

3905 Century Club Net Board Meeting Agenda

Local Saturday, Nov 11, 2023, 6pm Pacific /7pm Mountain /8pm Central /9pm Eastern

(Nov 12, 2023,02:00 UTC)

Zoom meeting to be held at:

<https://us02web.zoom.us/j/82083810825?pwd=cnhZMkU4bIB6OFVjcmFGNFirOGpZUT09>

Everyone is invited to join and listen to our board meeting.

Board Meeting Agenda:

1. Attendance roll call

3905 Century Club, Inc. Board of Directors			
Area	Director / Alternate Director	Area	Director / Alternate Director
1st	AA1NZ – Tom Bates KB1XP – Michael Samulenas	8th	KG8WL – Ralph Mitchell N8YPA – Jonathan Burge
2nd	N2XTT – Peter Summers AC2MT – Rich Walbert	9th	W9ROG – Roger Callewaert WA9DIY – Jim Foster
3rd	KE3HAY – Keon Hayes KE3UY – Mark Holloway	10th	AA0HF – Eric Johnson W0YV – Tim O'Hara
4th	K9GWS – Gary Slagle WF4H – Dwight Greenberg	DX	VE3CMB – Craig McLoughlin
5th	WA6LBU – Clay Mayrose KM5MS – Dale Casterline	President	KL7OR – Dean Davis
6th	KJ8O – Joe Miller WY6N – Wayne Harris	Vice President	AA1NA – Kirk Frazier
7th	WB7ASC – Ron Seese K7PGL – Randy Hanrahan	Awards Secty Treasurer Secretary	AE4NT – Ben Goldfarb K9GWS – Gary Slagle K4TER – Katie Gilliam

2. Minutes: October Minutes

3. Financials: October Financials

4. Committee Reports:

a. Awards Committee - Ben Goldfarb AE4NT

<https://groups.io/g/ccnboard/files/Awards%20Committee%20Reports/AC2023-09-30.pdf>

b. Bylaws Committee Report

<https://groups.io/g/ccnboard/files/Bylaws%20Review%20Committee%20Reports/Bylaws%20Review%20Committee%20Report%2020231001.pdf>

c. Member Communications and Services Team - Gary Slagle K9WGS

d. IT Task Force * Matt Taylor K2YS

5. Old Business: None

6. New Business: None

7. Adjournment

Board Minutes, 3905 Century Club October 14, 2023

Unapproved

Local Saturday, Oct 14, 2023, 6pm Pacific /7pm Mountain /8pm Central /9pm Eastern

(Oct 15, 2023,01:00 UTC)

Zoom meeting to be held at:

<https://us02web.zoom.us/j/82083810825?pwd=cnhZMkU4bIB6OFVjcmFGNFirOGpZUT09>

Board Meeting Minutes:

1. Called to order at 0100Z (15Sep2023) by WA6LBU

Attendance roll call

3905 Century Club, Inc. Board of Directors			
Area	Director / Alternate Director	Area	Director / Alternate Director
1st	AA1NZ – Tom Bates KB1XP – Michael Samulenas	8th	KG8WL – Ralph Mitchell N8YPA – Jonathan Burge
2nd	N2XTT – Peter Summers AC2MT – Rich Walbert	9th	W9ROG – Roger Callewaert WA9DIY – Jim Foster
3rd	KE3HAY – Keon Hayes KE3UY – Mark Holloway	10th	AA0HF – Eric Johnson W0YV – Tim O'Hara
4th	K9GWS – Gary Slagle WF4H – Dwight Greenberg	DX	VE3CMB – Craig McLoughlin VA3YKT – John Gadoua
5th	WA6LBU – Clay Mayrose KM5MS – Dale Casterline	President	KL7OR – Dean Davis
6th	KJ8O – Joe Miller WY6N – Wayne Harris	Vice President	AA1NA – Kirk Frazier
7th	WB7ASC – Ron Seese K7PGL – Randy Hanrahan	Awards Secty Treasurer Secretary Acting Scribe	AE4NT – Ben Goldfarb K9GWS – Gary Slagle K4TER – Katie Gilliam N3VEJ – Doug Wittich
Names in BOLD indicate they were present.			

Board Minutes, 3905 Century Club October 14, 2023

Unapproved

2. Minutes: August Minutes, September Minutes

<https://www.3905ccn.org/files/board/mins-2023-08u.pdf>

Moved VE3CMB, Second K9GWS Motion passed

VOTE TALLY	5th Approved	10th Approved
1st Approved	6th Absent	DX Abstain
2nd Approved	7th Absent	President Approved
3rd Absent	8th Approved	Vice Pres Approved
4th Approved	9th Absent	

<https://www.3905ccn.org/files/board/mins-2023-09u.pdf>

Moved VE3CMB, Second K9GWS Motion passed

VOTE TALLY	5th Approved	10th Abstain
1st Approved	6th Absent	DX Abstain
2nd Abstain	7th Absent	President Approved
3rd Absent	8th Abstain	Vice Pres Approved
4th Approved	9th Absent	

3. Financials: August Financials, September Financials

<https://www.3905ccn.org/files/board/fin-2023-08.pdf>

August Report: Moved AA1NZ Second N2XTT Motion passed

VOTE TALLY	5th Approved	10th Approved
1st Approved	6th Absent	DX Approved
2nd Approved	7th Abstain	President Approved
3rd Absent	8th Approved	Vice Pres Approved
4th Approved	9th Approved	

<https://www.3905ccn.org/files/board/fin-2023-09.pdf>

Board Minutes, 3905 Century Club October 14, 2023

Unapproved

September Report: Moved VE3CMB Second N2XTT Motion passed

VOTE TALLY	5th Approved	10th Approved
1st Approved	6th Absent	DX Approved
2nd Approved	7th Abstain	President Approved
3rd Absent	8th Approved	Vice Pres Approved
4th Approved	9th Approved	

4. Committee Reports:

- a. Awards Committee - Ben Goldfarb AE4NT

https://groups.io/g/ccnboard/files/_Awards%20Committee%20Reports/AC2023-09-30.pdf

- b. Bylaws Committee Report

https://groups.io/g/ccnboard/files/_Bylaws%20Review%20Committee%20Reports/_Bylaws%20Review%20Committee%20Report%2020231001.pdf

Nothing new to report this month.

5. Old Business: None

6. New Business:

- a. Update on Katie K4TER - Continuing chemo treatment
b. Doug N3VEJ - Temporary Scribe

Moved by President No second needed Motion passed

VOTE TALLY	5th Approved	10th Approved
1st Approved	6th Absent	DX Approved
2nd Approved	7th Approved	President Approved
3rd Absent	8th Approved	Vice Pres Approved
4th Approved	9th Absent	

7. Adjournment

Moved by N2XTT second by KG8WL Motion passed

Approved by all present at approximately 0125Z

Recorded by Doug Wittich N3VEJ

MINUTES 3905CCN BOARD OF DIRECTORS MEETING – AUGUST 12, 2023
APPROVED

August 12 Approved Minutes_____ 2

Old Business _____ 4

New Business _____ 5

Committee Reports _____ 7

MINUTES 3905CCN BOARD OF DIRECTORS MEETING – AUGUST 12, 2023
APPROVED

3905 Century Club, Inc. Board of Directors			
Area	Director / Alternate Director	Area	Director / Alternate Director
1 st	AA1NZ – Tom Bates KB1XP – Michael Samulenas	8 th	KG8WL – Ralph Mitchell N8YPA – Jonathan Burge
2 nd	N2XTT – Peter Summers AC2MT – Rich Walbert	9 th	W9ROG – Roger Callewaert WA9DIY – Jim Foster
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4 th	K9GWS – Gary Slagle WF4H – Dwight Greenberg	DX	VE3CMB – Craig McLoughlin
5 th	WA6LBU – Clay Mayrose KM5MS – Dale Casterline	President	KL7OR – Dean Davis
6 th	KJ8O – Joe Miller WY6N – Wayne Harris	Vice President	AA1NA – Kirk Frazier
7 th	WB7ASC – Ron Seese K7PGL – Randy Hanrahan*	Awards Secretary Treasurer Secretary	AE4NT – Ben Goldfarb K9GWS – Gary Slagle K4TER – Katie Gilliam
Board Members Present are Shown in Bold Text			
* Arrived after Roll Call			

The use of an amateur radio frequency to conduct the Board Meeting was not selected.

The Board of Directors meeting held on August 12, 2023, is a regular business meeting and is deemed to have met the conditions of a quorum as one half or more of the Club Officers eligible to vote were present. Meeting held on Zoom at the following link:

<https://us02web.zoom.us/j/82083810825?pwd=cnhZMkU4bIB6OFVjcmluR0pZUT09>

Abbreviations used herein: N/P = Not Present; N/R = No Response; BOD = Board of Directors

1. Agenda Items:

Board of Directors Meeting August 12, 2023 called to order by Clay Mayrose, WA6LBU, Chairman of the Board, at 2100 EST (August 12, 2023 at 0200Z).

Roll Call

BOD Attendance:

1 – AA1NZ	2 – N2XTT	3 – KE3HAY N/P	4 – K9GWS
5 – WA6LBU	6 – KJ8O N/P	7 – K7PGL*	8 – KG8WL
9 – W9ROG N/P	10 – AA0HF	DX – VE3CMB N/P	
President – KL7OR		Vice-President – AA1NA	

2. Approval of July 8, 2023, BOD Meeting Minutes

Gary, K9GWS, made a motion to approve the minutes of the July 8, BOD Meeting. Second by Ralph, KG8WL. Approved minutes to be posted to website.

Roll Call Vote:

1 – AA1NZ - Approve	2 – N2XTT – Abstain	3 – KE3HAY – N/P	4 – K9GWS - Approve
5 – WA6LBU - Approve	6 – KJ8O - N/P	7 – K7PGL – N/R	8 – KG8WL - Approve
9 – W9ROG – N/P	10 – AA0HF - Approve	DX – VE3CMB - N/P	
President – KL7OR - Approve		Vice-President – AA1NA - Approve	

Approval of July 8, 2023, BOD Meeting Minutes:

Approved – 7, Disapproved – 0, Abstain – 1, N/P – 4, N/R – 1

3. Approval of June and July Financial Reports

Ralph, KG8WL, made a motion to approve the June financial report. Seconded by Kirk, AA1NA. Approved June financial report to be posted to website.

Roll Call Vote:

1 – AA1NZ - Approve	2 – N2XTT – Abstain	3 – KE3HAY – N/P	4 – K9GWS - Approve
5 – WA6LBU - Approve	6 – KJ8O - N/P	7 – K7PGL – N/R	8 – KG8WL - Approve
9 – W9ROG – N/P	10 – AA0HF - Approve	DX – VE3CMB - N/P	
President – KL7OR - Approve		AA1NA -- Approve	

Approval of June Financial Report

Approved – 7, Disapproved – 0, Abstain – 1, N/P – 4, N/R – 1

Ralph, KG8WL, made a motion to approve the July financial report. Seconded by Kirk, AA1NA. Approved July financial report to be posted to website.

Roll Call Vote:

1 – AA1NZ - Approve	2 – N2XTT – Abstain	3 – KE3HAY – N/P	4 – K9GWS - Approve
5 – WA6LBU - Approve	6 – KJ8O - N/P	7 – K7PGL – N/R	8 – KG8WL - Approve
9 – W9ROG – N/P	10 – AA0HF - Approve	DX – VE3CMB - N/P	
President – KL7OR - Approve		AA1NA -- Approve	

Approval of July Financial Report

Approved – 7, Disapproved – 0, Abstain – 1, N/P – 4, N/R – 1

3. Committee Reports – No discussion on committee reports

**MINUTES 3905CCN BOARD OF DIRECTORS MEETING – AUGUST 12, 2023
APPROVED**

4. Old Business –

Motion 022002301, update election process, Article 11 in the Bylaws is currently tabled. Chair asked for a motion to take that motion from the table. Peter, N2XTT, made a motion to take it from the table. Seconded by Dean, KL7OR.

