit of the NAR books current through the end of 2012. Ted suggested that Tom Ha obtain a letter stating that at the end of 2012 this CPA firm confirms Tom's final numbers of amounts in the bank.

Tom has renewed ability to make Paypal payments, but the payments don't automatically go into the NAR bank account, so Tom is manually transferring the accumulation in Paypal to the NAR account at the end of each month.

Joyce noted that although funds were allocated for four B division first time NARAM attendee travel grants of \$800 each, no grants were applied for or awarded this year. The grants were not advertised as in past years. Joyce and the Board will revisit this program in the future.

Tom noted that the NAR has to file a long form 990 for the IRS and that he would like the CPA firm to do this for us.

Motion: John H. moved to approve expenditure of approx. \$2300 to Padden Guerrini to complete 2012 990 form for the NAR. Second Ryan C. Approved by 7 members, with Tom H. abstaining.

Ted asked about the status of confirming our 501c3 status with the IRS. The NAR had lost our records from when they gave us this designation. We sent in supporting documentation and are waiting for the IRS response. Ted noted that we are losing out on some donations, particularly matching funds, because we are not on the official 501c3 tax exempt status list.

Education

Vince Huegele, the chair of the Education, committee described recent activities and events.

We discussed a proposal received just before NARAM from NAR member Sam Saenz to establish an NAR Aerospace Honor Society to recognize NAR junior members who excel in academics, leadership, skill development and service to their school and community. Vince is iterating with Sam regarding scope and implementation of the proposal,

selection process, and requirements. Ted C. requested that Vince bring a proposal to the Board for vote at the next NARCON.

Vince traveled to Seattle July 9 to give a workshop for 11 teachers at Museum of Flight in Seattle in order to test the proposed training for an NAR Rocket Teacher Certification program. The teachers built and flew egg loft rockets. Tom Sarradet from California also attended the workshop, and brought copies of TARC book connecting rocketry with national standards that was part of his masters thesis. Vince and the teachers also toured Aerojet, and learned about such things as high precision machinery and clean rooms. Vince learned from this experience that the teachers can't be certified after a single 8-hour training day. He also discussed with teachers how to measure/test whether they had learned the material. He found in the course of the time that the teachers mainly wanted to use the training time to learn the rocketry building and science and terminology, and said that they would handle creating a lesson plan and figuring out how to teach the material. Vince will now work on assembling the teacher training guidebook to be available on-line.

Vince is also interested in members' thoughts on how to introduce this program to rocketry community (President's message, NAR Educator Newsletter, etc.) We do have an official NAR Teacher member category, and this program should increase the number of teachers in this category. This program should also help to promote the Cannon fund.

Vince noted that a MOU (Memo of Understanding) has not yet been signed between the NAR and Civil Air Patrol (CAP) yet due to impacts from personnel sequestering of the Air Force. Roy Houchin, who also edits the NAR Educator Newsletter, is serving as the liaison between NAR and CAP.

Joyce reported on the Cannon and Scholarship awards. This year there were 12 Cannon and 14 Scholarship applications, and 10 awards will be made in each category. We had 7 NAR member judges for Cannon, and 8 for Scholarship. This year the Cannon committee developed a new application form and criteria aimed at teachers, STEM education, classroom teaching, and addressing state standards (as opposed to extra-curricular programs). Funding for TARC teams was excluded to avoid giving a Team an unfair monetary advantage. Joyce noted that the number of Scholarship recipients who apply for a second year of funding is small; the requirements for the second year include a transcript, but not a new essay; however, the winners are encouraged to provide a new essay to update the Committee on their experience in their first year of college. For next year, Joyce wants to modify the Scholarship form to require new essays and cover pages for scholarship renewals. Joyce would also like to encourage more electronic submissions, and will perhaps set up a separate NAR E-mail account for submissions.

The Board had an extensive discussion about the Student Launch Program. The sequester caused NASA to cut this program from its budget; they were paying salaries for several full and part-time staff, plus \$150 K in expenses. The SLP will not happen in 2014 unless other arrangements can be made. The Board thought that a 1-year hiatus would make it difficult to restart the program. One idea was to ask ATK to fund more of

the program this year, and to run a smaller program, with mostly returning teams with experience, and to cut back on expenses (e.g. banquet). The decisions will need to be made to offer a reduced version of SLP by mid-September.

The Board also discussed whether we should start a Junior version TARC, with middle-school aged kids, a simplified set of rules, and run on a regional basis. We will add this idea to the next Member Survey to gauge interest and solicit volunteers for such a program.

National Events

John H. reported that NARCON will be at Orlando /Cocoa Beach in February 27-March 3 at Cape Canaveral, and run by Pat McCarthy. Hotel negotiations have been taken over by a professional group, who have secured a rate of \$99/night, Feb 27-Mar 3.

For future events, NARCON will be held in 2015 in Illinois, run by Mark Bundick. The 2014 National Sport Launch will be held in Michigan where NARAM was last year. The 'big icky' (wastewater treatment lagoon) is not a hindrance as in past, as they have reoriented and shifted launch site.

A host for NARAM 2014 was not identified at the time of the Board meeting. John H. is trying to make the job easier for local clubs. For example, the NAR has a hotel negotiator now. John wanted to remind hosting clubs that they can spend funds to rent land, facilities, equipment, or could even pay for crop displacement/loss that year as a result of using the field for NARAM.

