Cambridge and District Amateur Radio Club

MINUTES

of the Annual General Meeting held at
The Coleridge Community College, Radegund Road, Cambridge CB1 3RJ
on Friday 25th January 2013 at 8:00pm

Agenda Item

Mark Wooldridge was in The Chair and opened the meeting at 8:05pm

1. **Apologies for Absence**
received from John Bonner, our President. The Chairman read an e-mail from John to the Secretary which ran:
With regret, I send apologies for not attending the meeting this evening. Please convey my thanks to the committee for their good work in the last year and I wish the new one success for the coming year.
Thanks also to Peter for running the training so well and to Ron for the programme of talks.

2. **Confirmation of Quorum**
There were fifteen members present and the meeting was deemed quorate.
See Appendix A.

3. **Approval of Minutes of 2012 AGM**
The Minutes were approved by a majority.

4. **Outgoing Committee's Report**
The PRO, Ron Huntsman, gave an interesting account of various aspects of wireless construction and operation over the years, as well as an account of the past year's activities. Ron concluded by announcing that he was standing down as PRO and would not be seeking re-election to the committee. He graciously wished the new committee every success. See Appendix B.

5a. **Treasurer's Report**
The Treasurer, Mike Addlesee, presented the accounts in the form of a printed spreadsheet. Mike then talked us through the spreadsheet, commencing with the opening balance and finishing with the final balance. These accounts have been audited and signed off. See Appendix C. Copies can be despatched to members by e-mail, on request.
Mike went on to discuss the Asset List, which is mainly used for the purpose of estimating insurance value. The total asset value at the beginning of the 2013 has been taken as 80% of the value at the beginning of 2012 with the addition of 80% of the new value of assets acquired during the year.
An explanation of the work done so far to produce a soft copy and bring up to date the values from the 2010 Asset List was given, together with the method of maintaining the list and values of assets in the future. See Appendix D.

5b. **Chairman's Report**
The Chairman, Mark Wooldridge, gave an account of the activities during the year, which included regular presentations, some by members themselves, a MOTA contest day at Willingham, a picnic day at Willingham later in the year and refurbishment of the shack antennas.

5c. **Presentation of Awards**

The Secretary, David Featherby, gave an address detailing Ron Huntsman's service to the club before presenting Ron with a framed certificate. See Appendix E.
This was followed by a further address recounting Mike Addlesee's contribution to the club, following which Mike was also presented with a framed certificate. See Appendix F.

6. **Appointment of Two Electoral Officers**

A number of proposal forms were received prior to the meeting. No further proposals were forthcoming from the floor. As there was no more than one proposal for any position on the committee there was no requirement for the appointment of Electoral Officers.

7. **Election of New Committee**

Our PRO Ron Huntsman had already announced his intention to step down. Only one proposal was received for each of four positions on the committee (see Appendix G) and these candidates were each elected by a majority (by show of hands, when the candidate had left the room).

The new committee is comprised of:
Chairman: Mark Wooldridge
Secretary: David Featherby
Treasurer: Mike Addlesee
Publicity Officer: post left vacant
2 x Ordinary Member: Peter Howell and one post left vacant.

8. **Setting of Membership fees for 2013**

The current membership fee is £20 for Full members. Family members pay 25%, Country members 50% and Junior members pay nothing. After a short discussion a proposal was made by Colin Tuckley to keep the current rates for 2013, seconded by Dave King. The proposal was adopted by a majority.

9. **Election of Auditors for 2013**

Dave King and Steve Blunt, who audited the accounts for 2012, were asked if they were willing to continue to serve for 2013. Having answered in the affirmative, a proposal that they should continue was made by Ian Alexander and seconded by Peter Howell. The proposal was adopted by a majority.

10. **Any other business**

(a) **Purchase of Additional Wireless Kit**

Dave King suggested that we should improve the quantity of radio equipment available in the shack. A proposed budget for all aspects of this kit was £1000. Peter Howell was interested in its possible use for training and John Robson also expressed an interest that it should be suitable for this purpose. The equipment would comprise:

Antenna 70cms, 9 element
Antenna 2m, 5 element
Antenna Rotator
Feeders
VHF/UHF Transceiver (not a 910)

A proposal to proceed with this scheme was made by Mike Addlesee and seconded by Colin Tuckley. It was approved by a majority.

(b) **Depreciation of Capital Assets**

The Treasurer's report included a decision by the committee to re-value capital items on the Fixed Asset List by deducting 20% pa of the new value from the residual value, resulting in a residual value of zero after 5 years. This had been chosen as a simple method of maintaining an appropriate level of insurance cover.