Roll Call Vote:

1 – AA1NZ - Approve	2 – N2XTT – Approve	3 – KE3HAY – N/P	4 – K9GWS - Approve
5 – WA6LBU - Approve	6 – KJ8O - N/P	7 – K7PGL – N/R	8 – KG8WL - Disapprove
9 – W9ROG – N/P	10 – AA0HF - Approve	DX – VE3CMB - N/P	
President – KL7OR - Approve		AA1NA -- Approve	

Approval of taking Motion 02202301 from the table.

Approved – 7, Disapproved – 1, Abstain – 0, N/P – 4, N/R – 1

Chair recognized Peter, N2XTT, who stated that he wished to withdraw the previously tabled motion and let the new motion and update prepared by the Bylaws committee to take preference.

New Business –

Motion 08202301, modify Section 11 in the Bylaws and the Election Handbook. Dean, KL7OR, moved to approve the motion, seconded by Peter, N2XTT.

Discussion:

KG8WL -- Ok, couple things, in one section I think I can bring it up here without doing significant jamming...or not, OK. Anyway, one where it has to do with President election lacking enough people running to hold valid election it says after the election it will be declared null and void. It would be idiotic to even run the election under that circumstance and I think, you know, that kind of statement, well, it won't be a valid election and we're going to run it anyway and then declare it null and void, that just kind of makes us look stupid.

The other thing I noticed was and I think was for President and Vice President and I think had to be, anyway, somewhere it said it had to be appointed by the, at a meeting, by the Director or Alternate Director. As far as the way I read the Bylaws it could also be done by a proxy and to make this a different case exception, I don't think is warranted. With that, I'll turn it back.

AA1NA -- Raised issue about having more than one on air voting session, as recent elections only had one on air voting session.. AA1NA was wondering why more than one session is necessary.

N2XTT -- Pointed out that historically multiple on air voting sessions were conducted on 40m and 75m SSB nets.

AA1NA -- Prefers only one on air session, but whatever the number of sessions, he wants it to be consistent across all the election types.

KL7OR -- I suggest that if we are going to do anything, that we amend vote on this motion and get it approved tonight as this is the only thing that we are lacking. Eric, do you have any comments on this?

AA0HF -- Yeah, I think that would be fine, but I do have a comment for Ralph on Section G. The null and void is simply to trigger how the election gets triggered in the case where we don't have two candidates. To, we believe it's correct as written.

KG8WL -- Alright, I would suggest changing the language to after this, a defined period for an election and not after the assigned period after the election, not after balloting has concluded, or after the balloting for the Area Director has concluded. So, to have it in the minutes you're holding an election from the get go you know wasn't valid is ridiculous.

AA0HF -- So, that's not what is says, Ralph. Section G, 1.a. says basically if the nomination period has passed and there are not two candidates, those are the times you can have a special election, but then Section 2. says here's what you do. If that (nomination period) passes, then the Vice President, President, or Chairman has to trigger that Special Election. So, if you want to propose something, of course you can. It's really just how it is executed.

N2XTT asked how many votes were normally cast via the computer and via on air or mail in ballot.

AA1NA gave some estimates to his best recollection over the past four years. President and Vice President are around 70-80, and Director can be as low as one (1) vote. The vast majority of votes are on line with only a few on air, email, or mailed ballots. The past two elections had no email ballots, and prior to that 3 or 4 by email.

KL7OR -- I think we should vote to approve this motion, The comments, I think really should have come a week ago, can be brought back to the Bylaws Committee. If they really need to be changed, then we can change them in a future board meeting. But, to hold this, this work that has been done, I think would be a mistake. Like I said, we should have handled this a week or two ago when it was presented to the board. I think these are good comments and they warrant a response from the committee. Perhaps what you will do is tweak it, i don't know, but if we leave it like it is, do I think it's going to have an adverse effect? I don't think so.

AA0HF -- I think Dean's comment makes sense. The Bylaws committee can certainly take the feedback from everyone

MINUTES 3905CCN BOARD OF DIRECTORS MEETING – AUGUST 12, 2023
APPROVED

we have heard today. I suggest we approve it. We can tweak it, clean up any language that concerns the Board.

KG8WL -- Question (unintelligible) wasn't that the delay in bringing the motion? They decided to send it to the committee before it was brought to the board?

KL7OR I'm sorry. What did you say Ralph?

KG8WL -- Wasn't it brought to the board, determined they send it to committee and then bring it to the board?

KL7OR -- I'm not sure I understand what you are really asking. Sorry.

KG8WL -- Well as I recall, the motion was brought and think it was decided, well to be nice to the Bylaws review committee, we'd let them have at it first, then we'd bring it to the board. Now you're saying whatever they had in the past, let them review it. I thought they, now, anyway, enough said.

K9GWS Let me just make a comment. This, what we're voting on tonight, is the product of the Bylaws committee's sort of job that they have been doing which is to review the bylaws and clean up some of the language and improve them and make sure they are complete. So, that's where this has come from and that's what we asked them to do.

AA1NZ asked for clarification Is this was one motion for both products or two separate motions, one for each product.

WA6LBU responded that this was one motion for the Bylaws and the Election Handbook and that potential refinements were possible in the future.

Roll Call Vote:

1 – AA1NZ - Approve	2 – N2XTT – Approve	3 – KE3HAY – N/P	4 – K9GWS - Approve
5 – WA6LBU - Approve	6 – KJ8O - N/P	7 – K7PGL – Approve	8 – KG8WL - Approve
9 – W9ROG – N/P	10 – AA0HF - Approve	DX – VE3CMB - N/P	
President – KL7OR - Approve		AA1NA -- Approve	

Approval of Motion 08202301, modify Section 11 in the Bylaws and the Election Handbook.

Approved – 9, Disapproved – 0, Abstain – 0, N/P – 4

Approval of Motion 08202302 to approve Eric J. Johnson, AA0HF, as Master #75

Dean, KL7OR, moved to approve the motion, seconded by Peter, N2XTT.

Roll Call Vote:

1 – AA1NZ - Approve	2 – N2XTT – Approve	3 – KE3HAY – N/P	4 – K9GWS - Approve
5 – WA6LBU - Approve	6 – KJ8O - N/P	7 – K7PGL – Approve	8 – KG8WL - Approve
9 – W9ROG – N/P	10 – AA0HF - Approve	DX – VE3CMB - N/P	
President – KL7OR - Approve		AA1NA -- Approve	

Approval of Motion 08202302, Approve Eric J Johnson, AA0HF as Master #75.

Approved – 9, Disapproved – 0, Abstain – 0, N/P – 4

5. Adjournment – motion and second

N2XTT moved to adjourn, seconded by K9GWS.

11:22AM
07/31/23
Accrual **Basis**

3905 Century Club, Inc.
Balance Sheet
As of June 30, 2023

	Jun 30, 23
ASSETS	
Current Assets	
Checking/Savings	
1010102 • Chase Checking Acct Total	
1010101 • Chase Operation Acct	1,340.36
1010103 • Eyeball Reserve Acct	1,083.47
Total 1010102 • Chase Checking Acct Total	2,423.83
10103 • Chase Reserve	7,859.74
10112 • Paypal Online	56.35
Total Checking/Savings	10,339.92
Total Current Assets	10,339.92
TOTAL ASSETS	<u>10,339.92</u>
LIABILITIES & EQUITY	
Equity	
32000 • Unrestricted Net Assets	10,418.05
Net Income	-78.13
Total Equity	10,339.92
TOTAL LIABILITIES & EQUITY	<u>10,339.92</u>

11:24AM
07/31/23
Accrual Basis

3905 Century Club, Inc.
Profit & Loss
June 2023

	Jun 23	Mar-Jun23
Income		
47200 • Awards Income		
47210 • 10th Area Awards Income	2.00	39.00
47211 • 1st Area Awards Income	19.00	48.00
47212 • 2nd Area Awards Income	0.00	80.00
47214 • 4th Area Awards Income	38.00	239.00
47215 • 5th Area Awards Income	4.00	68.00
47217 • 7th Area Awards Income	0.00	28.00
47218 • 8th Area Awards Income	6.00	6.00
47219 • 9th Area Award Income	26.00	93.00
47220 • DX Awards Income	0.00	6.00
Total 47200 • Awards Income	95.00	607.00
Total Income	95.00	607.00
Gross Profit	95.00	607.00
Expense		
60900 • Florida Corp. Registration	0.00	61.25
61500 • Paypal fee Expenses	13.18	94.23
62100 • IT Services		
62101 • Domain registration Expense	0.00	70.16
62102 • Hosting fees expense	0.00	86.10
62103 • Zoom Lie.	0.00	160.39
Total 62100 • IT Services	0.00	316.65
65000 • Awards Secretary Expenses		
65010 • Awards Paper	0.00	30.30
65020 • Awards postage	48.54	145.26
65040 • Awards envelopes	0.00	37.44
Total 65000 • Awards Secretary Expenses	48.54	213.00
Total Expense	61.72	685.13
Net Income	<u>33.28</u>	<u>-78.13</u>

June 2023
3905-Century Club
Financial Statement Notes

1. Awards revenue was \$95 for the month. This is below average than average of \$152 YTD.
2. YTD the club has lost \$78. This is tracking with our plan to reduce our reserve balance.

Gary Slagle
Treasure
K9GWS

10:40AM

08/07/23

Accrual Basis

3905 Century Club, Inc.

Balance Sheet

As of July 31, 2023

	Jul31,23
ASSETS	
Current Assets	
Checking/Savings	
1010102 • Chase Checking Acct Total	
1010101 • Chase Operation Acct	1,256.66
1010103 • Eyeball Reserve Acct	1,083.47
Total 1010102 • Chase Checking Acct Total	2,340.13
10103 • Chase Reserve	7,859.74
Total Checking/Savings	10,199.87
Total Current Assets	10,199.87
TOTAL ASSETS	10,199.87
LIABILITIES & EQUITY	
Equity	
32000 • Unrestricted Net Assets	10,418.05
Net Income	-218.18
Total Equity	10,199.87
TOTAL LIABILITIES & EQUITY	10,199.87

10:43AM
08/07/23
Accrual Basis

3905 Century Club, Inc.
Profit & Loss
July 2023

	Jul23	Mar-Jul 23
Income		
47200 • Awards Income		
47210 • 10th Area Awards Income	0.00	39.00
47211 • 1st Area Awards Income	14.00	62.00
47212 • 2nd Area Awards Income	4.00	84.00
47214 • 4th Area Awards Income	8.00	247.00
47215 • 5th Area Awards Income	0.00	68.00
47217 • 7th Area Awards Income	3.00	31.00
47218 • 8th Area Awards Income	8.00	14.00
47219 • 9th Area Award Income	8.00	101.00
47220 • DX Awards Income	6.00	12.00
Total 47200 • Awards Income	51.00	658.00
Total Income	51.00	658.00
Gross Profit	51.00	658.00
Expense		
60900 • Florida Corp. Registration	0.00	61.25
61500 • Paypal fee Expenses	10.20	104.43
62100 • IT Services		
62101 • Domain registration Expense	0.00	70.16
62102 • Hosting fees expense	0.00	86.10
62103 • Zoom Lic.	0.00	160.39
Total 62100 • IT Services	0.00	316.65
65000 • Awards Secretary Expenses		
65010 • Awards Paper	0.00	30.30
65020 • Awards postage	56.00	201.26
65040 • Awards envelopes	0.00	37.44
65090 • Awards Misc	30.25	30.25
Total 65000 • Awards Secretary Expenses	86.25	299.25
65110 • Administrative Expense		
65111 • Admin Postage	94.60	94.60
Total 65110 • Administrative Expense	94.60	94.60
Total Expense	191.05	876.18
Net Income	<u>-140.05</u>	<u>-218.18</u>

July 2023
3905-Century Club
Financial Statement Notes

1. Awards revenue was \$51 for the month. This is significantly below average and the lowest award revenue this year.
2. YTD the club has lost \$218. This is tracking with our plan to reduce the reserve balance.
3. The administrative postage expense of \$95 was to ship QSL cards and other-material from the old DX bureau to our new DX bureau. The miscellaneous award expense for \$30 was for an award plaque.

