

**San Benito County Amateur Radio Association**  
**San Benito County ACS/RACES**  
3226 Southside Road, Hollister & Zoom  
Meeting Minutes  
1900 Tuesday, August 15, 2023

Note SBCARA July 9th lunch and equipment liquidation was in lieu of our regular meeting that fell on July 4th, and August 2 regular meeting date was postponed in order to attend National Night Out.

1. Meeting was call to order by Sara KJ6SAS at 1900. Members present: Tim Takeuchi (Advisory Chair) W6TST, Mel Tolentino (Quartermaster) KK6MES, George Hunt N6GWH, Heatherly (Secretary) Takeuchi N6HKT, Ron Ross (Treasurer) KD6ZXG, Dave Fears KD6LSH, Benson Wong K6BEN, Billy Boltz W6WKB, Steve Walsh W6MNL
2. Secretary's Report: Heatherly N6HKT. Approve June meeting minutes (attached). George moved to accept the minutes; it was seconded by Mel. Approved by member voice vote.
3. Treasurer's Report: Ron KD6ZXG
  - a. Review and approval of Treasurer's Reports. Attached below. Mel moved to accept the Treasurer's Report; it was seconded by Tim. Approved by member voice vote.
  - b. 2023 SBCARA Audit and Financial Policy (attached). Ron discussed the Audit. The recommendations were reviewed and some were approved (see detail below).
  - ~~c. Equipment Insurance.~~
4. Quartermaster report: Mel. Equipment barcodes/QR codes. He put on hold until we finished the liquidation, 85% gone. Perhaps there is metal recycling? Sara will make some calls and see if we can get them taken elsewhere. Jack W6KRR (not present) said he will take the old chairs to a metal recycler.
5. ARES/ACS/RACES/SHARES – Tim W6TST
  - a. ARES
    - i. W1AW – Volunteers on the Air – Oct 11-18
  - b. ACS/RACES
    - i. Parking - New parking spot
      1. Established June 30th - Helped by Ron, Billy, Matt & Heatherly
    - ii. Starlink - Update/Upgrade for 12V Power & Network/Wi-Fi
      1. New aftermarket options allow for Starlink to be driven by 12VDC/13.8VDC systems instead of our current option to run off 117VAC/120VAC from utility power or through an inverter. Thanks to Ray (N6DZK) for doing the research and implementation to prove the concept
      2. Budget request of \$300 (in addition to a few items below)
    - iii. Mast - Trailer mount for mast for use w/ antenna or Starlink
      1. Looking to purchase a 3-part kit. Hitched 4 Fun has a Starlink RV Pole and Extension (powder coated steel pipe with Starlink mount at the top) and bumper pull trailer frame mount.
      2. \$275
      3. Should be strong enough for both Starlink and our End-Fed Antenna
    - iv. Upgrade lock on side door
      1. Mounting hardware already purchased. Need steel pipe
      2. Plan on having Tom at Hollister RV to install - he has agreed this is a good idea

- v. Security camera / proximity alarm
  - 1. For event support for both events like the county fair and incident command post (ICP) support.
  - 2. Will utilize Wi-Fi router noted previously
  - 3. Budget ask is \$300 for a refurbished camera kit
  - 4. Plan is to utilize magnets to mount the cameras where and as needed
- vi. Total budget ask
  - 1. \$300 - Starlink update / Wi-fi
  - 2. \$275 - Trailer mast
  - 3. \$300 - Camera system
  - 4. \$875 – Total

Budget request. Mel moved we allocate \$825 for trailer upgrades outlined by Tim; it was seconded by Ron. Approved by member voice vote.

c. SHARES

- i. Install antenna at DOC
  - 1. Buckmaster has had questionable performance and specific frequency support. Folded dipole would be an upgrade supporting both amateur and SHARES frequencies
- ii. Set up training videos for RACES team
  - 1. Training introductions in June
  - 2. Training later in June had some issues - I have 3 versions of those videos. I need to review the video files and share them with RACES members
- iii. Once the above is working, hope we can start to incorporate participation in national SHARES nets

d. DOC

- i. Upgrade
  - 1. New Locks
    - a. Both doors are now locked with fingerprint entry
  - 2. New Screen
    - a. Donation from Dan Pugh (KM6GNG)
    - b. Screen can be used at DOC or separate screen from base and taken to an incident command post (ICP) for status/briefing

6. Upcoming Events

- a. QSO Today – Academy - 9/8 - 9/10
- b. UASI Academy – PrepareU Seminar Series - Tuesdays – 9/5 - 10/3
- c. Other Upcoming Events
  - i. TUE 09/12 – SBCARA Forum – Ham 101?
  - ii. FRI 09/29 – SUN 10/01 – San Benito County Fair
  - iii. SAT 10/07 – ARRL ARES Simulated Emergency Test
  - iv. SAT 10/07 – SUN 10/08 – California QSO Party
  - v. WED 10/11 – TUE 10/17 – W1AW/6 – California
  - vi. THU 10/19 – ShakeOut Drill (school sponsors?)
  - vii. SAT 11/04 – Ham Study & Exam Session

