



CAPE TOWN AMATEUR RADIO CENTRE

MINUTES OF THE ANNUAL GENERAL MEETING

Held in the Clubhouse at the Round Table Community Centre, Chess Road, Rondebosch
on 26th July 2004

1. OPENING OF MEETING AND APOLOGIES

Proceedings opened at 20.15 when the Chairman, Andrew - ZS1AN, extended a warm welcome to members and visitors.

Silent tribute was paid to all the Hams who had gone "silent key" during the year, in particular Colin Duff ZS1CA, Etienne Lubbe ZS1TM, Kevin Geustyn ZR1KDG, Ossie Carstens ZS1DZ, Robert Page ZS1AAN, George Greenway Young ZS1Y.

2. CONFIRMATION OF NOTICE OF MEETING AND ESTABLISH A QUORUM

Attendance figures, as reflected in the register, were: Members 22 and 3 proxies. Visitors 4.

Apologies for absence were recorded in the register.

The constitutional requirements for convening the meeting having been met, the meeting was declared properly constituted.

3. CONFIRMATION OF MINUTES OF THE PREVIOUS ANNUAL GENERAL MEETING

The minutes of the Annual General Meeting held on 23rd June 2003 were read to the meeting and confirmed and were accepted by the meeting.

4. **MATTERS ARISING:** There were no matters arising.

5. REPORT OF THE ADMINISTRATIVE SUBCOMMITTEE

The Chairman read his report which was adopted by the meeting with applause. It is attached to the minutes as Annexure A.

6. TREASURER'S REPORT

Copies of the Financial Report were distributed and read and are attached to the minutes as Annexure B. There was discussion and adoption by the meeting with applause. The Treasurer, Peter ZR1PH, thanked Deon ZS1ZS for acting as honorary auditor.

7. PRESENTATION OF AWARDS AND TROPHIES

The Len Wells Ham Spirit Trophy was awarded to Dave ZS1DFR for his excellent contribution amateur radio in the past year. The award was made by Dennis Wells ZS1AU who made a short speech.

The following trophies were awarded by the Chairman:

The Baker Trophy – Davey ZR1FR for his work coordinating rally comms.

For Faithful Participation in Special Events – Dave ZS1LDH for his participation in rally events.

The "Floating Wellie" for Faithful Attendance – Theo ZS1JM.

A floating trophy – Maurice ZS1ACH for his work as the clubs QSL Bureau Manager

A special award "Fastest Morse coder in the South" – Barry ZS1FJ (approx. 3 words per minute!)

8. AMENDMENTS TO THE CONSTITUTION

Eight amendments to the constitution were proposed by ZR1PH and were distributed with the Agenda prior to the meeting and presented to the meeting. After discussion, debate, and further amendments the meeting resolved to accept all amendments except proposed amendment 1. The Constitution will be amended as follows:

Amendment 1: This proposal was rejected by the meeting.

Amendment 2: Clause 8 Insert a header (d) between clauses 8.6 and 8.7 which reads: (d) Administrative Committee and Activity Convenors:

Amendment 3: Clause 8 Insert a header (e) between clauses 8.12 and 8.13 which reads: (e) Honorary Auditor:

Amendment 4: Clause 9.2 reads "The quorum at an Annual General Meeting shall be 15%". Insert the words: "of the total membership eligible to vote at a meeting." so that the clause reads: "The quorum at an Annual General Meeting shall be 15% of total membership eligible to vote at a meeting."

Amendment 5: Clause 9.3 reads "Notice of an Annual General Meeting must be posted to all members in writing at least 14 days prior to the meeting". **Was replace with the following clause:** "Notice of an Annual General Meeting must be given at least 14 days prior to the meeting and may be posted in the form of regular correspondence or by electronic mail sent to the address recorded in the club's database."

Amendment 6: Clause 9.4 reads "(Items to be raised by members under Other Business must be conveyed to the Secretary in writing not less than 21 days before the AGM)" This is an anomaly as the meeting only gets called 14 days prior to the AGM. The proposal is to change the 21 day requirement to 7 days.