Gary Slagle
Treasure
K9GWS

The 3905 Century Club, Inc.

Motion Request

Motion ID: 08-2023-01

Topic: Bylaws Rules for Elections and Election Procedures Handbook

Whereas the Board of Directors has requested that the Bylaws Review Committee review Bylaws Section XI Rules for Elections;

Whereas the Bylaws Review Committee has completed a thorough and thoughtful review of BoD minutes from 2001 to present;

Whereas research found The 3905 Century Club minutes were unreliable and that some motions were not incorporated into the Bylaws;

Whereas there is not currently an Election Procedures Handbook adopted by the Board of Directors.

Resolved, that Section XI - Rules for Elections in the current Bylaws of The 3905 Century Club, Inc., be replaced in its entirety with the attached revised Section XI - Rules for Elections.

Resolved, that the newly adopted Section XI Rules for Elections will be the baseline going forward with no additional historical research required to interpret its meaning.

Resolved, that the attached Election Procedures Handbook be adopted as the formal set of procedures for the management of club elections.

Implementation:

☐ Constitution

☒ Bylaws

☐ NCS Guide

☐ Operations Handbook

☒ Election Procedures Handbook

Motion Submission

Originator: AA0HF, 10th Area Director and Chair, Bylaws Review Committee **Date:** 7/29/2023

MOTION TO APPROVE MASTER'S DEGREE

MOTION 08-2023-02

FOR ERIC J. JOHNSON, AAOHF

By AAINA, Vice President

August 2, 2023

MOTION

WHEREAS Eric J. Johnson, AA0HF, is a member in good standing of the 3905 Century Club, and

WHEREAS he has satisfied all the basic award requirements for the Master's Degree, as confirmed by the Awards Secretary, and

WHEREAS he has satisfied the Club service requirement for the Master's Degree, having earned the KD3FM Annual Service Award in 2016, and currently serving as Tenth Area Director and Chair of the Bylaws Review Committee;

IT IS HEREBY MOVED that Eric J. Johnson, be granted Master's Degree Number 75, with all the rights and privileges thereunto appertaining.

The 3905 Century Club, Inc.
Motion Request
Motion ID: 08-2023-01

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Resolved, that the attached Election Procedures Handbook be adopted as the formal set of procedures for the management of club elections.

Implementation:

- ☐ Constitution
- ☒ Bylaws
- ☐ NCS Guide
- ☐ Operations Handbook
- ☒ Election Procedures Handbook

Motion Submission

Originator: AA0HF, 10th Area Director and Chair, Bylaws Review Committee **Date:** 7/29/2023

XI. RULES FOR ELECTIONS

A. Definitions

1. For all election purposes, a "day" is defined as a 24-hour period running from 00:00:01 to 23:59:59.
2. All dates and times referenced are UTC.

B. Elections must be conducted in accordance with this section's policies. The Bylaws Review Committee oversees changes to the Elections Procedures Handbook which is incorporated into the Bylaws by reference.

C. Timing of Elections

1. Area Directors – Every two years on even-numbered years for even-numbered call areas; every two years on odd-numbered years for odd-numbered call areas and DX.
2. President – Every two years on even-numbered years.
3. Vice President – Every two years on odd-numbered years.

D. Regular Elections

1. Nominations

- a. Candidates for Area Director must nominate themselves by announcing their candidacy on one of the Club's scheduled nets and informing the Club President and Chairman of the Board, who will ensure that they are placed on the ballot.
- b. Nominations for Area Director must be on one of the Club's scheduled nets from November 1st through November 30th.
- c. Candidates for President or Vice-President must be a club member and be nominated by his/her own Area Director. In the absence of the Area Director, nominations must be made by the Assistant Area Director at a BoD meeting.
- d. Nominations for President or Vice President may be made at any BoD meeting from November 1st until adjournment of the regularly scheduled BoD meeting for December.
- e. Incumbents may succeed themselves by reelection subject to the nomination policies above.

2. Balloting begins January 1st and ends January 15th.

E. Method of Voting and Voting Eligibility - All Elections

1. Area Directors and officers must be elected by ballot cast online, postal mail, email, or on air during 40m and 75m SSB nets on the last day of any balloting period.
2. Eligible voters in elections for President and Vice President are those meeting the requirements of Section III, Membership.

3. Eligible voters in elections for Area Directors are those meeting the requirements of Section III, Membership and who are licensed in the area that the Area Director will represent.
4. Area Directors and officers must be elected by a majority of greater than 50 percent of the votes cast. If no candidate receives more than half of the votes, a runoff election must be held among the candidates receiving the two highest vote counts. The balloting period must begin three (3) days following the end of the prior balloting period and must proceed for seven (7) days.
5. Within three (3) days of the end of the balloting period, election monitors must receive, verify, tabulate, and provide the results to the President and Chairman of the Board.
6. Mail in ballots received after the end of the balloting period will be disallowed.
7. Confirmation must be completed at the next regular or special BoD meeting.

F. Assumption of Office

Area Directors and officers must take office on the first day of the Club's fiscal year unless the election process extends past the first day of the Club's fiscal year (see Bylaws XI.G).

G. Special Elections and Special Circumstances Elections

1. Special Elections are held when:
 - a. The regular nomination period has passed and failed to produce two candidates for either the club's President or Vice President or,
 - b. The President is unable to serve, regardless of reason, and the Vice President is unable or unwilling to assume the office of President or,
 - c. In the event the Vice President succeeds the President or,
 - d. There is an Area Director vacancy with more than six (6) months remaining in their term of office.
2. Should an occasion arise where paragraph XI.G.1.a., above, cannot be satisfied, the regular election for President or Vice President is null and void. Following adjournment of the December meeting, the Chairman of the meeting must call for a special election and notify the Election Monitors. Affected incumbents' terms of office shall be extended until the new elections have been held and the results validated by the Board of Directors at their next meeting.
3. Special Circumstances Elections are held when the regular nomination and a special election nomination period for the office of Area Director fails to produce any candidates for a call area.
4. Special Elections nomination and balloting period
 - a. The nomination period must run for seven (7) days, which must begin within five (5) days following a call for a Special Election.
 - b. Balloting must begin three (3) days after the end of the nomination process and must proceed for seven (7) days.

- c. Within seven (7) days following the Special Election, the BoD must meet to confirm the results of the Special Election.
 - d. Following confirmation of the results for any vacant office by the BoD, the winning candidate must take office immediately.
5. Special Circumstances Elections nomination and balloting period(s)
- a. A Special Circumstances Election must begin with a nomination period of seven (7) additional days, following the regular nomination period, with nominations open only to members residing in the call area to be represented.
 - b. If after those seven (7) days there are still no candidates, nominations must remain open for seven (7) more days during which time any member from ANY call area (or country) must be eligible to run.
 - c. Balloting, which as in all Area Director elections must only be open to members of the call area to be represented, must begin three (3) days after the end of the nomination process (whether that be seven (7) days or fourteen (14) days) and must proceed for seven (7) days.
 - d. Within seven (7) days following the Special Circumstances Election, the BoD must meet to confirm the results of the Special Circumstances Election.
 - e. Following confirmation of the results by the BoD, the winning candidate must take office immediately.
 - f. If no candidates are nominated, or if the balloting and subsequent runoff election, if required, still fails to elect an Area Director, the Club President, subject to approval by the BoD, must be responsible for appointing a member from any area to said vacant position.
 - g. Appointment preference must be given to members in the call area to be represented, to members in close geographical proximity to the call area to be represented, or members with affiliations in the call area to be represented (in that order) but the final determination will be up to the President. The Area Director, so appointed, must fill this position for the entire term of the office that was up for election and must take office immediately.

H. Unforeseen Election Circumstances

- 1. If any situation arises that is not covered by the above, the Election Monitors must propose a course of action to the BoD and, hearing no objections after 72 hours, must proceed as proposed.
- 2. If objections are raised by the BoD, or if the Election Monitors fail to propose a course of action within three (3) days, it must be the responsibility of the BoD to establish the procedure by which the situation will be handled.
- 3. This procedure must be developed by discussion among the BoD for no longer than seven (7) days with the resulting decision determined by a majority of the Area Directors in a special meeting of the BoD.
- 4. Following confirmation of the results for any vacant office by the BoD, the selected individual must take office immediately.



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Purpose/Audience/Use

Purpose: The purpose of this handbook is to specify the procedures for running any election held for The 3905 Century Club.

Audience: The intended audience for this handbook are club members, Election Monitors, Area Directors, and Officers of the club.

Use: The Election Monitors should use this as a guide to:

- Set up a new election and understand how to use the website for running each election.
- Communicate with:
 - The club members
 - The nominated candidates
 - The Board of Directors

Types of Elections

General Election: General Elections are held annually to elect the President, Vice President and Area Directors based on the schedule below for running General Elections.

Special Election: Special Elections are held to fill a vacancy of President (when the Vice President is unable or unwilling to assume the office of President), Vice-President, or Area Directors when that vacancy occurs prior to six months before the end of that officer's term, or the regular election nomination period failed to produce two candidates for President or Vice President.

Special Circumstances Election: Special Circumstances Elections are held when the regular nomination and a special election nomination period for the office of Area Director fails to produce any candidates for a call area.

Runoff Election: A Runoff Election is held whenever any election results in no single candidate getting more than half of the votes cast.



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Method of Voting and Voting Eligibility

All officers elected by the club membership shall be elected by ballot cast online, by postal mail, by email, or verbally on Net Sessions announced and held for that purpose on the last day of any balloting session.

Method of Communication - See Appendix A

Weekly Net announcements

Web Site

Advance notice in Centurion about General Election

3905Chatgp@groups.io

HamTown@groups.io

Facebook / Social media

General Election

A general Election is held annually.

The election balloting period for the general election:

- Begins January 1st at 00:00:00 UTC
- Ends January 15th at 23:59:59 UTC

President:

- The President is elected in even-numbered years.
- Candidates for President are nominated by their Area Director (or Assistant Area Director in the absence of the Area Director) at any Board of Directors meeting during the nomination period.
- The Secretary notifies the Election Monitors who must ensure that nominees are posted on the club website ballot.
- The nomination period begins on November 1st and ends December 20th in the year prior to the election.
- Voting for the President is open to all members.

Vice President:

- The Vice President is elected in odd-numbered years.
- Candidates for Vice President are nominated by their Area Director (or Assistant Area Director in the absence of the Area Director) at any Board of Directors meeting during the nomination period.



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- The Secretary notifies the Election Monitors who must ensure that nominees are posted on the club website ballot.
- The nomination period begins on November 1st and ends December 20th in the year prior to the election.
- Voting for the Vice President is open to all members.

Area Directors:

- Area Directors in even-numbered areas are elected during even-numbered years.
- Area Directors in odd-numbered areas and the DX Area Director are elected during odd-numbered years.
- The nomination period begins November 1st and ends November 30th in the year prior to the election.
- Candidates must nominate themselves on any net run by the club, followed by notifying the Election Monitors, the President and Chairman of the Board.
- The Secretary notifies the Election Monitors who must ensure that nominees are posted on the club website ballot.
- Voting for each Area Director is open only to members who are licensed in that Area.

Special Election

When a vacancy occurs in the office of President, Vice President or Area Director prior to six months before the end of their term of office, the President must communicate the need for a special election to the Election Monitors. If the President is unavailable or incapacitated, the Vice President must notify the election monitors.

Nomination period:

- The nomination period is to start no later than five days after the Election Monitors have been notified of a need for the special election.
- The nomination period will run for seven days.
- The Secretary notifies the Election Monitors who must ensure that nominees are posted on the club website ballot.

Balloting:

- The special election balloting will begin at 00:00:00 UTC, three days after the nomination period ends.



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- The special election balloting will end at 23:59:59 UTC, seven days after the balloting begins.

