

# SARA MINUTES of DIRECTORS MEETINGS for the Year of 2020 and up to July 1, 2021

Compiled from Teleconference meetings and emails that took place over the year

By Secretary Bruce Randall

Because this year has been so different from previous years the board activity has been in many teleconference meetings instead of mostly at one main meeting

## MINUTES OF THE SARA BOARD OF DIRECTORS MEETING, March 2, 2020

Revision Preliminary

Compiled by: Bruce Randall, Secretary

This is a special phone meeting due to passing of Vice President Adrian Howell

### Officers, Directors, and Others in Attendance

On BlueJeans Teleconference Connection:

Officers: President Ken Redcap  
Treasurer Dennis Farr  
Secretary Bruce Randall

Directors: Steve Tzikas  
Ed Harfmann  
David Westman  
Richard Russel

Advisers: Tom Crowley (non-voting)  
Tom Hagen (non-voting)

### Unavailable

Officers: Vice President Adrian Howell

Directors: Wayne McCain  
Keith Payea  
Jon Wallace  
Charles Osborne

Founding Director: Jeff Lichtman

**A quorum was present (7 of 13) Meeting started about 21:05 EDT**

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### NEW BUSINESS

#### The passing of Adrian Howell and upcoming conference

Dennis Farr was unable to contact Adrian Howell for conference issues. His phone was disconnected and emails bounced.

Bruce Randall established Adrian's December 3, 2019 passing from ham radio references and a few web searches.

David Westman supplied obituary information for the SARA Journal.

All of us were saddened by the loss of Adrian.

Richard Russel volunteered to take over to run conference committee. He is effective vice president until the August 2, 2020 meeting. All present approved of this. No formal motion or vote was recorded.

- We should have 11 speaker slots to fill.
- The conference may extend until 3pm on Wednesday August 5 if needed. Normally the conference is over at Wednesday breakfast .
- Ken Redcap to introduce Rich to Sue Ann at Green Bank.
- Rich, Ken and Dennis are doing main coordination of conference.

Many thanks to Tom Crowley and Tom Hagen for joining us.

**Meeting ended at about 21:45PM EDT**

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## **MINUTES OF THE SARA BOARD OF DIRECTORS MEETING, March 14, 2020**

**Revision R2 March 17, 2020**

Compiled by: Bruce Randall, Secretary

**This is a special phone meeting to discuss Conference Planning & possible Teleconference**

**Officers, Directors, and Others in Attendance**

**On Teleconference Connection:**

Officers: President Ken Redcap (KR)  
Acting VP, Richard Russel (RR)  
Treasurer Dennis Farr (DF)  
Secretary Bruce Randall (BR)

Directors: Keith Payea (KP)  
Steve Tzikas (ST)  
Jon Wallace (JW)  
David Westman (DW)  
Ed Harfmann (EH)  
Charles Osborne (CO)

Webmaster: Ciprian Sufitchi (Chip) as Technical Advisor (non-voting)

**Unavailable:**

Directors: Wayne McCain  
Richard Russel (Now acting as VP)

Founding Director: Jeff Lichtman

**A quorum was present (10 of 13) Meeting started about 19:00 EST**

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### **NEW BUSINESS**

**The Possible shut down of Green Bank for conference due to COVID19 virus.**

We had a brief discussion about the canceled Western Conference proceedings. (DW) and (DF) will coordinate making these proceedings available to SARA members.

Richard Russel (RR) is coordinating the August 2, 2020 Eastern Conference and has had extensive experience teaching college classes via teleconferencing.

On line would allow international participation both as attendees and presenters.

Possible web hosts are WebEx, Blackboard, or BlueJeans.

We already have BlueJeans for BOD meeting use at \$120/yr.

These all have a limited number of participants . Allowing more participants cost more. Typical limits are 50, 100, or 150.

(RR) will not be able to attend at Green Bank and will use video conference to coordinate and participate.

The Hi Tech Tour cannot be done by video conference because the video equipment is not allowed in the telescope area and Green Bank security restricts video and photos in their labs.

Will video conference be for members only or for a paid conference fee? **See Appendix B.**

A video conference participant can ask questions.

Streaming video allows no participation. Watch delayed program.

**Important:** Presentations via video conferencing **MUST** be on time just like in person presenters.

Do we have a printed proceedings for Green Bank? Do video participants get emailed files or mailed a thumb drive? (RR) and (DF) to address.

For printed, files can be emailed to Staples for printing on reasonable turn around.

Presently we have dates of:

Abstract by May1

Final paper by June 1

What is actually needed?

