



Royal Naval Amateur Radio Society
Hon. Secretary Joe Kirk BSc MBCS C1TP G3ZDF 111 Stockbridge Road
Chichester, West Sussex PO19 8QR

MINUTES

Committee Meeting Thursday 14th April 2016

HMS Collingwood

Present:	Doug Hotchkiss	G4BEQ	Chairman	
	Joe Kirk	G3ZDF	Secretary	
	Dave Lacey	G4JBE		By Skype
	Wally Walker	G4DIU	Membership Secretary	By Skype
	Mick Puttick	G3LIK	Hon. Vice President	
	Doug Bowen	G0MIU		
	Nigel Auckland	M0NAF		
	Colin Topping	GM6HGW		By Skype
Apologies:	Simon Tribe	G0IEY		
	Julia Tribe	G0IUU		
	Al Slater	G4PZV		

Tasks to be completed are underlined

1. Chairman's opening remarks

The Meeting started at 19.25 and the Chairman welcomed everyone. .

2. Apologies for absence

- As above.

3. Minutes of the last two meetings

- Proposed by Mick and seconded by Nigel and agreed unanimously..

4. Matters arising

- 11(b) .Joe was asked to check with local hotels to see what facilities they could offer to host the AGM. DONE

Joe reported that there were 2 hotels in the immediate Fareham area offering conference facilities. Costs for both were in the range of £25 to £40 per head for an AGM which would include coffee/tea and biscuits.

Chairman said he had looked back over the last few AGMs and the numbers attending were about 30. On the basis of those numbers we could have the AGM in the HQ Shack especially if the other part of the building was available to us. As in the last few years we will need those attending the AGM to let us know 3 weeks in advance so we can make the necessary security arrangements.

We can decide at the next Committee Meeting whether to use the Shack for the AGM..

- 11(d) Members will be canvassed not just to get their opinions but to find out the likelihood of them attending were the AGM to be held at one of the different venues. They will be canvassed: DONE
 - Through the Yahoo Group (G4JBE) and

- ii. Setting up a survey on the website (G3ZDF)
- iii. Newsletter to invite responses to the Secretary(GM6HGW)
- c. 11(e) Secretary to report the findings of the survey at the next Committee meeting. DONE

The survey on our website was completed by 12 members. 60% voted to hold the AGM in Collingwood, 35% for the Portsmouth area and the remainder were split between the Fareham and London areas and in conjunction with a Rally.

- d. 12(b) Secretary to renew NOV for GB6COD DONE
- e. 12(c) Secretary to prepare some short paragraphs about RNARS to go into Open Day programme DONE (attached)
- f. 12(d) Secretary to canvass members within about 20 miles to try and find volunteers for the day. In Progress
- g. 12(d) NL Editor and Yahoo moderator to similarly canvass for volunteers. DONE

12(e) Secretary to contact Sultan for details of booking a stand. DONE
 The SULTAN Summer Show will take place on the 18th and 19th June 2016 on the Polo Fields located between Military Road and Grange Road, Gosport.

The not-for-profit Summer Show aims to offer the local community an excellent programme of live entertainment and activities at an affordable rate for all, while raising funds to plough back into the local and service community. Plots are available for commercial stalls either outside or inside the marquee. This year there is also the option of an Alpine Chalet styled stall for hire. There are only a limited number of these available. Details of plot sizes and charges are shown in the table below:

3. Plot Type	Plot Size (Metres)	Cost (Commercial/Charity)
Inside (limited availability)	3 x 2.5	1 day - £60/£30 2 days - £100/£50
Outside	3 x 6	1 day - £60/£30 2 days - £100/£50
Wooden Alpine Chalet Stall (limited availability)	3 x 2 (Stall size) –Stall sits in 3 x 6 plot	£150

Please note that traders are required to hold **Public Liability Insurance**. The site Health and Safety Inspector reserves the right to inspect the original Insurance Certificate before the start of the show.

Joe was authorised to order 1 pitch.

- h. 14(b) Nigel was asked to prepare and display a notice saying that 2 persons needed to be present for any operating or maintenance. DONE
- i. 14(c) Adrian was asked to look at the insurance implications and report back to the next Committee.
- j. 16(g)(ii) Doug to send 20 copies of the History of the Society to Wally. DONE

5. Chairman's Report

- a. Doug reported that our new Patron had recently been appointed First Sea Lord.
- b. Following on from what was said at the last Committee about finding a replacement for Wally as Membership Secretary 2 volunteers had come forward. Doug Bowen had offered in case no one else came forward but since Marc G0TOC had volunteered Doug was quite happy to step back. It was agreed that Marc would take over as Membership Secretary. Marc will be briefed by Wally and Joe once the mass of payments for the start of the year were processed.
- c. Doug said that the DStar repeater was down but steps were being taken to get back in operation
- d. The arrangements with the new cleaner are going well. The cleaner now comes in on Wednesdays.
- e. Hans-Juergen DK9OS and Maren DK9MOS visited the shack while they were visiting the UK for the Belfast Easter Week activity.