Special Circumstance Election

The Election Monitors will call for a Special Circumstances Election when a nomination period for any election fails to produce enough candidates for the office as follows:

- Area Directors: a minimum of one candidate

Nomination Period:

- The nomination period is to be seven days beginning immediately after the previous nomination period ends.
- For an Area Director, if no nominations from the call area are received, then a nomination period of an additional seven days shall begin immediately and nominations must be open to members regardless of call area.
- The Secretary notifies the Election Monitors who must ensure that nominees are posted on the club website ballot.

Balloting:

- The special circumstances election balloting will begin at 00:00:00 UTC, three days after the nomination period ends.
- The special circumstances election balloting will end at 23:59:59 UTC, seven days after the balloting begins.

Website Election Procedures

A. Create Event:

For all elections the Election Monitors should create two events:

- Nomination event
- Balloting event

The event will be displayed on the website home page for the period specified.

The event consists of a notification start date which indicates when the event should begin to appear on the home page, along with the countdown to the event start date.

The event will remain on the home page until the event's end date.


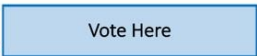
To set up an event, you must be logged in.

Steps:



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1. Select Home, Maintain, Event (this option is only available to the Election Monitors and website Administrator)
2. The maintain event page displays the form to add the event. The example below is for the General election of January 2024.
3. Enter the required option fields as suggested and press [Submit].
4. The event will be displayed on the home page of the website starting on the Event Notify Date and ending on the Event End Date.
5. For a regular election only, set a required set of dates to January 1 and January 15 by setting the Event end Date of January 16, 00:00. This is one second past the actual election end time, due to software limitations.

Event Name:	<input type="text" value="General Election for President and Even-Numbered Area Directors"/>	Text to display for the event
Event Date/Time/Zone:	<input type="text" value="01/01/2024"/> <input type="text" value="00:00"/> <input type="text" value="UTC"/>	Start Date, Time, Timezone of the Event
Event End Date/Time/Zone:	<input type="text" value="01/16/2024"/> <input type="text" value="00:00"/> <input type="text" value="UTC"/>	Date on which to stop displaying the event. If null then stop displaying the event at event date time
Event Form:	<input type="text" value="vote.php"/>	If a link to another page is required, select it here with an image to be clickable to go to the page
Event Image:	<div><input type="radio"/> </div> <div><input checked="" type="radio"/> </div> <div><input type="radio"/> Upload another image: <input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/></div>	This is required if you are providing a link to another page, the image will be clickable
Event Notify Date:	<input type="text" value="01/01/2024"/>	Date at which we should start displaying the countdown if provided
Notify Start Text:	<input type="text"/>	Text to display after the event name during the countdown before the Event Start Date
Notify End Text:	<input type="text" value="Balloting Ends"/>	Text to display after the event name during the countdown before the Event End Date
<input type="button" value="Edit"/> <input type="button" value="Cancel"/>		

Event Entry for 2024 General Election

Election events start at 00:00:00 UTC and end at 23:59:59 UTC. (The event will display 00:00 for the next day).

The Notify Date usually will be the same as the event start date for nominations and elections. This indicates when the banner will appear on the home page. You should specify the Notify End Text which will appear on the banner after the Event Name:



General Election for President and Even-Numbered Area Directors

Balloting ends Jan 16th 00:00 UTC

Banner - Notify End Date

- B. As the nominations are made, add the candidate(s) to the candidate page
1. Select Home, Maintain, Candidates
 2. The list of election past and current, if any, will appear.
 3. Select the current election
 - a) by clicking on "Edit"
 - b) OR by entering as new election:
 1. Election Type (Regular, Runoff, Special, Special Circumstances). You can also create a Mock election to train yourself on the election process.
 2. Start Date (set automatically for a Regular election)
 3. End Date (set automatically for a Regular election)

For other than Regular elections, specify the start and end date.

Then press [Create]

Election Type:	<input type="text" value="Regular"/>	Start Date:	<input type="text" value="2024-01-01"/>	End Date:	<input type="text" value="2024-01-15"/>	<input type="button" value="Create"/>
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Initial Candidate Entry Page

4. If any candidates have already been entered for this election they will appear in the list. For any new candidate, select the office the candidate is seeking, and then enter the candidate's callsign. You can enter multiple candidates on the same screen.
5. If a candidate has withdrawn from this election, click the checkbox next to that candidate under the "Withdrawn" column.



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Officer Title	Candidate Callsign	Candidate Name	Withdrawn
President ▾	K9FZ		
1st Area Director ▾	KR9G		

Entering Candidates for an Election

- Press [Validate] to verify the candidate callsigns are found in the member database.
- If verified, the banner below will be displayed.

Candidates validated, please press [Submit]

Banner - Candidates Validated

- If any callsign is entered in error you will see "CALLSIGN NOT FOUND!!" and you will not be able to [Submit] until that callsign is correctly entered.
 - Confirm the candidate(s) by reviewing their name next to their callsign and press [Submit].
 - You may add candidates to this election as you receive the nominations.
 - Candidates may be flagged as withdrawn up until the start of the balloting.
 - The candidate entry page prevents any changes to the current election once the balloting period begins.
- C. For any votes that are received via email, postal mail, or verbally on the net, one of the election monitors will enter the vote(s) via the Input Votes web page.
- After logging in, select the "Club Info" -> "Elections" -> "Input Votes" menu option.
 - For each vote select the candidate voted for, enter the callsign of the voter, and select the type of ballot (email, postal mail, or verbally on the net).

Line	Title / Name / Callsign / Area	Voter Callsign	Ballot Type
1	Candidate: President / Hobart M. Poyser / KR9G / ▾	K2YS	Email ▾
2	Candidate: --SELECT-- ▾		--SELECT-- ▾



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Email / Postal / Verbal Input Votes

3. Press [Validate] to verify the voter callsign(s) are found in the member database.
4. If any duplicate votes are detected, you will receive an error:

K2YS (line 1) has already voted for this office

Banner - Vote Error

5. If all votes are valid, you will receive a confirmation to commit them to the database:

callsigns validated, press [Confirm] to record votes

Banner - Vote Valid

6. Press [Confirm]
- D. As an Election Monitor only you are authorized to view the Vote Report for any election held during the time you are appointed. Individual votes are confidential.
1. The day after the balloting ends for an election, open the Vote Report by selecting "Club Info"->"Elections"->"Vote Report" menu option.
 2. Select the current election and press [Report]:

The screenshot shows a web interface with a green header. Below the header, there is a dropdown menu labeled 'Election:' with a blue border and a downward arrow. The dropdown menu is currently set to '--select--'. Below the dropdown menu is a button labeled 'Report'.

Vote Report

3. The votes that have been recorded will appear. Confirm that all votes received by email, postal mail or verbally on the net have been recorded.

timestamp	IP Address	Ballot	Voter Callsign	State	Name	Member Nr	email	CallArea	Office	Cast for
2023-06-05 12:26:05	104.246.59.185	Email	K2YS	NJ	Matt R. Taylor	7513173	matt.k2ys@gmail.com	2	President	KR9G

Position	Callsign	Name	Vote Count	Possible Winner
President	KR9G	Hobart M. Poyser	1	***

Email

[Download Report \(CSV\)](#)



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Vote Report Output

4. Review the vote results and press [Email] to send the tally results only to the President and Chairman of the Board. Only the final tally will be sent in this email, not the record of who voted.

E. Member file uploads

1. All registered members of the club may upload both a picture and/or a bio of themselves to the website.
2. After logging in, select "Account"->"Upload Files"
3. Press [Choose File] to upload a picture, and/or a bio of yourself. The picture must be a "png" or "jpg" file type. The bio must be a "txt" or "html" file type.

Select picture to upload	Choose File	No file chosen
Select bio to upload	Choose File	No file chosen
Upload		

Select Picture to Upload

4. After you have successfully chosen the files to upload they will be listed on the webpage. Then press [Upload].

Select picture to upload	Choose File	k2ys-pic.png
Select bio to upload	Choose File	k2ys-bio.html
Upload		

Upload Picture

5. If the files are of the allowed types, you will see messages that the files have been successfully uploaded.



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The file "k2ys-pic.png"
has been uploaded as:
"images/members/K2YS.png"

The file "k2ys-bio.html"
has been uploaded as:
"files/members/K2YS.html"

Upload Successful

F. Voting

1. Voting by Postal Mail or email:

- i. Members must login to the website
- ii. Select menu items "Club Info", "Elections", "Mail-in Ballot". This will direct you to <http://3905ccn.org/mailinBallot.php>
- iii. Click on "Download Ballot Text File"
- iv. The text file will contain the eligible candidates for each member based on the current election and the member's licensed area or DX.
- v. Fill in the necessary information and either email electionmonitors@3905ccn.org or mail a copy of to each of the election monitors (you can find the current election monitors and their postal addresses on the club leadership page: <http://3905ccn.org/officers.php>)

Sample ballot text file:



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3905 Century Club Mail-in/email Ballot

Ballot for Mock Election

Starting: 2023-07-21 Ending: 2023-07-29

=====

Your Name: _____

Your Callsign: _____ Your Call Area: _____

Your Member Number: _____

OR ANY of your 100-Point Award numbers: _____ Band: _____ Mode: _____

Your Phone Number: _____ (optional)

Your email address: _____ (optional)

Vote for one:

President Arden H. Fonda AA0IP [____]

Vote for one only in your call area:

2nd Area Director Fred G. Howard K2CMB [____]

=====

===== END BALLOT =====

2. Voting online:

- i. Members must login to the club website
- ii. Select menu items "Club Info", "Elections", "Vote Online". This will direct you to <http://3905ccn.org/vote.php>
- iii. There is a link to the current candidate bios for member's review.
- iv. The webpage will contain the eligible candidates for each member based on the current election and the member's licensed area or DX.
- v. Fill in the radio button next to each candidate you wish to vote for and press [Cast Vote]

Vote once for each row provided (I) = Incumbent	
2nd Area Director	<input checked="" type="radio"/> Matt R. Taylor K2YS
<input type="button" value="Cast Vote"/>	



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- vi. Confirm your vote when prompted by pressing [Confirm] or start over by selecting "Restart"

You are voting for:

Office	Candidate	Callsign
2nd Area Director	Matt R. Taylor	K2YS

Press [Confirm] to cast your vote or [Restart](#) to start over

Confirm

3. Voting on the air

Verbal ballots may be cast on the air during the last day of the balloting period on the 40M and 75m SSB nets. Each vote on the air must include the member's callsign, 100-pt award number and the band that award number was awarded on, and their choice for the candidate(s) on the ballot. Relays may be used to get the vote. NCS will record these votes and then send an email with the above information to both election monitors immediately following the conclusion of voting.

G. Post Certification

No later than 10 days after certification of the election results by the Board of Directors individual votes must be removed from the club database and destroyed.



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Appendix 1 - Announcement Scripts

- Prior to maintaining scripts, you will need access to maintain the scripts. Contact the Webmaster or President for access.
- Do not use special characters.