Video Conference presenter needs:

Power Point

Web Cam at \$15 to \$50

Headset at \$30 or so can be useful

Free Video Conference Software from Web Host.

Green Bank may or may not be available for our conference.

**Motion by Dennis Farr:**

“Continue to plan for a physical presence at Green Bank if possible and add teleconference for on line. If Green Bank cancels, the conference will be done as an on line only event.”

**Motion 2<sup>nd</sup> by Jon Wallace.**

**All present voted for Motion. Motion Passed.**

(DF) We **MUST** charge for on line participation. When you pay you get added to the meeting invitation. If it is free we could get thousands of sign ups by people who are not really interested. We need to **pay** for number of participants allowed and there is an **absolute limit** on number. We need (RR) and (DF) to advise.

Many thanks to Chip for joining us as an advisor.

Motion made by to adjourn meeting by Ken Redcap, seconded by Bruce Randall, motion passed by voice vote of the Board.

**Meeting ended at 20:18PM EST**

**See Appendixes A and B for relevant comments via Email after the meeting.**

**Also noted after meeting:** SARA web site still has Adrian Howell as VP and Stuart Rumley as a director.

#### **Appendix A.**

**Comments on possible video conference problem send by Charles Osborne in an email after phone meeting:**

One thing I didn't get a chance to comment on is that the bane of two way teleconferences is background noise from all the inbound lines. People breathing or coughing, dogs barking, fan noise, family coming into room talking, moving microphone clicks. People can and should mute unless they really want to be ready to ask a question. But some don't know how or forget. Even on our Board meetings we've had those issues frequently.

Blue Jeans seems to VOX and mute unless a person is talking and grabs the emphasis. They then even show whose phone number the inbound audio is coming from. So it is less mixing and more auto-switching somehow. But if someone is online with a lot of noise that may take over even from the presenter.

Also would be good to have a way for audience questions to be submitted via chat. I think it has that mode. I just didn't see it in same way as some video presentations I've been on.

Regards,

Charles Osborne

**Appendix B.** Added March 17, 2020 in Revision 2

**Comments on possible video conference problem s sent by Jon Wallace in an email after the phone meeting:**

Looks good but I think we also mentioned that the 'live' or 'online-interactive' conference would be for members only (the link sent by Dennis or whomever as mentioned later in your summary). I had also mentioned a small fee (\$10-20) to assure that people would 'show up' for the 'interactive online experience' - I have found that without a fee, people will sign-up and then sometimes 'blow it off' because it is free - nothing to lose - paying always improved participation. I also mentioned that I thought it might be good to have a sign-up for the 'online-interactive' group to be sure someone attends each presentation if the conference is 'online only' - nothing worse than presenting to no one!

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## **MINUTES OF THE SARA BOARD OF DIRECTORS MEETING, May 12, 2020**

**Revision R0**

Compiled by: Bruce Randall, Secretary

**This is a special Zoom meeting to discuss Conference Planning and possible Teleconference**

**Officers, Directors, and Others in Attendance**

### **On Teleconference Connection:**

Officers: President Ken Redcap (KR)  
Acting VP, Richard Russel (RR)  
Treasurer Dennis Farr (DF)  
Secretary Bruce Randall (BR)

Directors: Keith Payea (KP)  
Steve Tzikas (ST)  
David Westman (DW)  
Ed Harfmann (EH)  
Charles Osborne (CO)

Advisor: Tom Crowley (TC) non-voting

### **Unavailable:**

Directors: Wayne McCain  
Jon Wallace  
Richard Russel (Now acting as VP)

Founding Director: Jeff Lichtman

**A quorum was present (9 of 13) Meeting started about 20:00 EDT on Zoom**

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### **NEW BUSINESS**

The Likely shut down of Green Bank Observatory (GBO) for the conference due to COVID19 virus is a problem.

Rich Russel has planned on a professional science speaker for the key note. Cost \$300 in budget so it his call, with no vote needed.

We now have 11 confirmed papers to present.

Rich will set up BlueJeans or Zoom as needed. Conference is on line even if there is a presence at GBO. This will allow for 100 attendees.

Conference is now Saturday, August 1, and Sunday afternoon, August 2, for 1-1/2 days.

We will try to make a call on GBO presence by June 2.

We will continue to plan for a physical presence at GBO if possible and add teleconference for on line. If GBO cancels, the conference will be done as an on line only event."

We need to handle the elections on line. Details are in works.

Dennis has 2 Krauss books as door prizes. There will be others.

