



WWARA WESTERN WASHINGTON AMATEUR RELAY ASSOCIATION

General Meeting Minutes – September 27, 2025

Absences: KC7SDD, KS5D, KC7CKO

In accordance with Article IX, Section 3a of the bylaws, a quorum was present. The meeting was called to order at 10:02 PDT virtually on the Zoom teleconference by Chair Scott Honaker, N7SS. The minutes for the May 2025 meeting approved as posted. (KU7M moved to approved and K7YHB seconded)

Officer's Reports

- Chair Report (Scott, N7SS)
 - No Updates
- Treasurer Report (Doug, KD7DK – read by KU7M)
 - Only normal expected expenses in last three months (POBox, Web, etc)
 - 119 members strong currently
 - Current total assets of \$14,400
- Secretary Report (Kenny, KU7M)
 - Processed 53 TDS's (renewals and new applications since May meeting)
 - Generated and sent 25 CoC on Sept 26, that represents all pending
 - Updated and posted new Coordination's Policies on website
 - Includes changes approved in Dec 2024 for Narrowband
 - Also includes modifications approved in May for 70cm link system
 - KD7DK / KU7M have completed effort to separate the membership status from the coordination tracking database. This was done to allow automation to be created for reminders of membership status.
 - General reminder, if you do not receive a confirmation when sending a TDS within a week, it was not received.
- Adjacent Areas:
 - E. WA / IACC– Queried status of repeater operating on Ravens Roost, which is in IACC 'area', but has coverage in WWARA. No response yet.
 - BC – No updates
 - OR – No updates

Committee Reports

- 6M/10M (KU7M) – One pending application
- 2 Meters (NR3O) – 8 pending and 5 proposed (1 board polling, 1 public comment period)
 - NR3O is recovering from surgery, please send him updates.
 - Reported that continued
- 220 Band (WA7FUS)
 - 1 pending, but still on workbench
 - 1 in testing – K7DUH (Crawford)
 - Question on status, nearing two-year mark, with interference issues
 - BridgeComm is closing out 220 repeater systems
- 440 Band (NR3O) – 7 pending and 3 proposed (six public comment period)
- 900/1.2Ghz (N7SS) – 1 pending 23cm system (seeking status)



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- Database Enhancement Committee – Kenny Richards, KU7M
 - Daily listing of all coordinated repeaters PDF/website page broke due to system failure
 - Old script generated PDF's by K7VE, but is now working again
 - Will finish repairs and have back online this weekend
 - No database updates, except for CoC changes
- Narrowband Sub-Committee – N7SS, KU7M, N9VW
 - Presentation to SJCARS on Sept 12 (KU7M)
 - Next scheduled in Oct 11 on LakeWA Ham Club (KU7M)
 - N7SS shared progress of conversion from wide to narrowband (see graph below)
 - Don-KK7EV reported decommission of 'Barons' repeater, N7SS said would follow up.
 - General reminder that when system is decommissioned, the WWARA requests to be notified.
 - KD7DK – gave update on PSRG effort to upgrade all users 'programming' to handle narrowband conversion. This is prep for effort to migrate to narrowband in 2026.

Old Business:

- Narrowband Update – See Narrowband Sub-Committee

New Business:

- KU7M provided summary of proposal to create/modify roles of Secretary and other officer
 - Address struggle of finding volunteers for Secretary role, due to technical requirements and 'different' from normal Secretary duties
 - Shared proposed duties for 'new' Secretary role and new 'Operations Manager'
 - Secretary – Maintain meeting notes and minutes, update all documents and organizational registrations
 - Operation Manager (Vice-Chair) – Process / validate all coordination submissions
 - Plan to propose bylaw changes at December meeting for approval
 - Proposal in notes
- Elections for 2026
 - Call for volunteers – please contact N7SS
 - Directors 2 and 4 are up for election, in addition to the four officer roles

Next Meeting:

- December 6, 2025

Adjourn Meeting:

- KU7M made motion to adjourn, seconded by N9VW.
 - Approved by majority voice vote without discussion.
- The chair adjourned this meeting at 10:40 PDT.