Amendment 7: Add the following as Clause 2 to read: **Legal Status:** The Club is a voluntary association with its own legal identity which is separate from its individual members. The Club shall continue to exist even if the members change. The Club may own property, enter into contracts, and sue or be sued in its own name. The Club indemnifies its office bearers and members from personal liability arising out of any acts or omissions performed in good faith on behalf of the Club.

Amendment 8: After inserting the above as clause 2, amend all the clause numbers so that they are in sequence.

9. SARL MEMBERSHIP

By majority the meeting resolved that it would continue its membership and support of the SARL.

10. ELECTION OF THE NEW COMMITTEE

The Chairman, Andrew ZS1AN, indicated that he would not be available for reelection to the committee due to his commitments to his family and the SARL where he serves as a councillor. Consequently, he remained in the chair for the election of the new chairman.

Chairman:

Dave ZS1DFR nominated by Barry ZS1FJ and seconded by Bud ZS1B. There being no other candidate, he was duly elected. Dave assumed the chairmanship of the meeting and conducted the rest of the election.

Secretary/Treasurer: Peter ZR1PH was nominated by Bud ZS1B, seconded by Des ZR1Des. There being no other candidate, he was duly elected.

Additional Administration Committee Member: The Constitution makes provision for the a third Administration Committee member to be elected in the event of the Secretary also being the Treasurer. Bud ZS1B was nominated by Buddy ZS1MP and seconded by Barry ZS1FJ. There being no other candidate, he was duly elected.

Other portfolios

It was requested of the meeting that further nomination be made for the committee who would then assign the remaining portfolios according to the skills and interest.

Shaun ZR1SO was nominated by Andrew ZS1AN and seconded by Bernie ZS1BW – accepted nomination

Tony ZR1T was nominated by Buddy ZS1MP and seconded by Barry ZS1FJ – accepted nomination

Des ZR1DES was nominated by Theo ZS1JM but he declined nomination

Paul ZS1BR was nominated by Maurice ZS1ACH and seconded by Max ZS1MAX – accepted nomination

Maurice ZS1ACH was nominated by Bud ZS1B and seconded by Andrew ZS1AN – accepted nomination

There being no further nominations, ZR1SO, ZR1T, ZS1BR and ZS1ACH were elected unopposed.

(Note: Immediately after the meeting, ZS1BR indicated that he had reconsidered his election in the light of his work commitments and resigned.)

Appointment of Honorary Auditor - Deon ZR1DQ was reappointed for the coming year.

11. OTHER BUSINESS – None

12. VOTE OF THANKS – The Chairman thanked the outgoing Chairman, the committee and all who attended the AGM.

13. CLOSURE - There being no further business, the Chairman thanked all for attending and declared the meeting Closed.

MINUTES CONFIRMED BY THE MEETING AND SIGNED BY:

Chairman: Date: 25th July 2005
Dave Reece ZS1DFR

Cape Town Amateur Radio Centre
Report of the Chairman to the Annual General Meeting
26 July 2004

I wish to start by honoring the memory of those of our members who have become silent keys over the past year. I ask you to stand while I read their names and to observe a moment's silence in their memory. They are

Colin Duff, ZS1CA , Etienne Lubbe, ZS1TM, Kevin Geustyn, ZR1KDG, Ossie Carstens, ZS1DZ, Robert Page, ZS1AAN, George Greenway Young, ZS1Y

All will be sorely missed.

I am pleased to be able to report that the club has enjoyed a very active year. We ran club stations at the clubhouse for Field Day weekends, at the Sea Scout Base for Jamboree On The Air, at the Green Point Lighthouse for the International Lighthouse and Lightship Weekend, and at Cavendish Square for Kid's Day. My thanks go to those who organized and assisted with these stations. My only regret is that it seems to be the same people who participate each time, so I would like to encourage those of you who have not operated a club special event station recently to join us for the next one – the International Lighthouse and Lightship Weekend is coming up again on the 21st and 22nd of August, and it is always a wonderful weekend of camaraderie, ham spirit, and fun!

