

Minutes of the  
AMSAT Board of Directors Meeting  
on June 1<sup>st</sup>, 2021

1. Pursuant to previous notice, the Board of Directors of the Radio Amateur Satellite Corporation were called to meet on Tuesday, June 1st, 2021. The meeting commenced at 07:00PM CDT via video conference.

President Robert Bankston, KE4AL chaired the meeting with the following directors present:

Mr. Jerry Buxton, NOJY  
Mr. Drew Glasbrenner, KO4MA  
Dr. Mark Hammond, N8MH  
Mr. Bruce Paige, KK5DO  
Mr. Patrick Stoddard, WD9EWK  
Mr. Paul Stoetzer, N8HM

Director Michelle Thompson, W5NYV was absent and did not vote.

Present without vote were Frank Karnauskas, N1UW, VP-Development, Alan Johnston, KU2Y, VP-Educational Relations, Steve Belter, N9IP, Treasurer, and Jeff Davis, KE9V, Secretary.

2. Prior to the meeting, President Robert Bankston had distributed an agenda for the meeting electronically. The order of items on the agenda was slightly altered at the beginning of the meeting. The modified agenda was unanimously approved by the Directors.
3. Director Buxton moved that the Minutes from the March 2<sup>nd</sup>, 2021, Special Board of Directors meeting be approved. Director Paige seconded the motion. The Minutes from that Special Meeting were approved unanimously.

4. Steve Belter, N9IP, Treasurer updated the Board of Directors on the current financial status of the organization.
5. Steve Belter, N9IP provided an update on the 2020 version of the 'Getting Started with Amateur Satellites' book. With many hamfests, including Hamvention, canceled due to Covid-19 last year, there is a larger than usual inventory of the 2020 book on hand.
6. Alan Johnston, KU2Y, VP-Educational Relations provided an update on the CubeSatSim Project. The first set of boards sold-out with more expected to be available in the coming weeks.
7. Jeff Davis, KE9V, Secretary updated the Board of Directors on the status of the 2021 election. Call for nominations to fill four seats plus an alternate is underway with a June 15th deadline.
8. President Bankston provided an update on the office closure. Some costs were incurred in this process including travel, trash-removal, document shredding, and a building engineer had to be paid to monitor this work. The keys were returned to the landlord on May 24<sup>th</sup>.

Several storage facilities are still being rented by the organization and there is a need to review the contents of these facilities and consolidate them to reduce storage costs as well as electronically preserving historical papers and documents.

President Bankston enumerated the need to digitize important documents for preservation and for a document storage and retrieval system since there's no longer a physical office and he mentioned the need to access this system remotely (cloud-based, etc.). No specific Board action was taken on these matters at this time.

9. A motion was made by Director Paige that AMSAT pre-pay two-years for the Wild Apricot online management system to take advantage of lower-fees for pre-payment. Director Hammond seconded the motion. The

motion passed unanimously.

10. President Bankston presented a revision (attached to these Minutes) to the 2021 budget. Director Hammond made a motion that the budget revision be approved as presented. Director Stoetzer seconded that motion. The motion to approve the budget revision as presented was approved unanimously.
11. President Bankston presented the Fiscal Policies and Procedures document (attached) to the Board. Director Glasbrenner made a motion to accept the new procedures as presented. Director Paige seconded the motion. The motion to accept the new Fiscal Policies and Procedures was adopted by unanimous vote of the Board.
12. President Bankston presented a formal Records Retention Policy in accordance with DC Law for non-profit organizations. Director Hammond moved that this action be tabled pending further review of the role and identity of the record's "custodian". Director Buxton seconded that motion. The motion to table this matter passed without objection.
13. President Bankston presented a Strategic Satellite Plan to the Board. Director Hammond moved to accept the plan as presented. Director Stoetzer seconded that motion. The motion was approved 5-1 with Director Buxton voting "no".

Additional discussion yielded a motion to modify the name of the document to "Strategic Plan" (omitting 'satellite') by Director Paige. Director Buxton seconded that motion. The motion to change the name from 'Strategic Satellite Plan' to 'Strategic Plan' (attached) then passed with unanimous vote.

14. Director Paige moved that the meeting be adjourned, and Director Buxton seconded that motion. The meeting concluded at 8:10PM CDT.

/s/ Jeff Davis

Jeff Davis, KE9V

Secretary

Radio Amateur Satellite Corporation