To add a Net Script:

1. Log in to your account - Account > Login
2. Click here to continue
3. Home > Maintain > Net Scripts
4. Scroll to the bottom of the page
5. In dropdown box select "Announcement"
6. Add dates to begin and end Announcement
7. Copy Announcement into text box
8. Press Submit

To edit a Net Script:

1. Log in to your account - Account > Login
2. Click here to continue
3. Home > Maintain > Net Scripts
4. Announcement will be at the top of the screen
5. On the right-hand side of the screen, select EDIT
6. Add dates to begin and end Announcement
7. Edit the Announcement
8. Scroll to the bottom on the page, Press UPDATE

To delete a Net Script:

1. Log in to your account - Account > Login
2. Click here to continue
3. Home > Maintain > Net Scripts
4. Announcement will be at the top of the screen
5. On the right-hand side of the screen, select DELETE



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Regular Election Scripts and Announcements				Responsible	Nets WM	Reflectors EM	WebSite WM
Abbreviations used: Webmaster (WM), Election Monitor (EM), Board of Directors (BoD)							
Even numbered years	Nominations	October 27 and each day until November 1	The Election Season is upon us! Nominations for President and Area Directors in the even numbered call areas open November 1, Zero hours Universal Time. Additional information is on the website at 3905ccn.org/elections	Webmaster (WM) Election Monitor (EM)	Oct 27, every day	Oct 27	Post Oct 27 Remove Nov 1
Even numbered years	Nominations	November 1 and each day until November 21	Nominations are being taken for President and Area Directors in the even numbered call areas! Consider service to the 3905 Century Club. Additional information is on the website at 3905ccn.org/elections	Webmaster (WM) Election Monitor (EM)	Nov 1, every day through November 21	Nov 1 Nov 8 Nov 15	Post Nov 1 Remove Nov 22
Even numbered years	Nominations	November 22 and each day until November 30	Nominations for Directors in even numbered call areas close November 30, 23:59:59, Universal Time. Nominations for President close following the December Board of Directors meeting. Get your nominations in soon! Additional information is on the website at 3905ccn.org/elections	Webmaster (WM) Election Monitor (EM)	Nov 22, every day through Nov 30	Nov 22	Post Nov 22 Remove Nov 30
Even numbered years	Nominations	December 1 and each day until the December BoD meeting	Nominations for President are still open! Contact your Area Director NOW to make a nomination and make a great contribution to the 3905 Century Club! Additional information is on the website at 3905ccn.org/elections	Webmaster (WM) Election Monitor (EM)	Dec 1, every day through Dec BoD Mtg	Dec 1	Post Dec 1 Remove after Dec BoD mtg
Even numbered years	Election	January 1 and each day until January 15	The Election is underway! Members may vote for President and Area Directors in even numbered call areas until January 15, 23:59:59 Universal time. There are four ways to vote: On-line, by email, by USPS mail or on the air. On-line voting is encouraged! Additional information is on the website at 3905ccn.org/elections	Webmaster (WM) Election Monitor (EM)	Jan 1, every day through Jan 15	Jan 1 Jan 8	Post Jan 1 Remove Jan 16
Odd numbered years	Nominations	October 27 and each day until November 1	The Election Season is upon us! Nominations for Vice-President and Directors in the odd numbered and DX call areas open November 1, Zero hours Universal Time. Additional information is on the website at 3905ccn.org/elections	Webmaster (WM) Election Monitor (EM)	Oct 27, every day	Oct 27	Post Oct 27 Remove Nov 1
Odd numbered years	Nominations	November 1 and each day until November 21	Nominations are being taken for the Vice President and Directors in odd numbered and DX call areas! Consider service to the 3905 Century Club. Additional information is on the website at 3905ccn.org/elections	Webmaster (WM) Election Monitor (EM)	Nov 1, every day through November 21	Nov 1 Nov 8 Nov 15	Post Nov 1 Remove Nov 22



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Regular Election Scripts and Announcements				Responsible	Nets WM	Reflectors EM	WebSite WM
Odd numbered years	Nominations	November 22 and each day until November 30	Nominations for Directors in the odd numbered and DX call areas close November 30, 23:59:59 Universal Time. Nominations for Vice-President close following the December Board of Directors meeting, but no later than December 20, 23:59:59 Universal Time. Get your nominations in soon! Additional information is on the website at 3905ccn.org/elections .	Webmaster (WM) Election Monitor (EM)	Nov 22, every day through Nov 30	Nov 22	Post Nov 22 Remove Nov 30
Odd numbered years	Nominations	December 1 and each day until the December BoD meeting	Nominations for Vice-President are still open! Contact your current Area Director to make a nomination and make a great contribution to the 3905 Century Club! Additional information is on the website at 3905ccn.org/elections .	Webmaster (WM) Election Monitor (EM)	Dec 1, every day through Dec BoD Mtg	Dec 1	Post Dec 1 Remove after Dec BoD mtg
Odd numbered years	Election	January 1 and each day until January 15	The Election is underway! Members may vote for Vice-President and the Directors in the odd numbered and DX call areas until January 15, 23:59:59 Universal time. There are four ways to vote: On-line, by email, by USPS mail or on the air. On-line voting is encouraged! Details on the candidates and methods to vote can be found at 3905ccn.org/elections under Election info.	Webmaster (WM) Election Monitor (EM)	Jan 1, every day through Jan 15	Jan 1 Jan 8	Post Jan 1 Remove Jan 16
All years and all Elections	Post-Nomination	Day after the December BoD meeting	Members have one of four ways to vote: 1. On-line via the club website, 2. USPS mail to both Election Monitors, 3. Email to both Election Monitors, or 4. On the Air during 40m and 75m SSB nets 15 January. Zero Universal Time. Pick a method and vote! More info at 3905ccn.org/elections	Webmaster (WM) Election Monitor (EM)	Day after Dec BoD Mtg, every day until Dec 31	Day after Dec BoD Mtg and at weekly intervals thereafter	Post Day after Dec BoD Mtg Remove Jan 1
All years	Election	January 14	On the Air voting is tomorrow! Votes can be cast during 40m and 75m SSB nets January 15 Universal Time. Voting concludes at 23:59:59 Universal Time. See the club website 3905ccn.org/elections for more information.	Webmaster (WM) Election Monitor (EM)	Jan 14	Jan 14	Jan 14
All years	Election	January 15	The Election winds up tonight! Results will be announced on the club website tomorrow. Best of luck to all the candidates!	Webmaster (WM) Election Monitor (EM)	January 15	January 15	January 15



The 3905 Century Club Elections Procedures Handbook

Regular Election Scripts and Announcements				Responsible	Nets WM	Reflectors EM	WebSite WM
<i>All years and All Elections (Optional)</i>	Runoff Election	January 16. Election Monitors have 3 days to prepare runoff and set dates for the 7-day balloting period announcement.	A runoff election will be conducted for the [affected office] as no candidate received a majority of the votes cast. Members may vote for [affected office] until January [TBD] 23:59:59 Universal time. There are four ways to vote: On-line, by email, by USPS mail or on the air. On-line voting is encouraged! Details on the candidates and methods to vote can be found at 3905ccn.org/elections under Runoff Election info.	Webmaster (WM) Election Monitor (EM)	Jan 16, and each day until Jan 25 for Regular Election Runoffs. Special and Special Circumstances Elections dates TBD when need for a runoff arises.	Jan 16, and each day until Jan 25 for Regular Election Runoffs. Special and Special Circumstances Elections dates TBD when need for a runoff arises.	Jan 16 Remove NLT Jan 26 for Regular Election runoff. Special Election and Special Circumstances Election dates TBD when need for a runoff arises. Remove at the end of the balloting period.



The 3905 Century Club Elections Procedures Handbook

Special Election Scripts and Announcements				Responsible	Nets WM	Reflectors EM	WebSite WM
Note: The offices and dates in the scripts are TBD as the actual office and dates will not be known until the need arises for a Special Election. The bracketed text in the scripts must be edited at that time for the type election, office and dates. Day 1 will be the date following the Chairman of the Board's notification to the Election Monitors of the call for a Special Election.							
Notice to Members of Special Election	Election Announcement	[Day 1] Announce on Nets the Day Following Determination of Need (Call Date)	The club will conduct a special election due to (select appropriate reason below): (1) There not being 2 candidates for President (2) There not being 2 candidates for Vice-President (3) The President is unable to serve and the Vice-President is not assuming the Office of President (4) The Vice President succeeds the President (5) The Office of (X) Area Director is vacant with more than 6 months remaining to the term of office for that area	Webmaster (WM) Election Monitor (EM)	Call Date +1 and up to Call Date +5.	Call Date +1 and up to Call Date +5.	Post on Call Date +1 Remove when notified by Election Monitors, but NLT Call Date +5
Special Election	Election Preparation	[Day 2] Announce on Nets once Election Monitors have determined start date of nomination period. Nomination start date must be NLT Day 1 +5. Election Monitors must determine dates for start of nominations, and balloting for announcements.	A Special Election will take place for the [Name of Vacant Office]. Nominations will open [March 1], Zero hours Universal Time thru [March 7], 23:59:59 Universal Time. Voting runs from [March 11], Zero hours Universal Time thru [March 17], 23:59:59 Universal time. Details on the club website, 3905ccn.org/elections under Special Election.	Webmaster (WM) Election Monitor (EM)	Call Date +2 and up to Call Date +5.	Call Date +2 and up to Call Date +5.	Post on Call Date +2 Remove when notified by Election Monitors, but NLT Call Date +5
Special Election	Nomination	[7 Days] Following Notice of Special Election Preparation	Nominations for [Name of Vacant Office] are open now thru [March 7] Universal Time. Voting begins [March 11], Zero Universal Time and runs thru [March 17], 23:59:59 Universal Time. Details on the club website, 3905ccn.org/elections under Special Election.	Webmaster (WM) Election Monitor (EM)	Nominaton start date for 7 days	Nominaton start date for 7 days	Post on Nominaton start date Remove on the 7th day following
Special Election	Balloting	[7 Days] Following End of Special Election Nomination Period	Nominations have closed for the [Name of Vacant Office] Special Election! Voting begins [March 11] and closes [March 17]. Members may cast their votes on line, by USPS mail, email, or on the air. Details on the club website, 3905ccn.org/elections under Special Election.	Webmaster (WM) Election Monitor (EM)	Nomination end date for 7 days	Nomination end date for 7 days	Post on Nominaton end date + 1 Remove on the 7th day following



The 3905 Century Club Elections Procedures Handbook

Special Election Scripts and Announcements				Responsible	Nets WM	Reflectors EM	WebSite WM
Special Election	Runoff Election	Day after the nomination period has closed	<p>Members have one of four ways to vote:</p> <ol style="list-style-type: none"> 1. On-line via the club website, 2. USPS mail to both Election Monitors, 3. Email to both Election Monitors, or 4. On the Air during 40m and 75m SSB nets during the last day of balloting period. Zero Universal Time. <p>Pick a method and vote! More info at 3905ccn.org/elections</p>	Webmaster (WM) Election Monitor (EM)	Day after the nomination period has closed	Day after the nomination period has closed	Post Day after the nomination has closed, remove after balloting period



The 3905 Century Club Elections Procedures Handbook

Special Circumstances Election Scripts and Announcements				Responsible	Nets WM	Reflectors EM	WebSite WM
Note: The offices and dates in the scripts are TBD as the actual office and dates will not be known until the need arises for a Special Circumstances Election. The bracketed text in the scripts must be edited at that time for the type election, office and dates. Day 1 will be the date following the Chairman of the Board's notification to the Election Monitors of the call for a Special Circumstances Election.							
Notice to Members of Special Circumstances Election	Election Announcement	[7 Days] Announce on Nets the day following end of regular nomination period. Election Monitors must determine dates for start of nominations, and balloting for announcements. Nomination period is 7 additional days following end of regular nomination period.	The club will conduct a special circumstances election due to no candidates for [XX] Area Director during both the regular nomination and special election nomination periods. Nominations will open [March 18], Zero hours Universal Time thru [March 25], 23:59:59 Universal Time. Voting runs from [March 25], Zero hours Universal Time thru [April 1], 23:59:59 Universal time. Details on the club website, 3905ccn.org/elections under Special Circumstances Elections	Webmaster (WM) Election Monitor (EM)	End of regular nomination period + 7 days	End of regular nomination period + 7 days	Post on end of regular nomination period + 7 days Remove on the 7th day following
Special Circumstances Election	Optional Nominations	[7 Days] If No Candidates Are Nominated in the First Special Circumstances Election 7 Day Nomination Period. Election Monitors must determine dates for start of nominations, and balloting. Optional period is 7 additional days	Nominations for [XX] Area Director are open now thru [March 18] Universal Time. Nominees can be from any call area. The balloting will be open only to members of the [XX] call area. Voting begins [March 25], Zero Universal Time and runs thru [April 1], 23:59:59 Universal Time. Details on the club website, 3905ccn.org/elections under Special Circumstances Elections.	Webmaster (WM) Election Monitor (EM)	End of Special Circumstances nomination period + 7 days (14 total days from beginning of prior nomination period)	End of Special Circumstances nomination period + 7 days (14 total days from beginning of prior nomination period)	Post on end of Special Circumstances nomination period + 7 days Remove on the 7th day following