We also held a couple of antenna work parties at the clubhouse, refurbishing the club's mini-shack special and preparing the ground for the erection of a new 13 m tower to replace the one that came down some years ago. My thanks to everyone who attended and especially to David ZS1DDK who put in many hours of work refurbishing the club's TH3 Junior tribander. Although the tower project is currently on hold at the request of the Round Table from whom we lease the clubhouse while they renegotiate their lease of the Community Centre from the municipality, I hope that we shall be able to proceed with it before long and reestablish a fully-functional station at the clubhouse.

Towards this end the Committee this year purchased a new Icom 718 HF transceiver and power supply, taking advantage of the favorable exchange rate. We also purchased equipment for our field day and special event activities including a generator, tent, tables and chairs. These were supplemented by the generous donation of solar cells, regulators and associated equipment by Klaus ZS1QO; and Richard ZR1ZA who built a Gin-pole mechanism for the club to help erect temporary antennas.

We have also been active on the education front, with all 12 candidates from our RAE course passing the examination in May. A particular highlight was the achievement of Bronwen and Nathan Herholdt, who passed the Class A examination aged 9 and 12 respectively. Our thanks go to Barry Fletcher ZS1FJ who has generously offered to sponsor annual awards for young DXers, to encourage new hams to pursue this rewarding and challenging activity.

Bud ZS1B has revised the format of the Morse classes he conducts, replacing the on-air classes with face-to-face sessions held regularly at the clubhouse on Saturday mornings. This new format has seen many candidates make rapid progress, with several passing the Morse Test at either the 12 words per minute or 5 words per minute level. It was made possible by Herman ZS1HZ, who constructed a Morse oscillator that can be used simultaneously by many pupils and kindly donated it to the club.

Club meetings have featured many interesting topics, including

- ❑ The construction of a home-made crank-up tower, by Richard ZR1ZA;
- ❑ Videos and slides of their DX-pedition to French Polynesia by Barry ZS1FJ and Deon ZS1ZL;
- ❑ A slide show by Bud ZS1B about his visit to the Oshkosh air show;
- ❑ A video of the last flight of Pelican 16, the SAAF Shackleton that crashed in the Western Sahara in 1994;
- ❑ A presentation about the Hex Beam multi-band directional antenna by Frank ZR1QRM;
- ❑ A discussion of the design and construction of short vertical antennas by Klaus ZS1QO;
- ❑ A talk on Digital Voice by myself;
- ❑ A presentation on a multi-band wire antenna by Barry ZS1FJ.

Despite this they were not as well attended as we would have liked, with probably fewer than a quarter of members attending each meeting. I would encourage the incoming committee to investigate the reason for poor attendance, to determine whether there are any changes to the time or format of the meetings that could be made to make them accessible to more of our members.

The year also saw the formation of the Western Cape Amateur Radio Forum, a regional coordinating forum that aims to promote amateur radio in all its aspects in the Western Cape. Although there was initially some miscommunication about the objectives of the Forum and its relationship with the South African Radio League, that has been cleared up and the club participates fully in its meetings and activities.

Speaking of the SARL, I am pleased that this year has seen an end to the boycott of the League by some of the other clubs in the Western Cape. While it will take some time to heal the divisions that have emerged, I firmly believe that Council is committed to transparency, accountability and the interests of members, and ask for your continued support for Council and the League as it strives to promote amateur radio in South Africa.

The committee has also made a couple of changes to improve communications with members. The format of Ragchew has been changed from a large publication that appeared irregularly, to a less ambitious newsletter that has been produced regularly every month, allowing the Committee to communicate forthcoming events and meeting topics effectively to members. The production of a newsletter every month is a great deal of work, and we must thank Peter Henochsberg for attending to it so well and so faithfully.

We have also introduced a new website, as well as an email list that is used to distribute Ragchew to those who have email, as well as for occasional club announcements. These initiatives have improved communication with members whilst containing our postage costs. Bulletins have been compiled and read weekly by Committee members. I would like to take this opportunity to thank both the committee members for their faithful service, and also Alan ZS1AAX and Bernie ZS1BW who so regularly relay our bulletins on HF.