7. Ongoing Business:
  - a. N6SBC Net Control! Aug – Mel  
Sept – Sara  
Oct – Billy  
Nov –
  - b. Ham License Testing/VE report: Heatherly N6HKT
    - i. Upcoming testing sessions: Aug 12, Ham Cram in person, Gilroy. There were five people who took the class on Aug 12, and they all passed their Technician's test. Alvin McManus successfully upgraded to General.
    - ii. Our next in person Ham Cram is Nov 4<sup>th</sup> in Hollister at the Community Foundation Epicenter.
    - iii. VE Logo. Heatherly is in a third round of trial logos with Waltz Creative regarding a logo for the VE team. She gave them some input gleaned from members during National Night Out.
  - c. Club communications - emails, calendars.
  - d. Engagement, SBCARA "sweepstake/drawing": Sara KJ6SAS. Purchased 2 Baofeng GT-5R HT radios, \$58.44 total. Sara wants to keep some of the engagement money for the holiday party. She thinks it would be nice to have a lending library of books for the different license levels. For the fair, some give-away: coloring pages with 4-pack of crayons. Perhaps a bigger package with a radio (which is what we had at NNO), or an FRS radio. Maybe one radio a day. She will investigate prices.
8. Project Updates:
  - a. Repeaters: Ron KD6ZXG
9. Past Events
  - a. Field Day – 6/24-25/2023
  - b. DOC clean-up, equipment liquidation - 7/9/23
  - c. National Night Out - 8/2/23
10. New Business/Upcoming
  - a. QSO Today Academy – Sept 9-10, 2023
  - b. 5-Year Plan – this discussion is set for January 2024
  - c. We are out of SBCARA hats and almost out of t-shirts. Mel will price items and get back to us.
11. Other: Sept meeting is only a couple of weeks ago. Sara talked with Kris and Madison of OES; they would like to come to a meeting again soon. A topic and Q/A?
12. Adjourn: Sara closed the meeting at 20:43.

Attachments:

Treasurer Reports

Internal Audit Review with Treasurer notes

Financial Policy

SBCARA AUDIT OF FISCAL YEAR 2021 and Year 2022: REPORT & FINDINGS

*(Treasurer's comments to the Audit is in red italics for review by the SBCARA board)  
(The Board reviewed the recommendations from the Audit Committee at the  
August 3, 2023 Board meeting and took the following action as listed in black italics)*

SBCARA Executive Committee and membership,

The Audit Committee for 2023 consisted of Jack T. Kirk Sr and Denise Kato who are both general members of SBCARA. We conducted a two-year audit for the years 2021 and 2022. On 4/25/2023 Denise Kato, Jack Kirk Sr and Ron Ross, SBCARA Treasurer met in the conference room of Realty World-Advantage at 330 Tres Pinos Rd, Ste B3, Hollister and conducted the audit for the 2021 financial year. On 5/1/2023 we met again at the same location to audit the 2022 financial year. Ron Ross, the elected Treasurer of SBCARA provided all documentation that we requested.

We would note the following:

- The use of Quick Books allowed for beginning of year and year-end Balance Sheets which will clarify deposit and debit and balance reconciliation for the Chase Bank. We would suggest that Ron Ross add the PayPal account as an Asset account on the Balance Sheet.

*Currently the Treasurer does not enter each individual PayPal transaction to our QuickBooks ledger. At the end of each month, the Treasurer withdraws all money received by PayPal and it is placed in the SBCARA checking account by electronic transfer. At this time the money received by PayPal is broken into revenue categories when it is posted in QuickBooks.*

*By adding each individual PayPal transaction into QuickBooks would allow a consolidated financial statement to be prepared by QuickBooks at the end of the year. However, the amount of additional work required to so would be a large task as in 2022 there was 137 PayPal transactions. Other than the ability to prepare a consolidated statement, it would not yield the SBCARA any additional information than it already available.*

*>It was decided not to require individual PayPal transactions to be entered into QuickBooks.*

- The audit committee should be provided with the 'Detail Profit and Loss Statement' for January 1 through December 31 of the audit year.

*This is a key document to provide transparency of the SBCARA finances. This statement is prepared at the end of each year and was available to the audit committee and was presented at the January SBCARA meeting.*

*>The Board noted that this statement is already in the financial report given each month by the Treasurer.*

- Ron Ross has verified that authorization / check writing authorization with Chase Bank is limited to the elected President, Secretary and Treasurer of SBCARA. Please verify that only the "current" elected officers are on the Chase and PayPal accounts.