Discussion among the members concerning the most accurate method of re-valuation resulted, after amendment, in a declared preference for deducting 20% pa of new value from residual value for the first 2 years and 10% pa for subsequent years, resulting in a residual value of zero after 8 years. A proposal to adopt these figures was made by Colin Tuckley, seconded by Ian Alexander and upheld by a majority.

(c) **Vote of Thanks**

A vote of thanks to the committee for their work during 2012 was graciously proposed by Colin Tuckley and seconded by Peter Howell.

(d) **Closure**

There being no further business, the meeting was closed.

David Featherby
CDARC Secretary
26th January 2013

Those who signed the attendance record at the meeting:

Name	Callsign	QTH	Member	Visitor
Dave King	G6KWA	Haslingfield	✓	
David Featherby	M0ZEB	Sutton-in-the-Isle	✓	
Mike Addlesee	M0BLP	Harston	✓	
Ron Huntsman	G3KBR	Cambridge	✓	
“Henry” Ehm	M0ZAE	Bedford	✓	
Colin Tuckley	G8TMV	Sawston	✓	
Darren			✓	
Peter Howell	M0DCV	Foxton	✓	
Steve Blunt	G8CRB	Milton	✓	
John Robson	M0VCM	Milton	✓	
Ken Hendry	G6TSP & G0BBM	Lakenheath	✓	
Tony Bottrill	G1RTV	Cambridge	✓	
Ian Alexander	G4AKD	Dry Drayton	✓	
Mark Wooldridge	M1MPW	Bar Hill	✓	
Mirek Sutty	M1KWR	Cambridge	✓	

PRO Report presented by Ron Huntsman

The Cambridge and District Amateur Radio Club, call sign G2XV has been a member of the RSGB for 61 years.
Almost at the same time I got my HF licence in 1954 when it was so different from what it is now. We used wartime ex-government receivers and home built valve transmitters and we worked the world. We had to use CW for the first year and submit our log books for inspection before we could get a phone licence.
Our stations were inspected by the Post Office and you had to show the inspector how you checked your frequency to ensure you were operating in the bands.
For me it was the magic of wireless.

Today, everyone uses commercially manufactured solid state equipment.
Highly accurate digital frequency displays and all the bands and modes you would ever want all in one box.
We operate on frequencies from Khz to the Ghz band, there are many new types of modulation and transceivers are now controlled from your computer screen.

Since the club began all those years ago, technology has changed to the extent that it now covers a huge range of interests that we have to address when planning the year ahead.

The club programme for last year included 16 talks and demonstrations and foundation training, including a weekend at Foxton.

For beginners we had 70cms, 2 metres and F1F operating in the shack.
Our evenings included a Fox Hunt trial, 2 Junk sales, Morse training and in
June several members joined in the 2 metre RSGB contest.

Last May we joined in "Mills on the air" weekend at Cattells Mill, Willingham, where we also in September had a club picnic / Barbecue day, great fun.
The Rally in March was a great success as we have heard this evening.
So all in all, quite a busy year.

But there comes a time when we have to update the committee with younger members with fresh ideas, and perhaps more in tune with the modern digital technology we have today.

I agree with this, and as such I am standing down as the PRO tonight, a role I have very much enjoyed.
You have a first class committee who will take the club to new heights in the coming year and I wish them every success.

Club Accounts presented by Mike Addlesee

SIGNED COPY FOR CLUB RECORDS.

Sheet1

Cambridge and District Amateur Radio Club:

Accounts for January 2012 to December 2012

Opening Balances at 01/01/2012				
Lloyds TSB Current Account		2757.93		
Item No				
Halifax Building Society		5915.62		
Item No				
Total Cash			8673.55	
Item No				
Club Assets (Insurance Value)			4988.44	
Item No				
Total Asset Value			13661.99	
				Money Carried Forward from year 2011
INCOME				
Membership 2012				
Full		550.00		0.00
Item No				
Reduced		30.00		
Item No				
CDARC Bring and buy @ 2012 CRG Rally		54.00		
Item No				
Rally 2012 – Trader Deposits & Table rents		1350.05		
Item No				
Rally 2012 – Gate Receipts		1946.00		
Item No				
Project Kits		0.00		
Item No				
Foundation Courses		280.00		0.00
Item No				
Intermediate Construction Weekend		0.00		
Item No				
Advanced Exam		41.50		
Item No				
Gifts to CDARC		80.00		
Item No				
TOTAL INCOME		4331.55		0.00
Cheques issued in 2011 but not yet taken from bank account	112.00 #153	112.00		
Liabilities From 2012				
Cheques not yet drawn on bank account		0.00		
Room Hire (Dec)		26.50		
Foxton Hall Hire (Dec)		74.00		