The 3905 Century Club Elections Procedures Handbook

Special Circumstances Election Scripts and Announcements				Responsible	Nets WM	Reflectors EM	WebSite WM
Special Circumstances Election	Balloting	[7 Days] Following End of Special Circumstances Election Nominations Period(s). The balloting period must begin three (3) days following the end of the prior balloting period and must proceed for seven (7) days.	Nominations have closed for the [XX] Area Director Special Circumstances Election! Voting begins [March 11] and closes [March 17]. The balloting will be open only to members of the [XX] call area. [XX] call area members may cast their votes on line, by USPS mail, email or on the air. Details on the club website, 3905ccn.org/elections Special Circumstances Elections.	Webmaster (WM) Election Monitor (EM)	End of Special and/or Optional nomination periods + 7 to no more than 10 days	End of Special and/or Optional nomination periods + 7 to no more than 10 days	Post on day after after all nomination periods close. Remove NLT the 10th day following, depending on date set by Election Monitors
Special Circumstances Election	Runoff Election	Day after the nomination period has closed	Members have one of four ways to vote: 1. On-line via the club website, 2. USPS mail to both Election Monitors, 3. Email to both Election Monitors, or 4. On the Air during 40m and 75m SSB nets during the last day of balloting period. Zero Universal Time. Pick a method and vote! More info at 3905ccn.org/elections	Webmaster (WM) Election Monitor (EM)	Day after the nomination period has closed	Day after the nomination period has closed	Post Day after the nomination has closed, remove after balloting period

mins-2023-09a	2
fin-2023-09a	10

3905 Century Club Net Board Meeting Minutes and Appendices

Local Saturday, Sep 9, 2023 ,6pm Pacific, | 7pm Mountain | 8pm Central | 9pm Eastern
(Sep 10, 2023,21:45 UTC actual Time)

Zoom meeting was held at: <https://usg2web.zoom.us/j/82083810825>

Board Meeting:

Called to order by Chairman of the Board WB6LBU at 5:45 PM EDT

1. Attendance roll call

1st: AA1NZ

2nd AC2MT

3rd absent

4th K9GWS

5th WA6LBU

6th absent

7th absent

8th absent

9th W9ROG

10th AA0HF

Dx absent

VP AA1NA

President KL7OR

2. Minutes: August Minutes are unavailable and will be voted on in October

3. Financials: August Financials are unavailable and will be voted on in October

4. Discussion regarding Committee Reports:

a. Awards Committee - Ben Goldfarb AE4NT

b. Member Communications and Services Team - Gary Slagle K9WGS

c. IT Task Force * Matt Taylor K2YS (No report)

5. Old Business: None

6. New Business:

a. 09-2023-01, Motion to make the Night owl Award Endorsable

Moved by: K9GWS, Second AC2MT

Abstain, approve, absent, approve, wa6lbu, absent absent, absent w9rog, approve, vp approve, pres approved

b, 09.2023-02, Motion to update Bylaws Section IV, VII, VIII and IX.

Moved by: committee
1st: AA1NZ Approve
2nd AC2MT Approve
3rd absent
4th K9GWS Approve
5th WA6LBU Approve
6th absent
7th absent
8th absent
9th W9ROG Approve
10th AA0HF Approve
Dx absent
VP AA1NA Approve
President KL7OR Approve
MOTION PASSED

c. 09-2023-03 Motion to redesign the Master's Plaque

Moved by: KL7OR, second K9GWS

1st: AA1NZ Approve
2nd AC2MT Approve
3rd absent
4th K9GWS Approve
5th WA6LBU Approve
6th absent
7th absent
8th absent
9th W9ROG Approve
10th AA0HF Approve
Dx absent
VP AA1NA Approve
President KL7OR Approve
MOTION PASSED

7. Adjournment

Moved K9GWS, Second AC2MT

Approved at 5:55 PM EDT

Adjourned at 5:55 PM EDT

Respectfully Submitted

Doug Wittich, N3VEJ Secretary Pro Tem

Motion to Make the Night owl Award Endorsable

by Peter Summers, N2XTT, Second Area Director
on behalf of the Awards Committee

Motion ID 09-2023-01

August 23, 2023

Motion: To implement the recommendation of the Awards Committee that the Night Owl Award be endorsable in increments of 100 after a member earns the initial award at Level 100.

Whereas: The Awards Committee has reviewed the Night owl Award and determined that the club would benefit from additional award opportunities for members and additional check-ins on the late nets if the award were endorsable,

Therefore: The Night Owl Award shall be endorsable in increments of 100, effective October 1, 2023. All contacts shall be eligible with no date restrictions.

Cost to the Club: None, other than volunteer labor. In fact, additional revenue will be generated from new applications by existing holders of the award.

Implementation: on or before the effective date of October 1, 2023, the Awards Secretary will brief Area Awards Managers and Club members on the new rule. Additionally on that date, the Awards Secretary will update the application form and ensure that it is posted properly on the Club website. The Awards Secretary will update the awards entry system to enable entry of endorsements by Area Awards Managers approving applications. The Awards Secretary will redesign the Night Owl Award certificate with a provision for displaying endorsements.

(Does not affect constitution, Bylaws, NCS Guide, or operations Handbook).

Peter, 2nd Area Director, N2XTT
The 3905 Century Club, Inc.

Motion Request

Motion ID:09-2023-02

Topic: Updates to Sections IV, VII, VIII and IX

Whereas The Bylaws Review Committee has completed it's review of the following Bylaws Sections:

IV. GENERAL INFORMATION

VII. ANNUAL MEETINGS

VIII. DATING OF FORMS

IX. FUNDS

Whereas the Bylaws Review committee has completed a thorough and thoughtful review of BoD minutes from 2001 to Present;

Whereas research found The 3905 Century Club minutes were unreliable and that some motions were not incorporated into the Bylaws

Resolved that Sections IV, VII, VIII and IX in the current ByLaws of The 3905 Century Club, Inc., be replaced in its entirety with the attached revised sections IV, VII, VIII and IX.

Resolved, that the newly adopted sections IV, VII, VIII and IX will be the baseline going forward with no additional historical research required to interpret its meaning.

Implementation: ☐☐☐ Constitution
 X Bylaws
 ☐☐☐ NCS Guide
 ☐☐☐ Operations Handbook

Originator: AA0HF, 10th Area Director and chair, Bylaws Review committee

Date: 8/27/2023 Version: 1.0

Bylaws Review Committee FACT SHEET
Sections IV VII VIII IX - August 24, 2023

Section IV - General Information

1. Removed language about requesting information packet from Club Information Officer
 - Information packet listed prominently on website
 - NCS covers this in the closing script'
 - Unlikely that new stations would have read the Bylaws to discover this information'
2. QSL bureaus
 - Consolidated Domestic, DX, and Handiham Bureaus into one paragraph'
 - clarified that bureaus are volunteer owned, operated, and managed.
 - Removed procedural information about funds, envelopes, etc. These procedures are set by the bureau managers and shown on Club web pages.
3. Eyeball Event
 - Established that the Eyeball is owned, managed, and operated by volunteers (Host)'. - Defined "what is an Eyeball?"
 - Established that the club may assist funding and set a \$1000 limit.
 - Incorporated prior motion (2018) concerning return of surplus funds and listing funds as designated funding line on balance sheet.

Section VII - The Annual Membership Meeting

Cleaned up and consolidated language of the Annual Membership Meeting

- Section renamed from "Annual Meetings (Commonly referred to as Eyeballs).
- Clarified that the Annual Membership Meeting is a separate function from a Board of Directors' Meeting.
- Established that the Annual Membership Meeting included a Q&A period for the members.
- Note: Board of Directors' meetings are addressed in Bylaws Section 1 - Board of Directors.

Section VIII - Club Records Dating and Retention

Expanded policy requirements and removed procedural steps.

- Section renamed from "Dating of Forms"
- Specified ALL Club documents must have revision date'.
- Revision versions may be included, if applicable for a document.
- Established that **A LL** club produced documents must be retained for a minimum of three years to comply with Florida Statute.

Section IX - Funds

Added "see F.S. 617.1406 and IRC 501(c)(7) for statutory details." as last sentence so that future Directors would know the necessary statute and code should the Club cease operations.

Submitted by:

Johnny Allen, K4WCQ, Master #52
Katie Gilliam, K4TER
Ben Goldfarb, AE4NT
Dwight Greenberg, WF4H, Master #72
Eric Johnson, AAOHF, Master #75 (Chair)

Fact Sheet Sections IV VII VIII IX 08/24/2023 V1.0

Section IV. GENERAL INFORMATION

- A. The Club will maintain an official club website for the dissemination of information about the Club.
- B. Volunteers own, manage and operate domestic, DX and Handiham QSL bureaus in conjunction with the Century Club nets. Bureau members making contacts on Club nets may optionally send and receive cards through the bureaus.
- c. Volunteers own, manage, and operate the annual Eyeball event. The Eyeball is a physical gathering of Amateur Radio Operators and their guests, promoted by the Club. By approving an Eyeball proposal, the board may provide a promotional amount of up to \$1000 (one thousand dollars) to used for Eyeball expenses. All surplus Eyeball funds must be returned to the treasury and carried forward in a designated balance sheet line item Applicable only tot future Eyeballs. The Eyeball host may provide historical cost data to aid future hosts.

Section VII. THE ANNUAL MEMBERSHIP MEETING

- A. The club must hold an annual membership meeting, preferably at the Eyeball event, following the Board of Directors' meeting.
- B. The annual membership meeting must include an interactive question and answer period for members.
- C. The time and place of the annual meeting must be decided by the Board of Directors.

Section VIII. CLUB RECORDS DATING AND RETENTION

- A. All documents produced by the Club must include a revision date. A revision number may also be included, if applicable.
- B. All documents produced by the Club must be retained for a minimum of three years.

Section IX. FUNDS

Upon the dissolution, termination or winding up of the Corporation in any manner or for any reason, its assets, if any, remaining after payment (or provision for payment) of all liabilities of the Corporation and all costs and expenses of such dissolution, shall be distributed to such educational, scientific and charitable organizations as are deemed tax-exempt by the Internal Revenue Service and which are selected by the last Board of Directors or its successors in interest. None of the assets will be distributed to any general members, officers, or Directors of this Corporation. See F.S. 617.1406 and IRC 501(c)(7) for statutory details.

Motion Request

Motion IID: 09-2023-3

Masters Degree Award Plaque

Motion: The redesigned Master's Degree Plaque will be provided at no cost to all new masters effective July 1, 2023. Current Master Degree holders may purchase the redesigned plaque for \$40. Current Masters will have until October 31, 2023 to submit their order and the \$40 fee. After this date, plaques may be purchased for \$80.

Whereas: The Master Degree is the club's top award and a significant accomplishment.

Whereas The Master Degree Award is one of the things that makes the club unique.

Therefore: The award should represent the significance of the accomplishment and the club should offer the award to new masters at no cost.

Cost to the club: If twenty currency masters take advantage of the discounted offer it will cost the club about \$850 in the current year. Going forward, we normally have 1 or 2 new masters each year. The ongoing annual cost would be \$80 go %160 annually.

