

## Minutes of CHRS Meeting February 1, 2020

Note: 'GD' denotes 'General Discussion'.  
'TEC' denotes 'The Executive Committee'

Convened 10:13 AM in basement of RC

Present: Richard Watts, Denny Monticelli, Steve Kushman, Scott Robinson, Jaime Arbona, Philip Monego. Board Chair Mike Adams unable to attend and nominates Jaime as his proxy voter on matter of assigning footage for Hall of Communications. Jaime Arbona acting chair pending Mike's return.

Also present: John Staples, Bart Lee, Norman Leal, Keith

1. Steve reports on semi-completion of Hall of Fame. When finished, the radio studio is next project. Organ is finished and working. Some more electrical work to be done by Kevin. Office is being worked on: ceiling and wall removed by volunteer Steve Garaventa though a contractor is bidding on installing new wall and ceiling. So far bids have been high. Sump in that room is now superfluous and will be filled in. We may have two different contractors complete separate tasks. GD of office: no heat and window. Vote taken on installing a window in office: vote taken on installing window; did not pass. GD of window again. Carried this time; window will be installed.
2. Richard presents treasurer's report for 2019. GD of finances. Membership report issued. Philip volunteers to snail-mail membership renewal reminder. GD of using auto-renewals with Paypal. Richard will investigate how this may be implemented.
3. Steve addresses idea of membership package that needs be created. New members should be given a package of rules for use of shop, kitchen, legal disclaimers, contact information, etc. GD of package. Suggested that names and contact info on which volunteers direct specific activities. Suggested by Philip that package include a waiver that new members must sign and return annually. Steve and Jaime will rough-out the package and distribute via email for suggestions and edits.
  - a. Sign-in/sign-out sheets for gear. Steve addresses need for such a sheet so we can monitor where gear is. Managers for each area to be included in proposed package.
  - b. Steve addresses Docent for the Day suggestion. Each Saturday we designate to be the Docent for drop-in visitors. GD of concept's implementation. Steve to email blast for volunteer docents and maybe one of the respondents take control of coordinating attendance.
  - c. Steve addresses having a CHRS membership be required of BARHOF voters. GD. Matter tabled.
4. Insurance: Bart spoke with Justine re: Liability coverage. Bart suggests signing up for Accidental Insurance policy. Then we can read the policy in detail once proffered. Policy is needed for off-site coverage for when we sell at street faires,

- etc. Scott and Bart to get further details and email around the details. Philip to invite Jim Wall of American Heritage Museum.
5. Cloud Storage: Bart addresses. We'll ask Mike to talk to Max at Razorfrog about whether we need additional cloud storage beyond whatever is already supplied by him.
  6. Consoles: GD of storage demands of these large radios. Matter tabled pending a brief break to get working lunch. 12:11 PM.
  7. Reconvene 12:55. Annual schedule discussed. Suggestion of the Haight Street or Alemany flea. Jaime to follow up on Haight Street faire.
  8. Hall of Communications discussed. Steve opens with current use of space and proposed layouts (handouts distributed). GD. Denny suggests that the conference table area be separated from TV area with 'white board' on Conference Room side. However, dividers to be 5' high in order to avoid breaking up the downstairs space too much. Matter tabled. Bart discusses need for 15' of space rather than the 12' suggested.
    - a. **Motion Made JA: to use the 14/14/12 suggestion pending implementation and testing, restricting the Hall of Communications to 12 feet. Denny offers to use some of the Ham Shack for display of Communications gear (offer accepted by the Hall Manager) and in further compromise, the 14 feet of wall behind the conference area is agreed to be for pre-broadcast era (e.g. spark) gear under the curatorial control of the Hall Manager. Passed.**
    - b. John Staples reminds that there had been discussion of semi-permanent shelves between Hall of Comm and TV display. GD. Matter tabled.
  9. CVC Status: Safety regulations must be synched between the two groups. Scott needs to continue some tech research but thinks he can have a template in one week; the final in one month. Discussion of possible increase in CHRS insurance because of activities there. It is determined that should there be any increase in CHRS's insurance that this be passed on to CVC. Jaime to maintain contact with CVC.
  10. Classes: Denny starts with John's AA5 class. He mentions need for 'early stage' such classes for newcomers such as introduction to the technology, safety, etc. Denny also mentions need for cabinet class. Steve suggests Beth teach a beginners' class. Denny to approach Beth about details of conducting the class. Keith offers to teach a class. Denny to coordinate courses and will report back to board. Philip has an alternative cabinet maker and will approach him. Steve suggests Mike may be willing to conduct a broadcasting history class.
  11. CHRS Classified: Jaime to coordinate with Philip and Max at Razorfrog and report back to the Board. Relatedly, Denny suggests we solicit (aggressively) members to sell at auction at 25% going to CHRS. 50% for non-members. We should do a promotional blitz no later than May so that items be present for photography. GD.
  12. Next Meeting March 7<sup>th</sup> 10:00 AM

Motion to Adjourn 2:14. Passed.

Jaime Arbona reporting