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Sheet1

EXPENDITURE	
Room Hire	649.12
Item No	
Web	0.00
Item No	
SouthWestBroking.co.uk (Insurance)	227.25
Item No	
RSGB Affiliation	47.00
Item No	
Rally Expenses 2012	375.20
Item No	
Rally 2012 – Woodgreen Arena Hire (Part)	1346.63
Item No	
Rally 2013 Deposit	448.87
Item No	
Asset Acquisitions: Equipment for shack upgrade	0.00
Item No	
Expenses – NFD 2011	0.00
Item No	
Expenses – Training	1013.11
Item No	
Expenses – Treasurer Admin	95.55
Item No	
Expenses – Treasurer Petrol	0.00
Item No	
Expenses – Publicity Board	0.00
Item No	
Expenses – Web related	29.72
Item No	
Expenses – CRB	0.00
Item No	
Foundation Courses	242.00
Item No	
Intermediate Courses	0.00
Item No	
Advanced Exam	26.00
Item No	
Donations (e.g. Cattell's Mill)	50.00
Item No	
AGM/Xmas Expenses	0.00
Item No	
TOTAL EXPENDITURE	4550.45
Closing Balances	
Cash Box	74.00
Lloyds TSB Current Account	2353.03
Halifax Building Society	5915.62 plus tiny amount of interest! = £5.21
	↓
	5920.83

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Sheet1

Total Cash	8342.65	
		including new training
Club Assets (Insurance Value)	4783.39	assets:
Total Asset Value	13126.04	
		SPX-200
	39.95	antenna
	3.95	Mount
	99.95	Mast
		Alinco DXSR-
	589.00	8 Transceiver
	89.95	PS30M PSU
		MFJ945E
	134.00	ATU
		100W
	34.00	Dummy Load
	990.80	

Signed:

Mike Addlesee (Treasurer)

David King (Auditor)

Stephen Blunt (Auditor)

Date: 24TH JANUARY 2013

Notes on Updating and Maintaining Asset List

(N.B. the Asset List, whose highlights are referred to in 3, is not shown here)

At January 2013

1 Asset List of 2010, together with notes from 2011/12 Audit, transferred manually from paper to MS Excel (.xls) file.

2 All items marked 'Sold' have been deleted.

3 Items which cannot be traced are highlighted. At 2010 valuations, <£20=Green, >£20=Yellow.

4 All traced items whose whereabouts were in question have been located.

Proposals for further action

5 Write off all items which have not been located in 2011/12/13 as 'Lost'. Remove them from the existing Asset List.

6 Re-value all items on the existing Asset List to 2013 values (-20% of original value per annum).

7 Create a 'Small Item' list for low-value items whose *worth new* is <£25. The value of the items on this list will contribute to the insurance total but items will not require numbering or depreciation

8 Transfer low-value items from existing Asset List to Small Item List

9 Add new acquisitions (from Peter and Mike's lists) to existing Asset List and Small Item List

10 Publish 2013 Capital Asset List and 2013 Small Item List for use in future valuations and audits.

Ongoing

11 Asset List. Audit and devalue by 20% of original value per annum.
After 5 years an item will have an insurance value of zero but will remain on the list while the club continues to use it.
At audit, items with zero value to be listed for consideration by committee for disposal.
Disposal items to be advertised to members and auctioned by sealed bid.

12 Small Item List. At audit, delete any items which are known to be lost, broken or used up
List of deleted items to committee for consideration of replacement.

13 Add new items to appropriate list as part of the purchase process.

Address preceding Presentation of Award to Ron Huntsman

It is easy to forget that less than three years ago, this club was in steep decline – mainly because there was no planned programme of events. One or two of the senior members, such as Arthur and John B., attempted to halt the decline by putting on impromptu events but despite their valiant efforts things hardly improved. Attendances were poor and I myself came to one session when just three of us turned up.

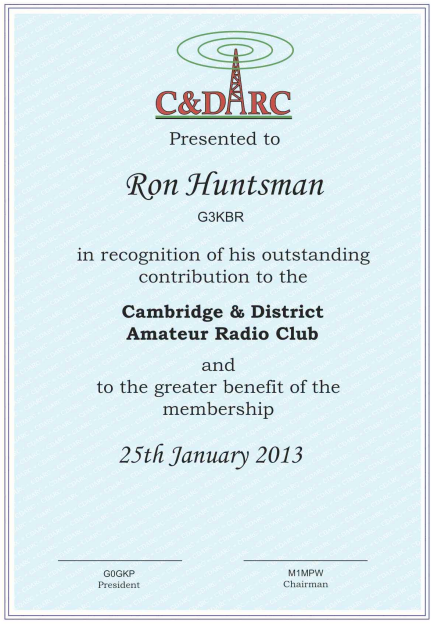
It was only when one particular member realised what needed to be done and set about putting the club back on its feet, that the decline was arrested. That man was Ron Huntsman. By dint of invitation, persuasion, cajoling and, possibly, even blackmail - I don't know, that doesn't sound like Ron – he put together a programme and got things going again.