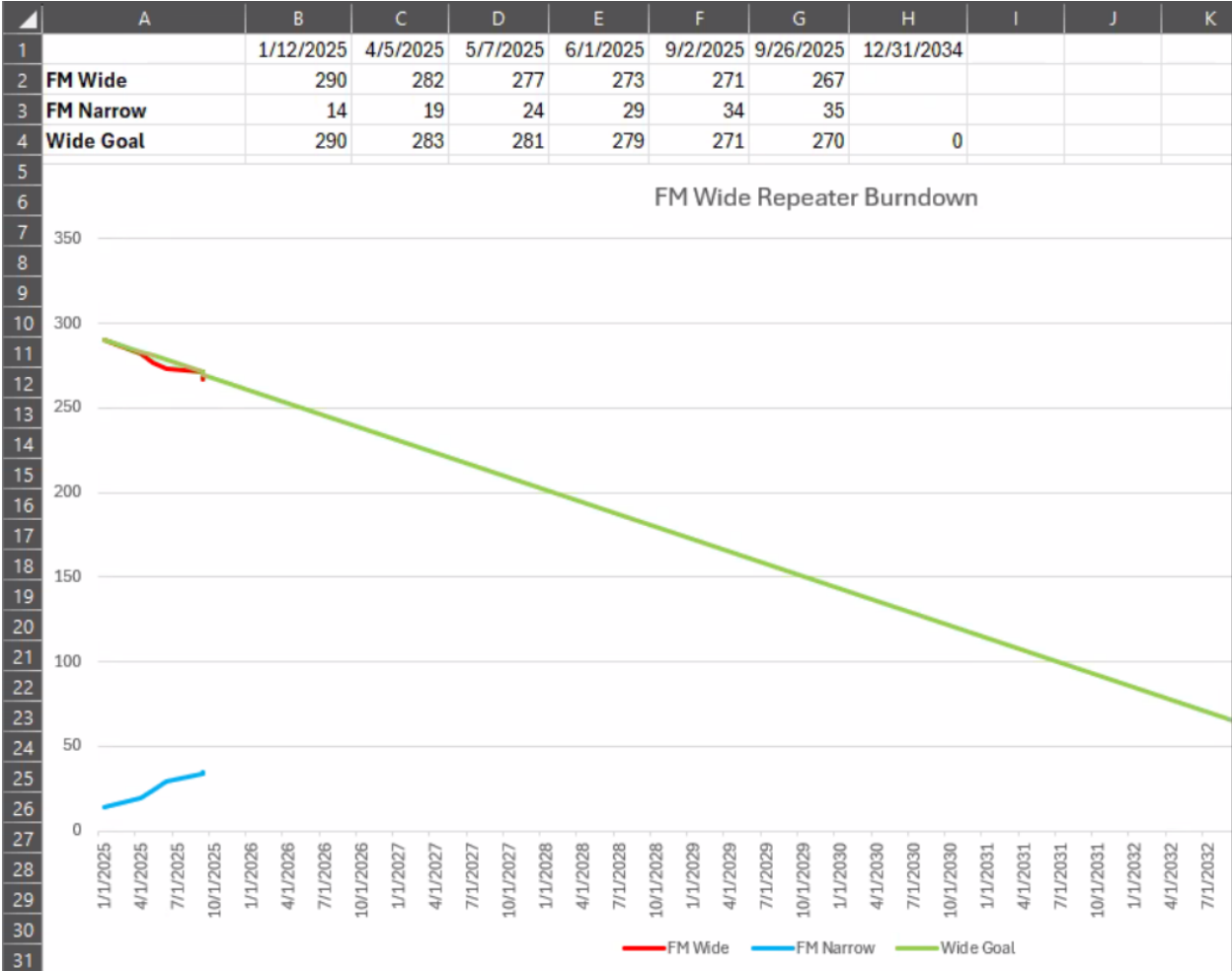
Members / Attendees

Kenny – KU7M	Scott – N7SS	Jamie-WA7JH	Steve – N9VW
Bruce – K7BAB	Chuck – WB7EBH	Brian – W7FDD	Paul – KK7EV
Doug – KD7DK	George – K7YHB	Jon – K7RMZ	Peter - WA7FUS
Rob – NR3O			