Implementation: Discounted offer needs to be communicated to current masters. Order and payment process needs to be established.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Constitution <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Bylaws <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> NCS Guide <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Operations Handbook
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11:07 AM

10/09/23

Accrual Basis

3905 Century Club, Inc.
Balance Sheet
As of September 30, 2023

	Sep 30, 23
ASSETS	
Current Assets	
Checking/Savings	
1010102 · Chase Checking Acct Total	
1010101 · Chase Operation Acct	1,280.50
1010103 · Eyeball Reserve Acct	1,083.47
Total 1010102 · Chase Checking Acct Total	2,363.97
10103 · Chase Reserve	7,859.74
10112 · Paypal Online	152.35
Total Checking/Savings	10,376.06
Total Current Assets	10,376.06
TOTAL ASSETS	10,376.06
<hr/>	
LIABILITIES & EQUITY	
Equity	
32000 · Unrestricted Net Assets	10,418.05
Net Income	-41.99
Total Equity	10,376.06
TOTAL LIABILITIES & EQUITY	10,376.06
<hr/>	

11:11 AM

10/09/23

Accrual Basis

3905 Century Club, Inc.
Profit & Loss
September 2023

	Sep 23	Mar - Sep 23
Income		
43400 · Direct Donations	185.00	185.00
46400 · Other Types of Income		
46435 · Master Plaque	120.00	120.00
Total 46400 · Other Types of Income	120.00	120.00
47200 · Awards Income		
47210 · 10th Area Awards Income	9.00	66.00
47211 · 1st Area Awards Income	10.00	84.00
47212 · 2nd Area Awards Income	0.50	111.50
47214 · 4th Area Awards Income	20.00	300.00
47215 · 5th Area Awards Income	0.00	87.00
47217 · 7th Area Awards Income	2.00	45.00
47218 · 8th Area Awards Income	3.00	17.00
47219 · 9th Area Award Income	12.00	124.00
47220 · DX Awards Income	0.00	12.00
Total 47200 · Awards Income	56.50	846.50
Total Income	361.50	1,151.50
Gross Profit	361.50	1,151.50
Expense		
60900 · Florida Corp. Registration	0.00	61.25
61500 · Paypal fee Expenses	15.15	139.86
62100 · IT Services		
62101 · Domain registration Expense	0.00	70.16
62102 · Hosting fees expense	0.00	86.10
62103 · Zoom Lic.	0.00	160.39
Total 62100 · IT Services	0.00	316.65
65000 · Awards Secretary Expenses		
65010 · Awards Paper	0.00	44.00
65020 · Awards postage	31.45	253.13
65040 · Awards envelopes	0.00	37.44
65050 · Masters plaques/mounting	32.08	32.08
65090 · Awards Misc	0.00	30.25
Total 65000 · Awards Secretary Expenses	63.53	396.90

3905 Century Club, Inc.
Profit & Loss
September 2023

	Sep 23	Mar - Sep 23
65110 · Administrative Expense		
65111 · Admin Postage	0.00	94.60
65112 · Eyeball Awards	184.23	184.23
Total 65110 · Administrative Expense	184.23	278.83
Total Expense	262.91	1,193.49
Net Income	<u>98.59</u>	<u>-41.99</u>

September 2023
3905-Century Club
Financial Statement Notes

1. Awards revenue was \$57 for the month. This is well below the average.
2. Dwight, WF4H, donated \$185 to the club to cover our Zoom meeting license fee.
3. I create a separate line item for the revenue received for the new masters I did this so payment for the new master plaque does not distort the awards revenue and it can be tracked separately.
4. The \$32 expense for Master Plaque for the old format
5. For this month the club had net income of \$99. This was driven by Dwight's donation and the master's plaque revenue.

Gary Slagle
Treasure
K9GWS

3:55 PM

10/06/23

Accrual Basis

3905 Century Club, Inc.
Balance Sheet
As of August 31, 2023

Aug 31, 23

ASSETS	
Current Assets	
Checking/Savings	
1010102 · Chase Checking Acct Total	
1010101 · Chase Operation Acct	1,222.54
1010103 · Eyeball Reserve Acct	1,083.47
Total 1010102 · Chase Checking Acct Total	2,306.01
10103 · Chase Reserve	7,859.74
10112 · Paypal Online	111.72
Total Checking/Savings	10,277.47
Total Current Assets	10,277.47
TOTAL ASSETS	10,277.47
LIABILITIES & EQUITY	
Equity	
32000 · Unrestricted Net Assets	10,418.05
Net Income	-140.58
Total Equity	10,277.47
TOTAL LIABILITIES & EQUITY	10,277.47

3:53 PM

10/06/23

Accrual Basis

3905 Century Club, Inc.
Profit & Loss
August 2023

	Aug 23	Mar - Aug 23
Income		
47200 · Awards Income		
47210 · 10th Area Awards Income	18.00	57.00
47211 · 1st Area Awards Income	12.00	74.00
47212 · 2nd Area Awards Income	27.00	111.00
47214 · 4th Area Awards Income	33.00	280.00
47215 · 5th Area Awards Income	19.00	87.00
47217 · 7th Area Awards Income	12.00	43.00
47218 · 8th Area Awards Income	0.00	14.00
47219 · 9th Area Award Income	11.00	112.00
47220 · DX Awards Income	0.00	12.00
Total 47200 · Awards Income	132.00	790.00
Total Income	132.00	790.00
Gross Profit	132.00	790.00
Expense		
60900 · Florida Corp. Registration	0.00	61.25
61500 · Paypal fee Expenses	20.28	124.71
62100 · IT Services		
62101 · Domain registration Expense	0.00	70.16
62102 · Hosting fees expense	0.00	86.10
62103 · Zoom Lic.	0.00	160.39
Total 62100 · IT Services	0.00	316.65
65000 · Awards Secretary Expenses		
65010 · Awards Paper	13.70	44.00
65020 · Awards postage	20.42	221.68
65040 · Awards envelopes	0.00	37.44
65090 · Awards Miscl	0.00	30.25
Total 65000 · Awards Secretary Expenses	34.12	333.37
65110 · Administrative Expense		
65111 · Admin Postage	0.00	94.60
Total 65110 · Administrative Expense	0.00	94.60
Total Expense	54.40	930.58
Net Income	77.60	-140.58

August 2023
3905-Century Club
Financial Statement Notes

1. Awards revenue was \$132 for the month. This is about average for the year.
2. YTD the club has lost \$140. This is tracking with our plan to reduce the reserve balance.

Gary Slagle
Treasure
K9GWS

11:07 AM

10/09/23

Accrual Basis

3905 Century Club, Inc.
Balance Sheet
As of September 30, 2023

	Sep 30, 23
ASSETS	
Current Assets	
Checking/Savings	
1010102 · Chase Checking Acct Total	
1010101 · Chase Operation Acct	1,280.50
1010103 · Eyeball Reserve Acct	1,083.47
Total 1010102 · Chase Checking Acct Total	2,363.97
10103 · Chase Reserve	7,859.74
10112 · Paypal Online	152.35
Total Checking/Savings	10,376.06
Total Current Assets	10,376.06
TOTAL ASSETS	10,376.06
LIABILITIES & EQUITY	
Equity	
32000 · Unrestricted Net Assets	10,418.05
Net Income	-41.99
Total Equity	10,376.06
TOTAL LIABILITIES & EQUITY	10,376.06

11:11 AM

10/09/23

Accrual Basis

3905 Century Club, Inc.
Profit & Loss
September 2023

	Sep 23	Mar - Sep 23
Income		
43400 · Direct Donations	185.00	185.00
46400 · Other Types of Income		
46435 · Master Plaque	120.00	120.00
Total 46400 · Other Types of Income	120.00	120.00
47200 · Awards Income		
47210 · 10th Area Awards Income	9.00	66.00
47211 · 1st Area Awards Income	10.00	84.00
47212 · 2nd Area Awards Income	0.50	111.50
47214 · 4th Area Awards Income	20.00	300.00
47215 · 5th Area Awards Income	0.00	87.00
47217 · 7th Area Awards Income	2.00	45.00
47218 · 8th Area Awards Income	3.00	17.00
47219 · 9th Area Award Income	12.00	124.00
47220 · DX Awards Income	0.00	12.00
Total 47200 · Awards Income	56.50	846.50
Total Income	361.50	1,151.50
Gross Profit	361.50	1,151.50
Expense		
60900 · Florida Corp. Registration	0.00	61.25
61500 · Paypal fee Expenses	15.15	139.86
62100 · IT Services		
62101 · Domain registration Expense	0.00	70.16
62102 · Hosting fees expense	0.00	86.10
62103 · Zoom Lic.	0.00	160.39
Total 62100 · IT Services	0.00	316.65
65000 · Awards Secretary Expenses		
65010 · Awards Paper	0.00	44.00
65020 · Awards postage	31.45	253.13
65040 · Awards envelopes	0.00	37.44
65050 · Masters plaques/mounting	32.08	32.08
65090 · Awards Misc	0.00	30.25
Total 65000 · Awards Secretary Expenses	63.53	396.90

3905 Century Club, Inc.
Profit & Loss
September 2023

	Sep 23	Mar - Sep 23
65110 · Administrative Expense		
65111 · Admin Postage	0.00	94.60
65112 · Eyeball Awards	184.23	184.23
Total 65110 · Administrative Expense	184.23	278.83
Total Expense	262.91	1,193.49
Net Income	<u>98.59</u>	<u>-41.99</u>

September 2023
3905-Century Club
Financial Statement Notes

1. Awards revenue was \$57 for the month. This is well below the average.
2. Dwight, WF4H, donated \$185 to the club to cover our Zoom meeting license fee.
3. I create a separate line item for the revenue received for the new masters I did this so payment for the new master plaque does not distort the awards revenue and it can be tracked separately.
4. The \$32 expense for Master Plaque for the old format
5. For this month the club had net income of \$99. This was driven by Dwight's donation and the master's plaque revenue.

Gary Slagle
Treasure
K9GWS



AWARDS COMMITTEE REPORT

Committee Members

David Feeney, WN1F, **Master #73**
 Kirk Frazier, AA1NA, **Master #74**
 Ben Goldfarb, AE4NT, **Awards Secretary** (Chair)
 Jimmy Richardson, N5OHL, **Master #17**
 Peter Summers, N2XTT, **Master #6**

September 30, 2023

Awards Issued This Period			
Payment Category	No.	Fee	Total
PAID AWARDS:			
Regular Fee	7	\$4	\$28
Senior/Handicap Fee	5	\$3	15
PDF	5	\$2	10
PDF + Paper	0	\$6	0
Endorsements	0	\$3	0
Endorsements	1	\$2	2
Plaques	0	\$56	0
TOTAL PAID AWARDS	18		\$55
FREE AWARDS:			
Free First Awards	3	-	-
Free NCS Awards	0	-	-
Free BD CoA	2	-	-
Free Master's Degree	0	-	-
Free Old-Timers Award	2	-	-
Free Endorsements w/ Original	0	-	-
TOTAL FREE AWARDS	7		0
OVERALL TOTALS	25		\$55

AWARDS BY AREA	
First	4
Second	1
Third	0
Fourth	8
Fifth	0
Sixth	0
Seventh	3
Eighth	1
Ninth	4
Tenth	3
DX	1

New Members

Phillips B. Johnson	K4INU	Columbia, SC
David C. Schattilly	KB7DA	Fairfield, MT
Erik L. Larson	AD7OV	Vernal, UT

Welcome, Gentlemen!

Committee Accomplishments This Month

- 1) **New Masters Plaque.** Board approved the plaque at September meeting. Henceforth, it will be given to new Masters free of charge. Plaque will be sold to existing Masters for a special price of \$40 for a thirty-day period. After the 30-day period, the price will increase to \$80, which is still less than the cost to the Club (\$75.93 plus \$14 postage). Worked with webmaster and treasurer to create web order form and mechanism for confirmation of payment. As of the date of this report, we have received six orders from our distinguished Masters. Your intrepid Chair will deal with ordering and shipping in due course.
- 2) **Night Owl Endorsability.** Board approved this at the September meeting. Revised application to allow endorsements. All existing contacts are eligible to be used in endorsements, subject to the requirements of the award, namely that they must be made on designated late nets and their call signs must not duplicate previously used ones. Updated web site. Announced endorsability to AAMs and general membership.
- 3) **Meritorious Service Award.** By request from the Board of Directors, the Chair designed and purchased a crystal microphone lifetime service award for our distinguished President, which was presented to him after the Eyeball awards ceremony. This was funded by the directors in appreciation for Dean's service to the Board and the Club (i.e., it didn't hit the treasury).
- 4) **Top Gun Award.** Created new customized award certificate for the winner of the Eyeball mobile antenna shootout and presented to this year's winner.