*The signers on our Chase account were updated in 2022 as of follows:*

- *Clark Stone (2022 President)*
- *Sara Steiner (2022 Secretary)*
- *Ron Ross (2022 Treasurer)*

*In 2023, the 2022 Secretary was elected President and the 2022 President became the Past President. The Treasurer is the same. All of the signers on the account are still SBCARA officers.*

*Regarding the PayPal account, former Treasurer Heatherly Takeuchi is listed as the principal for the SBCARA account. There does not appear to be any method to change this at PayPal. However, we do have the ability to add new users to the account. Tim Takeuchi was granted access to cross check payments made for ham testing sessions.*

*>The Board decided to leave the current signers on the bank accounts the same for the remainder of the year. Also, Heatherly Takeuchi no longer has access to the PayPal account.*

- Ron Ross has also verified that two Chase debit cards are issued by Chase Bank and that one card is in possession of Ron, Treasurer of SBCARA and one card is in possession of Heatherly Takeuchi so she can purchase supplies for the VE sessions. We would suggest that Ron retrieve the debit card from Heatherly Takeuchi and have her turn in any receipts to Ron Ross for a refund of VE supplies. Having non-officers holding an association debit card is not a suggested policy. We also suggest that the Board have a written policy regarding the use of debit cards.

*Heatherly Takeuchi was given a separate debit card in 2022 as in effort to simplify the process by eliminating the use of cash and reimbursements that was needed for license testing exam supplies. At this time two controls were established to help prevent abuse of the card. They are:*

- 1. The Treasurer and President automatically receive an email from Chase Bank each time the debit card is used; and*
- 2. A savings account was established so that excess funds from our checking account could be moved to this other account. Since the debit card is only tied to the checking account, this would reduce our exposure to our entire account being accessed by the debit card.*

*>The Board decided to continue to allow a second card to be used by Heatherly Takeuchi for license testing supplies.*

- We request that check numbers for checks written appear on the Quick Books financial statements, if possible, to assist the auditors when matching checks written with the financial statements.

*I will work on this recommendation and see how this can be done in QuickBooks.*

*>It was noted that the Treasurer is now able to format the reports to include check numbers. This practice will be continued.*

- We suggest that any cash received by Ron Ross or other Officers be receipted with a written receipt. There were cash deposits made without written receipts that showed a bulk deposits. This is important to demonstrate the members' cash payments were properly credited and their membership was updated. Need to purchase a receipt book.

*We do have a receipt book but often I receive cash from members unexpectedly when I do not have the book. I will leave it at the DOC as most cash collections seem to happen there.*

*>The Treasurer was instructed to be more diligent about giving out receipts.*

- We would suggest that in the future there could be at a minimum two Auditors from the general membership. An addition one member from the Executive Committee, other than the Treasurer, could constitute the "Audit Committee".

*>The Board decided to stay with the current Financial Policy dated February 12, 2014.*

After having reviewed the twelve Chase Bank Statements and PayPal beginning January 1, 2021 through December 31, 2021, and the same documentation for January 1, 2022 through December 31, 2022, we have found everything in order. To the best that we could investigate, all contributions and grant funds were properly deposited and the checks that were written could be traced to Board approval. We found everything in order.

Sincerely submitted the May 8, 2023

Jack T. Kirk Sr, W6KRR Denise Kato, KN6UJE

**San Benito County Amateur Radio Emergency Service  
Financial Policies and Procedures:**

**Conflict of Interest**, or the potential appearance thereof, should be avoided in all cases. In particular, members of the executive board must abstain or refrain from vote or decisions of income or expenditures if it would present even the appearance of a conflict of interest (e.g. when the individual, relatives, members of the same household or business partners, etc. might benefit from the vote/decision).

**Audit:** There will be a minimum of one audit per year. An audit committee of 3 persons (at least one of whom will be a member of the executive board) will be selected at the January general meeting. The audit committee will submit its report at the February general meeting. Other audits may be initiated at the request of the executive board or at a general meeting, or as required by law, etc.

**Income:** Cash, is to be verified by the treasurer and at least one other individual, and receipts must be provided (a two-part receipt book must be used in order to retain a copy).

The source of all income is to be recorded and maintained for at least as long as legally required. It is preferred that it be kept as long as individuals may be expected to request a record of their donations (i.e. for tax purposes).

**Budget:** The annual budget proposal is to be prepared by a budget committee appointed at the October general meeting. The committee will consist of the Treasurer (also chairing the committee), at least one other member of the executive board, and one or more additional members as appointed at the general meeting. The proposed budget is to be presented for approval at the November general meeting. The budget will be required to be approved by a majority vote (as per Article IX of the By-Laws) of the voting members present. The budget must include a minimum contingency fund of \$1,500 or more as determined by the executive board. The budget shall also define who has spending authority for any given item or category. In those cases that a delegate is not defined, the executive board will assume spending authority.

**Spending Authority:** Once the presented budget is approved by the membership, expenditures already approved in the budget need no additional approval, though it is recommended and good practice to at least inform a member of the executive committee. Budgeted expenditures over \$50 shall require the consultation of at least one additional board member. Budgeted expenditures of over \$500 shall require the consent of at least two other board members or the consent the membership at a general membership meeting.

Non-budgeted expenditures shall be approved by the membership as specified in Article VI of the By-Laws (Duties of the Officers, Treasurer).

*Approved by a majority vote of the members at the February 12, 2014 regularly scheduled monthly meeting.*