6. Secretary's Report

- a. The electronic copies of the Spring 2016 Newsletter were sent using the information in the membership database using a service that is free for the volumes we have. The newsletter was emailed to 211 members of whom 149 actually downloaded the magazine. There are still a number of members who opted to receive the Newsletter electronically but for whom we do not have an email address.
- b. Arrangements are in hand to get the DStar repeater reconfigured using the new PC and have it operational again.
- c. One of our members has drawn my attention to some Data Protection practice which we may need to comply with. He says
 - i. I advise several organisations on Data Protection matters, and I wonder if you could permit me to make one observation that is not intended to create a fuss, but merely help RNARS comply with the legislation, or the spirit of the legislation.
 - ii. In that section dealing with this matter, you say that permission is required before release of personal data to a third party. You then go on to say that release will be taken as authorised unless an objection is received. In other words, it requires the data owner to 'opt out' of data sharing.
 - iii. There is probably nothing wrong with this 'opting out' if the option is clearly given on the form at the joining stage. However, if the 'opt-in' is simply an assumption owing to a non-objection subsequent to joining, then that would be more dubious and probably not good practice. The ICO, in relation to marketing material, as a guide, says that and 'opt in' to data sharing, and not 'opt out', ought to be used where possible.
 - iv. This was discussed and it was agreed that our form complies with data protection.

- d. I have applied to the RSGB to be an assessor for our trainees. Still awaiting the outcome. (Later - appointment as assessor confirmed)
- e. Joe reported that he had discussions with Ian Hutchinson one of our rare serving members who is involved with the Sea Cadet unit on Whale Island about the possibility of loaning them equipment. He advised Ian that before we could do anything for the unit they would first of all have to join the Society.

Joe G3ZDF

7. Membership Secretary's Report

- a. Wally reported that subs were coming in by all the payment methods, bank, cheque, cash and PayPal. He said he planned to review subs at the end of April to determine any defaulters.
- b. Wally G4DIU #0391

8. Treasurer's Report

- a. After the meeting Adrian apologised for not being present and reported that the balances were as follows.

Current Account £4,709.90

Deposit Account £13,656.71

9. AGM arrangements (G3RFH)

- a. Ken in an email had suggested we try and hold the AGM in association with a Rally or other gathering in order to try and increase the numbers attending. Secretary said he would include this as one of the options in the AGM Venue survey.

10. Collingwood Open Day (G4BEQ)

- a. Doug repeated the call for volunteers for the Open Day. We hoped to operate on most of the bays and to have a video about Amateur Radio produced by the RSGB showing on the TV in the Shack.
- b. The question of whether we should have a tent in the grounds of Collingwood was discussed and it was agreed not to take up the offer from Ian Hutchinson as we were not sure we would even have enough volunteers to cover the shack operating.

11. Reports

a. Shack Manager

- i. There is little to report since the last committee meeting. There has been some maintenance done as can be read in the relevant reports, but the usage of the shack on a Tuesday has diminished in numbers. There has been a big improvement in shack cleanliness following a new cleaner taking over. Little will happen now until after Open Day

Nigel Auckland

M0NAF

Shack Manager

b. QSL Manager

- i. No report

c. Data Comms

- i. There is nothing of note to report regarding the RNARS Yahoo Group, which continues to run smoothly.
- ii. The group gets almost daily "spam traffic" all of which is thankfully rejected by Yahoo`s own anti-spam filtering system. It would of course be nice to get more members "onboard" we would then have the ability to reach more members more quickly with news and other items of interest.

Dave Lacey

G4JBE # 0434

RNARS Yahoo Group owner/Moderator

d. Website Manager

- i. I have made arrangements with Ken Sutton who is helping out in the Collingwood Museum to share the chore of scanning back copies of The Communicator. He let me have copies from the 40s and 50s and I let him have all I had. The online library is now a lot more complete. However, there are still many issues that have yet to be scanned. I would like to thank those members and non-members who have loaned me their copies of the magazines to scan and Hans-Juergen DK9OS who has processed every issue I uploaded to reduce the size and make them easier to download.
- ii. There is now an RNARS Notice Board page where members can paste post-it style notes. We anticipate this will be useful for those occasions when the HQ stations may be active and want to let members know the mode and frequency they are using.

