

## **REPORT OF THE Administration and Finance Committee**

**July 2016**

**2016 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, Rod Blocksome, K0DAS, Midwest Division Director, George R. Isely, W9GIG, 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.

### **Committee Activities**

The committee received its first report from CEO Tom Gallagher, at the May 2016 meeting. Mr. Gallagher began his report by noting that ARRL has a great work environment and asked the Committee to consider that remark throughout his report. He told the group that, because of long tenures, many ARRL employees are not familiar with the working environment of other companies and that long tenures do not provide many advancement opportunities within the organization. Despite that, he is committed to helping people advance, even if it is outside the organization. He continued, noting that most areas run smoothly. The magazine is excellent and the ARRL is a significant publisher. He identified several areas where performance needs improvement, in certain cases significant improvement. He told the Committee that the thrust of the organization has to be educational as it effects everything we do, including philanthropy.

Financial reports were discussed; a full financial report of the first 2 quarters of the year have been submitted under the Chief Financial Officer's report – agenda item #8.

The committee received a report regarding LoTW. Full report has been submitted under Board agenda item #22.

The Committee discussed contract policies and how contracts are approved.

After much discussion, it was decided that we needed to implement a new contract policy. Thus, going forward, any contract that binds the organization will include the approval of Senior Management, the CFO, the IT Manager (if an IT contract) and the end user. The existing policy that any contract over \$10,000 must be reviewed by Counsel and will continue. The consensus of Committee was that the proposed process is appropriate. Mr. Gallagher and Mr. Shelley will

draft a one-page summary of the process for contract approval. The Committee agreed that this should be the standard operating procedure going forward.

The committee received the Treasurers report, which will be submitted under Board agenda item # 6.

The committee received a proposal to consider the establishment of a Virtual Museum, showing ARRL history of equipment and memorabilia. The proposal was deemed interesting, but not for budget consideration at this time. The Historical Committee will, however, look at a lower cost scaled back plan for an ARRL “Virtual Historical Museum.

A Field Organization Reporting System was offered for consideration. The reporting system is being used by Idaho and Pacific Sections. ARRL Staff is reviewing the proposed program.

The Committee received a request from the Executive Committee, to review 3 Standing Orders dealing with: Life Membership, Staff Travel to Events and Financial Information with Director’s Motions. The orders were discussed and referred to the Executive Committee, with the recommendations of the A&F Committee.

The Committee discussed Section Manager Budgets and referred the matter to a sub-committee, to determine if the current budgets and calculations were appropriate or needed some modification.

The Committee discussed the idea of converting back issues of QEX and NCJ into digital form so people can access old articles. The idea will be taken to Staff, to determine the appropriate plan to execute such an action.

The Committee discussed outreach electronically to members. Recommendations were to send a periodic email from headquarters to all members, such as annually, along with a posting in each issue of QST reminding members how they can subscribe to various offerings. Staff is to report on recommendations for implementation.

Respectfully Submitted

James D Pace, chair