Ed H said he will attend at GBO if it happens. Mask and 6 ft. spacing is OK. Breaks and lunch need to be scheduled even if only on line.

Keith P. noted that both Zoom and BlueJeans have the ability to handle side chats between individuals. This could be good for Drake Lounge.

Ed H. prefers face to face with pencil and paper for discussions. The lounge discussions are a big part of the conference.

We had some discussion about travel to the conference. This may cause low turnout if GBO is open.

Tom Crowley pointed out that we do have a lot of conflicting information on Covid19 and the status of GBO. Dennis F. is working on answer from GBO.

Possible GBO problems:

Do they handle meals OK on Weekend?

Is dorm room availability the same as during the week?

There may be no staff at GBO for tours of labs and telescopes.

GBO virtual tours would be a security problem for them. Remember they prescreen people for tours.

We are planning on another meeting June 1 if needed. We may know more about GBO then.

Tom Crowley is OK with Saturday and Sunday conference. This would leave online more convenient for those who can't make GBO.

Rich R. is not planning on printing proceeding books. They will be accessed on line from the SARA web site. Location will be like getting the Journal at members only page.

(DF) We **MUST** charge for on line participation. When you pay you get added to the meeting invitation. If it is free we could get thousands of sign ups by people who are not really interested. We need to **pay** for number of participants allowed and there is an **absolute limit** on number. We need (RR) and (DF) to advise.

Note that no formal votes were made in this meeting. This was only to advise Rich and Dennis in their decisions.

Motion made by to adjourn meeting by Ken Redcap, seconded by Bruce Randall, motion passed by voice vote of the Board.

**Meeting ended at 21:05PM EDT**

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## **MINUTES OF THE SARA BOARD OF DIRECTORS MEETING July 26, 2020**

Compiled by Bruce Randall, Secretary

### **Officers, Directors, and Editors in Attendance**

Present at Zoom Meeting:

Officers: President Ken Redcap, Vice President Rich Russel (acting), Treasurer Dennis Farr,  
Secretary Bruce Randall

Directors: Charles Osborne, Ed Harfmann, Stephen Tzikas

Directors at Large: Dave Westman, Keith Payea

Unavailable:

Directors: Wayne McCain

Directors at Large: Jon Wallace

Founding Director: Jeff Lichtman

**A quorum was present.**

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### **EMAIL ACTIVITY BY BOARD**

Activities of last year Included for context of meeting.

1. March 2, 2020 meeting in separate document. Passing of VP Adrian Howell.
2. March 14, 2020 meeting in separate document. Conference Planning.
3. May 12, 2020 meeting in separate document. Discus change to Teleconference.

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### **AGENDA**

#### **REPORTS FROM OFFICERS**

Vice President

1. Reported on request from Terasem, which is a 501c3 foundation that sells a file of a person's life and sends a space cast of it into space. Rich Russel did a report for them with a link budget. The organization likes SARA's education program and has said they will donate money to SARA.
2. Conference Report: 263 Page Proceedings with 14 Presentations
3. Dennis Farr and Richard Russel to be conference and Drake Lounge moderators.

Treasurer

1. Total Assets: \$64,381
2. Membership Report: 367 Members
  - 81 Renewals
  - 22 New Members

2 Life Members Added  
90 Members Did Not Renew

**OLD BUSINESS**

1. Dennis Farr made a motion for term limits for officers, seconded by Ed Harfmann, which would be a by-law change. After much discussion, the motion was withdrawn, to be addressed at a later date, seconded by Ed Harfmann.
2. It was noted that the distinction between Director and Director at Large has mostly disappeared due to our use of video conferencing for meetings. This will be discussed at a later date.

**NEW BUSINESS**

1. The Board of Directors decided to do the ballot before the meeting due to video conferencing logistics.
2. Dennis Farr officially resigned as Treasurer, but will continue functioning as Treasurer until a replacement is found.
3. The board had a discussion about SARA support for the Little Big Horn Antenna restoration. Green Bank site manager will work with SARA. SARA's plan is to offer a \$5,000 grant, to be reviewed by the grant committee. A walkway to the antenna will also be needed.

Motion made by Keith Payea to adjourn meeting, seconded by Ed Harfmann, motion passed by voice vote of the Board. Meeting adjourned at 7:10EDT

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**2020 SARA Board of Directors Email Activity Aug 7 - Oct 5, 2020**

Bruce Randall October 5, 2020

August 7. Tom Jacobs volunteered to be treasurer. All BOD reviewed his resume and credentials. BOD gave 9 votes for approval and none against. Dennis Farr is working on getting Tom up to speed.

