

**12-14-2022**

**Amateur Radio Club of Columbia County, Inc.  
Board of Directors Meeting #115**

The Board of Directors meeting was held at McAlister's Deli in Grovetown.

**Those present for the meeting were:**

**Outgoing Board of Directors**

**Dan Marshall** (N4MI), President

**Bill Clark** (WK4F), Vice President

**Rick McKnight** (NO3K), Treasurer

**David Corsiglia** (WA6TWF), Board Member at Large

**Incoming Board of Directors**

**Rusty Welsh** (KG4HIR), President

**Dan Marshall** (N4MI), Vice President

**Shannon Covington** (KK4MED), Secretary

**Steve Clayborn** (KJ4FSX), Treasurer

**Eric Cagle** (KK4ZHT), Board Member at Large

Not present

Samantha Lytch (KM4NSF), outgoing Secretary

**Dan Marshall (N4MI) called the meeting to order at 18:42**

**Agenda and actions:**

1. Approve BoD Meeting minutes for 09-13-2022  
**Motion:** Bill (WK4F) made a motion to accept the minutes from the September 2022 BoD Meeting, and Rick (NO3K) seconded it. None were opposed.
2. **Old Business:**
  - Constitution and Bylaws update
    - The new BoD will open discussion for updates at the January General Meeting
  - Education outreach update
    - Augusta Prep's application for an ARISS contact was approved. The club will be supporting the school with education and technical assistance
3. **New Business:**
  - **Turnover activities:**  
**Motion:** David (WA6TWF) made a motion for the outgoing BoD members install the incoming BoD members into their positions at this meeting, effective immediately. Outgoing BoD members will make themselves available to the new members to complete all necessary turnover activities and functions. Bill (WK4F) seconded it. None were opposed.

- **Official turnover of duties took place at the December 2022 BOD Meeting**
- Bank account update and new bank cards
  - Steve will contact the bank to determine which BoD members need to be present to update the account and bank cards
- PayPal
  - Turned over to Rusty and Steve
- Update club info for ARRL
  - Shannon will make the updates
- IT updates (email, folder access, etc.)
  - Pending decisions by incoming BoD and IT Committee
- P.O. box keys
  - P.O. box keys were turned over to Rusty and Steve
- Membership database update – validate all member information
- Planning for Winter Field Day
  - Winter Field Day will be held on January 28-29 at the BSA Council office on Weinberger Way in Evans
  - Shannon will schedule a meeting for the Field Day Committee
- K4KNS Trustee
  - Incoming BoD will contact Richard Sturgis
- Committee Directors
  - The new BoD will determine which committees are necessary, and recruit/appoint co-directors

**4. Annual Requirements Status**

- ARRL Special Services Club (lapsed in 2022)
  - The incoming BoD will submit a new application to ARRL
- Form 990-N (Treasurer)
- GA Secretary of State annual registration (Treasurer)
- Columbia County Property Tax Exemption (Treasurer)
- ARRL Insurance (Treasurer)
  - Steve will work with Rick to ensure all financial/tax actions for 2022 are completed
- Raffle Permit from CCSD
  - David Corsiglia will submit a new application to the CCSD

**5. Review motions and assignments**

**Motion:** Eric (KK4ZHT) made a motion to adjourn the meeting, and David (WA6TWF) seconded. None were opposed.

6. The next ARCCC, Inc. BoD Meeting is scheduled for December 19th, 2022 at 6:30 PM, at McAlister's Deli in Grovetown.

**The meeting was adjourned at 19:31**