

## **Report of the Administration and Finance Committee July 2013**

### **Committee Members**

Director Tom Frenaye, K1KI, Chairman; Directors Dennis Bodson, W4PWF; Director Bill Edgar, N3LLR; Director Greg Sarratt, W4OZK; Director Greg Widin, K0GW; Vice Director Marti Woll, N6VI; and Treasurer Rick Niswander, K7GM.

### **Committee Activities (April)**

The Administration and Finance Committee met on April 13, 2013, in Newington CT with all committee members present. The following ARRL Officers also attended: President Kay Craigie, N3KN; CEO David Sumner, K1ZZ; CFO Barry Shelley, N1VXY; COO Harold Kramer, WJ1B; and CDO Mary Hobart, K1MMH.

Mr. Sumner updated the Committee on major projects for 2013 and their progress since the January meeting. The project to encourage DIY activities still does not have the traction desired, and a long discussion led to ideas that might be implemented via the website.

Mr. Shelley noted the expenses for the January meeting were significantly higher than previous meetings away from Newington, with the New Orleans location during the busy time of year the primary driver. Progress on the eStore software has been made and the testing process is underway with the users.

### **Succession Planning (April)**

We have a number of key staff members approaching or exceeding retirement age, and are likely to see a number of changes in the coming years. As we approach our 100<sup>th</sup> year, the ARRL that takes shape in our second century will have no shortage of challenges, and it is our job to make sure that we continue to have a strong management team and that we position the organization for success in a difficult environment.

During the April meeting we had a lengthy discussion about the issues involving succession of officers, particularly focusing on the CEO position. It has been 31 years since the last time we hired the top manager in Newington, and much has changed since then. The Committee reviewed input from Directors, Vice Directors and Officers regarding the major question to consider before developing the job qualifications and job description. The goal was to have a draft job description written and reviewed so that it could be reviewed by all Board members in July.

### **Committee Activities (July)**

Staff officers reported a good first half of the year, with revenues and expenses roughly in line with expectations, even a but better. We met with CohnReznick, LLP, our auditors regarding the FY 2012 audit and they gave us a clean bill of health – an unqualified opinion. We had some discussion with the regarding the risks that lay ahead as several officers contemplate retirement.

Ms. Hobart reported on her visits to Minnesota, Maryland and Georgia in recent weeks to support the fund raising efforts for the Second Century Campaign. One key to the successful events was to get one or several of the participants to describe how Amateur Radio had impacted and shaped their lives and careers. Future trips are planned to other areas of the country and each Director can help to make those visits successful.

Mr. Widin briefly reported on the work done in recent months to assess Logbook of the World. A major recommendation for adding consulting resources and a full time staff position was endorsed and will be recommended to the Board. A related discussion took pace over resources for other IT projects and what it might take to insure that those projects and the normal support of existing systems were not short changed. Staff agreed to look closely at this area for possible budget recommendations for next year.

### **Succession Planning (July)**

The discussion regarding succession planning started with an agreement to develop a draft CEO job description, but soon led to related matters. We may have other staff officer retirements in the next few years, and our job may be to replace a large portion of our senior management team. The Committee didn't believe it was likely the Board would want to tackle strategic planning in the next year, but we should start to put in place some resources to get started on it next year by gathering accurate data from members, non-member and the general public. It would be ideal to have this information and a view of any strategic planning direction even before we search for new officers.

The search will be perhaps the hardest and most important job this group of Board members has had responsibility for. We may not need a professional recruiter to find suitable candidates, but we agreed that we should utilize some outside expertise to help us with the process. This is something to be considered as we go through the next budget process.

Thanks to all of the A&F members for their diligence and hard work during the first half of the year.



Tom Frenaye, K1KI  
Chairman  
18 July 2013