August 9. There was a write in for Wolfgang Hermann during the voting. There was another name as well that's why it wasn't announced at the conference. The nominating committee has endorsed Wolfgang to fill the open position. He has agreed. We now need BOD approval. We have 9 votes for and none against. It passes. We look forward to having European input to board.

August 27. Tom Jacobs resigned from treasurer position due to unresolved issues with the bank due to bank policies.

August 31. Alice Kottmyer volunteered to be treasurer. All BOD reviewed her resume and credentials. BOD gave 10 votes for approval and none against. Passes.

September 19. Jim Brown has asked to be relieved of duties as chairman of the grant committee. Tom Crowley has volunteered to take over and I have appointed him. Tom has noticed that there are no funds designated for grants at this time. He has asked that the board approve \$6000 for the current fiscal year. Board voted 10 for and none against \$6000 funding for grants. Passes.



September 30. Alice Kottmyer: I am resigning as treasurer. I have told Dennis that I can stay until the end of October, or we can make it immediate if you prefer.

October 1. Dennis Farr has put out a request for a treasurer.

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## **November 22, 2020 2:05 EST BOD meeting via teleconference**

### **Officers, Directors, and Editors in Attendance**

Present at Zoom Meeting:

Officers: President Dennis Farr,  
Vice President Rich Russel ,  
Secretary Bruce Randall  
Directors: Charles Osborne,  
Stephen Tzikas  
Directors at Large: Dave Westman,  
Wolfgang Hermann

Unavailable:

Directors: Wayne McCain  
Ed Harfmann,  
Directors at Large: Jon Wallace  
Keith Pay  
Founding Director: Jeff Lichtman  
Previous President: Ken Redcap

Open position:

Treasurer

**A quorum was present.**

### **“Scope in a Box” program: Dennis Farr to coordinate**

We are working on the logistics of this

1. Have us acquire parts and package and ship or
2. Have suppliers of parts ship directly to our customer.

We decided to stay with SDR from RTLSDR R3 with TCXO and Bias Tee included. Generic SDR Dongles have sometimes had overheating problems when used above 1000 Mhz.

Will use the SAWBird LNA and a Wi-Fi Dish of specific model.

Software package being looked at by Ed Harfmann.

Several of these kits will be evaluated by SARA BOD members.

**The IBT will be added to SARA Store.** Tom Crowley is the tech support on this.

David Westman is coordinating Western Conference.

### **Green Bank conference will probably be on Zoom this year.**

We need to decide between Saturday/Sunday Conference and a Monday/Tuesday conference. If we are on line only, more people can attend on the weekend. At Green Bank the support for dorms and

meals is not available on the weekends until 6 PM Sunday. Rich Russel to make call. He is expecting to be on line only. May 30 is decision date.

If we are in Green Bank, we have issue of background check of members for high tech tour.

Meeting adjourned at 3:10 PM EDT

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**January 13 and January 14, 2021 email chain to discuss treasurer position.**

Dennis Farr circulated Brian O'Rourke's resume via email. Email approval by:

- Rich Russel,
- Dennis Farr,
- Jon Wallace,
- David Westman,
- Charles Osborne,
- Wolfgang Hermann,
- Steve Tzikas,
- Bruce Randall,

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**January 17, 2021 1:55 to 2:00 EST BOD brief meeting via teleconference to approve of Brian O'Rourke as Treasurer.**

**Officers, Directors, and Editors in Attendance**

Present at Zoom Meeting:

- Officers: President Dennis Farr,
- Vice President Rich Russel ,
- Secretary Bruce Randall
- Treasurer Elect: Brian O'Rourke

Directors:

- Stephen Tzikas,
- Ed Harfmann,

Directors at Large: Dave Westman,  
Wolfgang Hermann

Unavailable:

- Directors: Wayne McCain,
- Charles Osborne
- Directors at Large: Jon Wallace
- Keith Payea
- Founding Director: Jeff Lichtman
- Previous President: Ken Redcap

**A quorum was present.**

Final approval of Brian as treasurer completed. 9 votes (7 + 2 email only) and none against.  
Dennis Farr made motion to adjourn. 2nd by Ed Harfmann. **Meeting adjourned by vote.**

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**April 11 to April 23, 2021.** Email chain to discuss SARA giving scholarship assistance to students in STEM. Tom Crowley observed we have a good amount of money in our grant program. The grants normally fund student research. Wolfgang pointed out we need to be careful with scholarship money to assure SARA members don't profit from it. Some legal aspects need to be understood.