

**REPORT OF THE Administration and Finance Committee**

**January 2018**

**2017 A&F Committee Members:** James D Pace, K7CEX, Northwestern Division Director, Chairman, Richard J. Norton, N6AA, Southwestern Division Director, Tom Frenaye, K1KI, New England Division Director, David Woolweaver K5RAV, West Gulf Division Director, Kermit Carlson, W9XA, Central Division Director, Bill Morine, N2COP Roanoke Division Vice Director, Rick Niswander, K7GM, Treasurer. President Rick Roderick, K5UR (ex officio)

**Staff Participants:** CEO Tom Gallagher, NY2RF, CFO Barry Shelley, N1VXY and Controller Diane Middleton, KC1BQF.

**Activity:** The committee had before it many issues, last year, including but not limited to the 2017-18 Financial plan. After some staff changes, budget reductions and conservative forecasts, the plan was approved at the January 2017 committee meeting, and was recommended to the Board of Directors, at the January 2017 meeting.

Beyond the topics presented to the Board of Directors in the Treasurer's Report, the committee considered efficient use of 'cash reserves'. The matter is still being considered as the 2018-19 plan is implemented. A review of encumbered funds, with their terms of reference are being considered by the committee.

Much has been accomplished by the Logbook of The World Committee, as activities are reported and discussed with the A&F Committee. A work in progress with technical debt decreasing steadily. Some of the LoTW committee work, now, has more need to be overseen by the Program and Services Committee. Mr. Widin will be reporting to both committees as these matters are examined and moved forward.

The A&F Committee is reviewing 'membership benefits' to make certain that membership includes viable and useable benefits, for all ARRL members. Here, again, there are some subjects that are being reviewed and discussed by the

Program and Services Committee. The two committees have a good working relationship, that supports each other, which makes for a good and efficient way of studying and recommending policies to the Board of Directors.

Legal expenses have been a topic of discussion throughout the entire 2017 year. With personnel issues and other legal advice needs, our line item for legal expenses is higher than normal. It is hoped in 2018 that our category expenses will decrease, however it was necessary to project a higher than normal expense, based on this past year.

The Parity act expenses were also a concern for many. We do realize that a project of this enormity would be costly. It is hoped that 2018 will bring a conclusion to the legislative actions, on behalf of the act.

Membership acquisition was discussed. Statistics from the Membership Department show that around 15 percent of new and renewed memberships come from the field. (hamfests and conventions) The balance come through clubs and online. Much work needs to be done for future membership increases.

The Committee continues to pursue ways to increase revenues and limit expenditures, with an eye on financial efficiency, leading to the successful future of the ARRL, as it serves all the Amateur Radio hobby.

Respectfully Submitted

James D. (Jim) Pace, K7CEX

Chair