

## Wisconsin Association of Repeaters, Inc - Membership Meeting

Date: August 15, 2020  
Location: Web Conference  
Attendance: Josh KC9WWH; Chris KC9NVV; Corey KB9BNA; John N9UPC; Tony KT9AC; Jerry N0FWG;  
Paul KB9TYC; Greg W9DHI

Call to Order: 1005 CDT

### Secretary's Report

- Last membership meeting was held on March 21st
  - Minutes we're posted to the website along with recording
- Board of Directors meets on the second Sunday of every month
- Updates have been made to the website as items of interest have developed

### Treasurer's Report

- Balances as of March 10, 2020
  - Checking Account Balance: \$3,769.48
  - Largest expense was for 3 years of web hosting and 5 years for domain, just happened to come in this year

### Coordination Secretary's Report

- Coordination Activity for 6/1/2020 - 8/14/2020
  - General: 2 New Cases / 0 Open / 2 Resolved
  - Coordination: 19 New Cases / 11 Open / 8 Resolved
  - Annual Updates: 44 New Cases / 36 Open / 8 Resolved
  - Incoming NOPC: 26 New Cases / 2 Open / 24 Resolved

### President's Comments

- Focus on Better Coordination Management
- Coordination Committee is Growing to 6
  - Have opened up to all on the board of directors
  - Corey KB9BNA (Lead), Chris KC9NVV, Josh KC9WWH, John N9UPC, Brent W9CFV, and Tony KT9AC
- Around the theme of better coordination management, we've moved to categorize and track all requests
- We've started documenting processes internally, such as
  - How to send NOPC's and
  - How to Process Annual Updates
- Outdated Coordinations
  - Coordinations that haven't been updated in 2020
  - Some go back to 2013
  - Sent out emails on outdated coordinations in late July
  - Will be sending out via postal mail next week if haven't received a response
  - If we still don't receive a response, we will start de-coordination process and post to website
- SK Coordination Transfer Policy
  - Have had a few SK's this year that were HOC's
  - Discussed and decided we needed a policy around this to help enforce best practice
  - Goal is to have a new policy to vote on in March 2021
- Annual Updates
  - Getting back on track
  - Hoping to have 1st notices sent out in November 2020

### Old Business

- *Nothing at this time*

## New Business

- Coordination Management
  - Started using a new platform on June 1st 2020 to manage all requests to WAR
  - All communication is currently via email
  - However we are able to enable a web front-end as well for you to view status of requests
    - If you are interested in us adding this, just let us know
  - Allows us to better categorize and track requests from creation to end
- Knowledge-base / Documentation
  - Just starting to document all our processes to have better transfer of duties between elections
  - Currently have documented How to Send an NOPC and How to Process Annual Updates
- Adoption of changes to WAR Policy
  - Looking to move annual updates to bi-annually
  - First year, you may be asked to complete an bi-annual update even though you submitted one in 2020 to get the initial move to bi-annual
  - Most updates received don't have any changes
  - Very manual process currently to process these
  - A lot of other certifications/updates across industries follow a two year cycle
  - Vote - 6 Aye and 0 Nay
    - Adoption of WAR Policy has passed w/ 100% in favor
    - Website will be updated with changes voted on today
    - You may still be asked to complete a periodic update in 2021 to help get us on to this new schedule

Adjournment: 1032 CDT

Respectfully Submitted,  
Joshua Roskos, KC9WWH