Subsequently, Ron swapped his unofficial post for the official position of Public Relations Officer and he has been doing it ever since. Today we find ourselves regularly attending first class presentations of the sort of standard we saw a couple of weeks ago, when Peter put on his talk about Japan. With these high-quality presentations came increased attendances so that we now, regularly, see fifteen, eighteen, sometimes more than twenty members here on a Friday.

But this is nothing new for Ron. For several decades he has been organising, planning or sometimes just participating in, hundreds of club events over a period of more than thirty years. During that time he must have served on just about every committee position there is, in some cases more than once.

Sadly, as we heard earlier tonight, Ron wishes now to resign his committee position. And who is more deserving of taking it easier? However, Ron, although you may be stepping down from the committee, we hope that you will continue to grace these Friday evening meetings for many years to come and will continue to make your experience and expertise available to the club.

On behalf of us all, Ron, I would like to present you with this rather inadequate token of our esteem and thanks. Take it home and, when you look upon it, remember our respect and gratitude for all that you have done for us.



Address preceding Presentation of Award to Mike Addlesee

Most jobs on the committee are not too onerous, but there is one committee position which involves more work that any other. I am talking about the office of Treasurer, occupied by our good friend and colleague, Mike Addlesee.

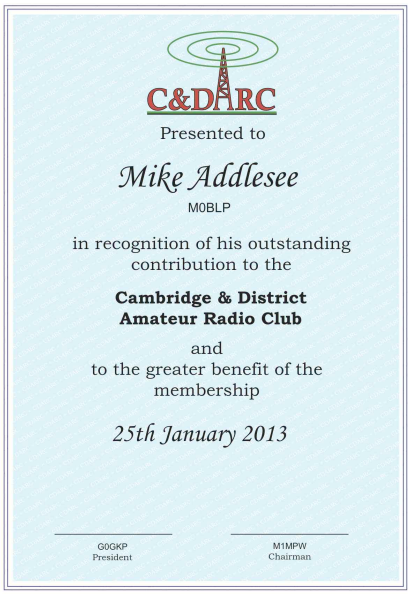
Now, I am not going to relate all the duties of the Treasurer as I probably don't know them all. But you will have gathered from the Treasurer's report earlier that they are considerable and, what is more, when the Treasurer has done his work he is required to place it before the auditors for their scrutiny - this year, that eagle-eyed pair, Messrs King and Blunt.

But does Mike stop there? No! Do you remember all those excellent presentations we've had, which Mike put on? The Bright LED Signal-strength Meter; the Theory of Software-defined Radio – where you added and subtracted all those pieces of card and ended up with a de-modulated signal using only a bit of switching logic and a sound card; the Soft-Rock Lite Kit and its construction; the Time-Domain Reflectometer and so on.

How many of you attended the picnic day in August or September? We had a great day out in Willingham but I can tell you that that day was ninety-nine percent organised and executed by Mike. He took the kit out, set it up with some help, even provided tea and coffee making facilities for the mill was not open to the public. He operated for a great part of the day and then took everything home again. So, if you enjoyed a good day it was all down to Mike.

One of the most significant activities this year has been Dave King's brainchild, the refurbishment of the aerials on this building and getting the shack operational again. The driving force behind this work was, of course, Dave but he was assisted by a small but select group who gave up their evenings and weekends to carry out this work. We owe all of them our thanks.

One of that group was Mike and, such was Mike's contribution, that Dave King was moved – and I think Dave will allow me to say that he is not easily moved – to write to the committee suggesting that Mike's work should be recognised by an award. We must, surely, all agree with Dave so it is a great pleasure to present you, Mike, with this token of our gratitude along with the hope that you will continue to serve the club for many years to come.


C&DARC

Presented to

Mike Addlesee

M0BLP

in recognition of his outstanding contribution to the

Cambridge & District Amateur Radio Club

and
to the greater benefit of the membership

25th January 2013

G0GKP
President

M1MPW
Chairman

PROPOSAL FORMS RECEIVED

Office	Nominee	Proposer	Seconder
Chairman	Mark Wooldridge	David Featherby	Mike Addlesee
Secretary	David Featherby	Mark Wooldridge	John Robson
Treasurer	Mike Addlesee	David Featherby	Mark Wooldridge
Publicity Officer	*No Nomination*		
Ordinary Member	Peter Howell	David Featherby	Mike Addlesee
Ordinary Member	*No Nomination*		