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Narrowband Conversation Trend – N7SS





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Proposal - Secretary Role Changes

Background

One of the challenges when new board members join the WWARA is the misunderstanding of the scope and range of responsibilities the Secretary role has for the organization. In addition to the traditional 'secretary' duties of other ham radio groups, the WWARA Secretary role acts as a critical operational and policy enforcement duties, which is necessary fulfilling in a primary WWARA activity, processing Technical Data Sheets or TDS's. All repeater coordination's and renewals start with the ingestion of a TDS into the WWARA workflow, which today is the primary responsibility of the Secretary role. When there were a small number of coordination's and the trustees tended to be highly technical and familiar with the WWARA processes, this is no longer the case. So, prior to any TDS being accepted, the Secretary is required to validate the information and work with the trustee to submit a TDS that is complete and valid. This has effectively become the point where most WWARA policies are enforced, making the requirements of the WWARA Secretary far greater than posting meeting minutes.

The impact of the WWARA Secretary being required to be the person who manages the operations of the organization is the level of experience is far greater than that for 'normal' secretary roles. This has led to challenges finding people to fill the role and/or keep people, because the find out the effort exceeds what they believed was required. Even internally the WWARA board has struggled with this misunderstanding. New board members will apply their past experiences to the WWARA Secretary role and will downplay the effort due to it not aligning with their past experiences. These assumptions while not valid, are understandable.

Problem

As the WWARA Secretary with the most experience in the current role, I have struggled with how to explain the requirements and similarly failed to find replacements. While the position started with the traditional duties of generating meeting minutes and processing organizational paperwork, it has evolved considerably. That might have been the situation when the group started and all TDS were handled as paper, turned in only at the quarter meetings and handed off to the band chairs immediately. The reality now is that the secretary role has expanded to effectively being the one that 'runs' the organization. Obviously with a lot of help from the band chairs, but from the BoD perspective, they run the day to day operations. The purpose of the WWARA is coordinating repeaters, which starts with entering a valid TDS into the system and ends with the generation of the Certificate of Coordination. At nearly every step of the process, the Secretary is involved with running the operations of the WWARA. The reality is the secretary often is the one applying policy and I think this should be reflected in the title somehow. Put another way, the title of secretary doesn't accurately describe the role, so it is not given the 'respect' it deserves.

Proposal

As a thought experiment, I started doing Google searches for roles which describe the role in the 'real world' for non-profit groups. This included overseeing administration staff, making sure the business runs smoothly, developing and implementing procedures and systems. The common results were titles like, 'Operations Manager' or "Director of Operations. I expanded the search for the corporate world and the duties of a 'Chief Operations Officer' and these were the most common results.

- Fundraising Department
- **Program Directors**
- Human Resources
- **Information Technology**



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One part of my proposal is to separate the Secretary role into two separate jobs. As a place holder, the new role can be called the Operations Manager.

Secretary Duties:

1. Keep accurate minutes of all meetings and correspondence.
2. Perform such secretarial duties as may be requested by the Directors and committee Chairpersons
3. Maintain accurate copies of all organization documents, such as bylaws and policies.
4. Monitor and maintain the organization's status with relevant government bodies (e.g. registration with Washington Secretary of State.

Operations Manager

1. Enforce and execute the primary operational duties for the WWARA
 - a. Process and validate all coordination submissions (TDS)
 1. Oversee the coordination processes of the WWARA
 2. Enforce WWARA policies and update procedures as required, in support of the Board of Directors
2. Generate and publish Certificates of Coordination
3. Publish all approved coordination data of WWARA tracked systems
4. Oversee the online systems for the WWARA, ensuring the proper operation in support of the WWARA mission
5. Oversee the backend systems for the WWARA, ensuring the proper operation in support of the WWARA mission

The board is recommending merging the duties of the Operations Manager into the Vice-Chairman role.