Forthcoming Work by the Committee (moldy oldies)

- 1) **Work on awards policy and procedures document.** The Chair has joined the Bylaws Committee with the intention of revamping the awards section of the bylaws, among other things. Much information currently in the bylaws would be better off in an Awards Procedures document, which has been my intent for a longgg time. This appointment and involvement with the bylaws group will facilitate drafting the long-awaited awards policy and procedures manual.
- 2) **Work on Cleaning Up Awards Database Captions.** Many of these are vestiges of a checkered past of non-normalized awards databases, dating back to early attempts to provide on-line awards information. Now that we have a competent DBM, it is time that this junk is cleaned up. Under my (slow) supervision, it will be. This is one of the points identified in (2) under current work.
- 3) **Work on Cleaning Up and Entering Eyeball Awards into Database.** This has been done haphazardly and needs to be cleaned up. Accordingly, I, your intrepid chair, will be working toward whipping these captions into shape and deciding which should be

included. Certainly, the Presidential appreciation awards should all be there – but not gag awards. I have kept good records of recipients for the past five or six Eyeballs, so we have a good starting point. However, as maintenance of this gray area was spotty in the past, some information could be lost for all time.

- 4) **Continue working with Webmaster and IT Workgroup to update databases and procedures.** Management information systems that provide appropriate information on demand to the Awards Secretary are essential for daily generation of awards and periodic reporting. Along with the webmaster, I will work (slowly) toward getting all this resolved. In the meantime, I have enhanced the “old” award entry system to a less clunky state of greater functionality, and I will continue to maintain it until the “new” system is ready for prime time.
- 5) **Revise Century Club Prefix Award.** With all the work already in the can, what is left is restructuring and reformatting the application, producing a MS Word and fillable PDF version, and passing it to the Board of Directors for approval. This one is so moldy that you could make penicillin with it, but it is still in the queue. I’m your huckleberry on this one.
- 6) **Complete Work on Oldest Towns Award.** Design second award certificate. Given our certificate design backlog and our JIT philosophy (better known as procrastination), this will wait until someone earns the award!
- 7) **Conduct any other business brought to the Committee.**

Summary / Comments

September was Eyeball month. Not many awards were processed during the month but based on the large number of Eyeball-related contacts, we would expect to see more awards action in October.

In addition to travel, your Chair was busy with all kindza awards related things in September: new Masters plaque, Nite Owl Award, Centurion column, a crystal microphone, and (peripherally) mobile antenna shootout administration, not to mention mailing out awards for those not presented at the Eyeball and catching up on awards approved during the two weeks I was away. Now, these old bones are tired, doggone it, especially the back and the knees! (I’m not complaining, just sayin’...).

Respectfully submitted,



Ben Goldfarb, AE4NT
Chair, Awards Committee



Bylaws Review Committee Report

October 1, 2023

Committee Members

Johnny Allen, KI4WCQ, Master #52

Ben Goldfarb, AE4NT

Dwight Greenberg, WF4H, Master #72

Eric Johnson, AA0HF, Master #75 (Chair)

Committee Activities

1. The motion approving Bylaws updates to sections IV, VII, VIII and IX was approved at the September Board meeting.
2. An updated version of the Bylaws was prepared by the Committee and published on the Club web site 10/1. The update includes changes approve at the August and September Board meetings.
3. Work will continue on the Committee's backlog.

Respectfully Submitted,

Eric Johnson, AA0HF

Chair, Bylaws Review Committee

2:39 PM

11/06/23

Accrual Basis

3905 Century Club, Inc.

Balance Sheet

As of October 31, 2023

	Oct 31, 23
ASSETS	
Current Assets	
Checking/Savings	
1010102 · Chase Checking Acct Total	
1010101 · Chase Operation Acct	1,528.31
1010103 · Eyeball Reserve Acct	1,373.09
Total 1010102 · Chase Checking Acct Total	2,901.40
10103 · Chase Reserve	7,859.74
10112 · Paypal Online	140.20
Total Checking/Savings	10,901.34
Total Current Assets	10,901.34
TOTAL ASSETS	10,901.34
LIABILITIES & EQUITY	
Equity	
32000 · Unrestricted Net Assets	10,418.05
Net Income	483.29
Total Equity	10,901.34
TOTAL LIABILITIES & EQUITY	10,901.34

2:56 PM

11/06/23

Accrual Basis

3905 Century Club, Inc.
Profit & Loss
October 2023

	Oct 23	Mar - Oct 23
Income		
43400 · Direct Donations	0.00	185.00
46400 · Other Types of Income		
46420 · EyeBall income	289.62	289.62
46435 · Master Plaque	280.00	400.00
Total 46400 · Other Types of Income	569.62	689.62
47200 · Awards Income		
47210 · 10th Area Awards Income	22.00	88.00
47211 · 1st Area Awards Income	0.00	84.00
47212 · 2nd Area Awards Income	3.00	114.50
47214 · 4th Area Awards Income	55.00	355.00
47215 · 5th Area Awards Income	12.00	99.00
47217 · 7th Area Awards Income	20.00	65.00
47218 · 8th Area Awards Income	0.00	17.00
47219 · 9th Area Award Income	11.00	135.00
47220 · DX Awards Income	3.00	15.00
Total 47200 · Awards Income	126.00	972.50
Total Income	695.62	1,847.12
Gross Profit	695.62	1,847.12
Expense		
60900 · Florida Corp. Registration	0.00	61.25
61500 · Paypal fee Expenses	29.46	169.32
62100 · IT Services		
62101 · Domain registration Expense	0.00	70.16
62102 · Hosting fees expense	0.00	86.10
62103 · Zoom Lic.	0.00	160.39
Total 62100 · IT Services	0.00	316.65
65000 · Awards Secretary Expenses		
65010 · Awards Paper	0.00	44.00
65020 · Awards postage	30.32	283.45
65040 · Awards envelopes	0.00	37.44
65050 · Masters plaques/mounting	75.93	108.01
65090 · Awards MiscI	0.00	30.25
Total 65000 · Awards Secretary Expenses	106.25	503.15

2:56 PM
11/06/23
Accrual Basis

3905 Century Club, Inc.
Profit & Loss
October 2023

	Oct 23	Mar - Oct 23
65110 · Administrative Expense		
65111 · Admin Postage	34.63	129.23
65112 · Eyeball Awards	0.00	184.23
Total 65110 · Administrative Expense	34.63	313.46
Total Expense	170.34	1,363.83
Net Income	<u>525.28</u>	<u>483.29</u>

October 2023
3905-Century Club
Financial Statement Notes

1. Awards revenue was \$126 for the month. This is about average for the year.
2. Eyeball profits of \$289 are included in this months report.
3. There is a \$525 dollar profit for this month. The New Master plaque revenue is driving this; plus we have the revenue from the Eyeball this month. The expense for the plaques will show in next months report.

Gary Slagle
Treasure
K9GWS



AWARDS COMMITTEE REPORT

Committee Members

David Feeney, WN1F, **Master #73**
 Kirk Frazier, AA1NA, **Master #74**
 Ben Goldfarb, AE4NT, **Awards Secretary** (Chair)
 Jimmy Richardson, N5OHL, **Master #17**
 Peter Summers, N2XTT, **Master #6**

October 31, 2023

Awards Issued This Period			
Payment Category	No.	Fee	Total
PAID AWARDS:			
Regular Fee	14	\$4	\$56
Senior/Handicap Fee	13	\$3	39
PDF	5	\$2	10
PDF + Paper	4	\$6	24
Endorsements	2	\$3	6
Endorsements	0	\$2	0
Plaques	0	\$56	0
Master's Plaque – Special Offer	12	\$40	\$480
TOTAL PAID AWARDS	50		\$615
FREE AWARDS:			
Free First Awards	3	-	-
Free NCS Awards	3	-	-
Free BD CoA	14	-	-
Free Master's Degree	0	-	-
Free Old-Timers Award	0	-	-
Free Endorsements w/ Original	2	-	-
TOTAL FREE AWARDS	22		0
OVERALL TOTALS	72		\$615

AWARDS BY AREA*

*Does not include Masters plaques.

First	5
Second	1
Third	5
Fourth	20
Fifth	4
Sixth	0
Seventh	6
Eighth	0
Ninth	8
Tenth	10
DX	1

New Members

Mark D. McClellan	W5LPZ	Ocean Springs, MS
Eli D. Fluharty	KQ4GIR	Fredericksburg, VA
Mark W. Swartwout	NX1K	Millers Falls, MA

Welcome, Gentlemen!

Committee Accomplishments This Month

- 1) **New Masters Plaque.** I am declaring this program a rousing success, even if I do say so myself! We received twelve orders from existing Masters at the low, low promotional price of \$40, which is less than half the Club's cost. Seven of the new plaques have been received by distinguished Masters. I put the order in today for an additional five plaques ordered since our first shipment. Those should be finding their happy homes within about fifteen days after this report is published. The price went up to \$80 as of October 31, per the September Board resolution. This is still less than the cost to the Club when postage is considered. And, of course, for any new Masters, the plaque is a free benefit of their achievement. Big thanks to Gary, K9GWS, and Matt, K2YS, for their help in making this a resounding success!
- 2) **Auld Lang Syne Award.** The Awards Committee unanimously approved in concept an idea by Fourth Area Awards Manager KI4WCQ to reward members for making contacts with Old-Timers. The initial level will be twenty-five, and the award will be endorsable in increments of fifteen. The package will go to the Board of Directors for approval in December, for potential implementation of the new award on January 1. How appropriate is Auld Lang Syne on New Year's?
- 3) **Pick 30 Award.** When the Old-Timers Award was originally conceived, one of its other uses, aside from creating the new award above and rewarding lengthy membership, was to keep the Pick 30 Award alive. One of its requirements is a contact with an Original Charter Signer, of which we have one known remaining who sporadically appears on our nets. We therefore envisioned working an Old Timer as a replacement for working an OCS. This stipulation will be part of the package presented to the Board in December.

Forthcoming Work by the Committee (the remainder of the LIFO stack)

- 1) **Work on awards policy and procedures document.** The Chair has joined the Bylaws Committee with the intention of revamping the awards section of the bylaws, among other things. Much information currently in the bylaws would be better off in an Awards Procedures document, which has been my intent for a longgg time. This appointment and involvement with the bylaws group will facilitate drafting the long-awaited awards policy and procedures manual.
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- 3) **Work on Cleaning Up and Entering Eyeball Awards into Database.** This has been done haphazardly and needs to be cleaned up. Accordingly, I, your intrepid chair, will be working toward whipping these captions into shape and deciding which should be included. Certainly, the Presidential appreciation awards should all be there – but not gag awards. I have kept good records of recipients for the past five or six Eyeballs, so we have a good starting point. However, as maintenance of this gray area was spotty in the past, some information could be lost for all time.
- 4) **Continue working with Webmaster and IT Workgroup to update databases and procedures.** Management information systems that provide appropriate information on demand to the Awards Secretary are essential for daily generation of awards and periodic reporting. Along with the webmaster, I will work (slowly) toward getting all this resolved. In the meantime, I have enhanced the “old” award entry system to a less clunky state of greater functionality, and I will continue to maintain it until the “new” system is ready for prime time.
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- 6) **Complete Work on Oldest Towns Award.** Design second award certificate. Given our certificate design backlog and our JIT philosophy (better known as procrastination), this will wait until someone earns the award!
- 7) **Conduct any other business brought to the Committee.**

Summary / Comments

October was a productive month for the committee, as any month in which a new award is hatched tends to be. Thanks to Johnny, KI4WCQ for his award idea and for the work he put into it!

As we look toward Thanksgiving and the dreaded time change, the Awards Committee will be taking it easy in November. We will handle business as it comes to us quickly, as usual; however, your intrepid chair will be distracted by medical testing and appointments throughout the month, hence the delay mentioned above in the new award package being properly assembled for the Board.

Respectfully submitted,



Ben Goldfarb, AE4NT
Chair, Awards Committee