Joe G3ZDF.

e. Area Rep coordinator

- i. Wally reported that most of the rallies continue to have an RNARS presence but we were still looking for someone to man the stand at Newbury on 19th June.

f. Newsletter Editor

- i. Several favourable comments received following the last Newsletter. My thanks to Doug B and his wife for dealing with the printer and the hard work involved in posting the Newsletter out. And not forgetting Wally and Joe for their assistance and Doug H for his continued support as Chair.
- ii. As always, the work of laying out the Newsletter is straight forward and to some extent enjoyable; the real grind concerns members who fail to enter RNARS in the subject or use defunct e-mail addresses. E-mail exchanges with these members takes up considerably more time than setting out and editing the Newsletter.
- iii. Therefore I have to conclude that many do not read the editorial which contains clear instructions in basic English on how to send e-mails to me. It surprises me that members who do not

use English as a first language can comply, yet certain members brought up using English fail to comprehend such simple requirements when sending e-mails.

Aye yours

Colin Topping (1870)

- iv. Colin added to his report saying that 4 issues a year were now in hand. He had lots of longer articles but he needed more short ones he could use as fillers, anything up to a page.
- g. **Commodities Manager**
 - i. Nothing to report.
- h. **Almoner's Report**
 - i. In total 3 Condolence cards were posted.
 - ii. 7 Thinking of You Cards were posted.
 - iii. I thank Wally for the messages which enabled me to carry out this task successfully, even though there have been a few e-mails with saddened news on silent keys but have not included contact addresses for which I have unfortunately not been able to post out to these.
Best Regards
Julia G0IUY
RNARS 4908

- i. **Maintenance Manager's Report**

This report is split into two ongoing subjects although as in most things in life there are interlinking factors.

- i. Maintenance of the North Aerial Mast is ongoing as reported to the Secretary in emails of the 9th and 14th of March 2016. Currently the next phase of work is awaiting a number of factors to align, mainly the weather, but also availability of the specific technical members due to work/time commitments. Whilst this would appear to be a straight forward disassembly of the installation existing, it is good engineering practice especially as it all has to eventually go back in some form, to check out/test components as they are removed, labelling coax cables at both ends, etc., and make a list of any faulty parts found. It should be noted that some of the cables and fittings have been on the mast for a number of years, (longer than I have been Maintenance Manger or attending the HQ Shack), whilst some have been added to or reused to provide new facilities as and when, so it does make sense to do the work as thoroughly as possible on this occasion. Once all of the items have been removed back to the non-functioning rotator, then that item can be removed for test/evaluation/repair/replacement as determined. It would be helpful if the purchase invoice and any other details of the rotator and controller could be scanned and sent to me either electronically or by post because they should have the model and serial number on them, so that I can

start searching for maintenance information on the internet for the rotator units. When the mast was luffed on the 10th March 2016, (see email of the 14th March 2016), it was also noticed that some coax cables and various fittings were suffering due to inclement weather and sealing tape had been damaged possibly attacked by birds pecking at it. I will as previously keep the Secretary updated as to progress and ask for authorisation for any expenditure required.

- ii. Work is ongoing by the ATV group to maintain the ATV position in the Shack and the ATV Rack in the Work Room. Overall it will be a simplified and updated installation which should make it more reliable especially as regards to Potential/Future Open Days. Work is currently in hand redesigning/sourcing/building new components to achieve this installation. The list of requirements for an open day operation is therefore reduced but not eliminated.

Simon GOIEY

- iii. Secretary was asked to contact Adrian to get a copy of the receipt/invoice for the rotator that was bought 18-24 months ago.

12. Date of next Meeting

12th May 2016 – 2nd Thursday in the month

The Meeting closed at 20.15.

About the RNARS

The Royal Naval Amateur Radio Society or RNARS was set up to foster radio amateur activity within the Royal Navy and Royal Marines. When it was set up the main modes of communication were Morse code and voice on short wave also known as HF or high frequency and on VHF. These days the modes of communication are so many and so diverse it is sometimes hard to keep up with them. Amateur Radio enthusiasts occasionally known as radio hams bounce signals off the moon, have a range of satellites in orbit at any one time, communicate with astronauts in the International Space Station, have their own TV stations and sometimes use a PC to interpret and generate signals on their equipment. And yes, some still use Morse code.

The hobby appeals to all ages as there are so many different aspects to get involved with. Some people like to build equipment, others prefer to operate, some like to take part in contests where the idea is to contact as many other amateurs as possible within a given time, others prefer to 'ragchew' or just chat to friends, often across many continents.

The HQ of the RNARS is here in HMS Collingwood. Our 'shack' is the building at the edge of the car park with the 2 large masts where we meet regularly, run training courses, hold exams for Amateur Radio licences and perhaps most importantly operate a variety of equipment.

Membership is no longer confined to just members of the RN and RM. We are open to a wide range of other organisations such as MOD civilians, Sea Cadets, Merchant Navy and many others. Full details on our website www.rnars.org.uk