The Board discussed getting a new PA System, countdown clock for range duty and shift changes, etc.

Randy B. and Pam G. worked on the launch system. Wanted convenience and long-term storage on PODs-like shipper. Randy B. got a quote of \$3200 for a clubhouse storage container. Storage and shipping equipment is also a problem for SLI/Huntsville. John H. suggested that range equipment could be shrink-wrapped onto pallets and shipped by FedEx to John H., who would clean and store it for winter.

Ted C. asked about the status of scanning of Sport Rocketry issues. So far they have been scanned up to 2003-2004. Brad Cline of NARTS is working on the scanning. The NAR Board and NARTS do not want people to get the Sport Rocketry magazine electronically without joining the NAR, so they plan to offer the back-issues for sale (to NAR members only?) on CDs.

Todd Schweim has started a new job, and so has resigned as Membership Committee Chair. A new chair is being sought.

NARTS, run by Brad Cline, had \$20K in sales this year, and made a net \$3 K profit. NARTREK, run George Scheil, is continuing to run smoothly.

Review of Decisions and Tasks

The Board reviewed action items from last meeting. Ted Cochran will include a list of action items from the last board meeting and their status as an appendix to these minutes. Most action items have been finished.

We noted that Ingram Distribution was dropped as a Sport Rocketry distributor by Todd Schweim. This distributor was on the borderline for return on magazine sales compared to the cost of magazines provided.

Mark W. is working on a new Section Manual, and plans to review the current manual, propose an outline for the new manual and solicit ideas for additional material, and find experts to write the new chapters.

Ted C. will provide a list of new action items based on discussions in this Board meeting.

The Board adjourned at 5:45 pm to reconvene informally after dinner to review the web site progress.

Town Hall Meeting 7:15 pm Monday, July 22, 2013

Ted C. ran the business meeting and gave a presentation on the State of the NAR (viewgraphs could be attached).

Joyce G. announced the Cannon and Scholarship winners for 2013.

The elections for Board of Trustees were held. The tellers were Joyce Guzik, Michelle Alexander, John Lyngdal, Ryan Coleman, John Hochheimer.

The final vote count was:

Cochran 259
Ha 216
Huegele 214
Gloer 114

Cochran, Ha, and Huegele were therefore re-elected to 3-year terms.

Approximately 245 mail-in were ballots received, and 35 ballots were cast at the Town Hall meeting.

Board Meeting Monday, July 22, 2013

The Board re-convened after the Town Hall meeting at 8:28 pm.

It was decided that the next meeting will be February 27, 2014, at NARCON.

Joyce G. moved to re-elect the current officers by acclamation. (These officers are Ted Cochran, President; John Hochheimer, Vice-President; Tom Ha, Treasurer; Joyce Guzik, Secretary. Mark W. seconded.

Approved by acclamation.

Mark W. moved to adjourn. John H. seconded. Passed unanimously. Meeting adjourned at 8:34 pm.

Board Decision Items July 2012 Meeting still being implemented

ITEM	DECISION CONSIDERED	DECISION MADE
4	Decide what new initiatives should be pursued, in what order of priority, in order to help achieve the NAR Board goal of having at least 5800 members.	Kit stuffers, 1 free membership per section for JR/LRs
6	Decide what the terms should be for a section recognition program.	Web site award in place, others In progress
7	Decide what new initiatives should be pursued, in what order of priority, to help achieve the NAR Board goal of having 140 sections, including one in every major US population area.	In progress
8	Decide what initiatives should be pursued, in what order of priority, to enhance NAR member participation levels in competition.	Enhanced web site in place, other measures in progress
9	Decide whether to approve the current draft HPR Competition Code as a permanent code.	Yes
10	Decide whether to proceed with a program to certify teachers as rocketry instructors.	In progress; has been tested and is being launched
12	Decide whether to approve the initiation of a Rocket Science Achievement Award program to be administered by HPR Services Committee.	Yes and Launched
13	Decide whether to approve the proposed revision to the Trained Safety Officer program for high power.	Yes and Launched

Progress on Board Decisions from February 2013 meeting

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; in progress
4	Does the Board confirm the Executive Committee Decision to enter into an MOU with MoF?	Yes; complete
5	Shall we build another table display for use in exhibitions and shows at a cost of approximately \$1000?	Yes; complete
6	Does the Board confirm the Executive Committee Decision to spend \$405 on Estes kit stuffers for Educational Bulk Packs?	Yes; implemented
7	What National Events infrastructure should be upgraded?	Several items implemented, others in progress
8	Does the board confirm the Executive Committee decision to spend \$1600 in NARTREK funds on NARTREK pins and patches?	Yes

Board Decision Items for This Meeting

ITEM	DECISION CONSIDERED	DECISION MADE
0	Does the Board approve the minutes of the meeting of February 2013?	Yes
1	Renew membership incentives for recruiting new members?	Yes
2	Decide on adjustments to 2013 budget	Done
3	Determine the continuance, amount and terms for awarding the 2014 Section Grants.	Continue as before
4	Request \$7,000 in 2013 budget to support international team activities: \$5000 to provide matching funds to corporate donations for Junior team entry fees and travel, and \$2000 to support attendance by US representatives at FAI Space Model meetings.	Affirm amount budgeted in Feb
5	Coordinate efforts on digital copies of Sport Rocketry Magazine	In progress
6	Should NAR establish an ANHS? (3.2, 19.1)	Vince to develop plan