Finally, I must announce with regret that I will not be standing for the committee in the coming year. This has been my third year on the Committee, and while I have been privileged to serve with many fine gentlemen, my responsibilities as a new husband mean that I must now take a break. I wish to thank each and every one of you for your support in the past year, and for the support that I know you will give the new committee.

Andrew – ZS1AN



**Annexure
B**

**CAPE TOWN AMATEUR RADIO CENTRE
ZS1CT
BALANCE SHEET
As at 30 June 2004**

35,188	General Fund	30,502.60		(13%)
4,199	Repeater Fund	4,848.79	1	15%
2,834	Youth & Education	2,834.39	2	0%
295	Subscriptions - prepaid	465.00		58%
<u>42,516</u>	TOTAL	<u>38,650.78</u>		(9%)

REPRESENTED BY

3,298	Standard Bank - Current	994.16	
-	Standard Bank - Money Market	18,654.64	3
30,250	Standard Bank - Call	1,018.77	3
255	Petty Cash	304.21	
434	Shares: Absa - book value	434.00	4
3,350	Radio and Club Equipment	17,215.00	5
4,800	Loan to Community Centre	0.00	6
100	Debtor	0.00	
30	Eskom Deposit	30.00	
<u>42,516</u>	TOTAL	<u>38,650.78</u>	



**CAPE TOWN AMATEUR RADIO CENTRE
ZS1CT**

INCOME AND EXPENDITURE STATEMENT

For the Period 1 July 2003 to 30 June 2004

2002/2003	INCOME	2003/2004	Notes	% Change
3,285	Subscriptions	3,870.00	7	18%
1,377	Donations - General	765.00		(44%)
-	Donations - Fundraising	1,341.20		100%
410	Donations - Repeater Fund	650.00	1	59%
2,202	RAE classes	1,100.00	2	(50%)
2,392	Investment income	1,779.49		(26%)
1,000	Sale of equipment	0.00		(100%)
10,666	TOTAL	9,505.69		(11%)
	EXPENDITURE			
476	Bank charges	681.62		43%
1,200	Clubhouse rental	0.00	6	(100%)
101	Clubhouse & fittings	192.60	8	91%
-	Repairs & maintenance	1,597.80	8	100%
1,433	General expenses	1,187.38	8	(17%)
54	SARL & ICASA & GSB membership	339.00		528%
1,247	Insurances	2,531.05		103%
1,492	Meeting expenses	1,339.52		(10%)
762	Ragchew expenses	871.87	9	14%
1,001	Repeater Workgroup	0.00	1	(100%)
7,766	TOTAL	8,740.84		13%
2,900	OPERATING SURPLUS/(DEFICIT)	764.85	8	
	Less: Extraordinary below the line adjustment	4,800.00	6	
2,900	NETT SURPLUS/(DEFICIT)	(4,035.15)		
	APPROPRIATION OF SURPLUSES AND DEFICITS FOR THE YEAR:			
89	General fund	(4,685.15)		
(591)	Repeater fund	650.00	1	
2,202	Youth and education fund	0.00		
1,200	Redeem Community Centre Loan	0.00	6	
2,900	TOTAL	(4,035.15)		

**NOTES TO THE
FINANCIAL STATEMENTS
As at 30 June 2004**

1. The Repeater Fund received donations of R650 (R410 last year). No contributions were made to the Repeater Work Group this year.
2. Andrew – ZS1AN – very successfully and profitably ran an RAE course in April this year. All his candidates passed. Well done Andrew and many thanks. After costs R1100 was raised and appropriated to general funds.
3. Funds were moved from a Call to a Marketlink account baring higher interest of 5.25%.
4. We hold 217 ABSA shares, reflected at book value. Present value at 15 July 2004 = R10850 @ approximately R50/share. It is proposed that we sell these shares as the interest we will earn on the capital will be more than the dividend yield we receive for such a small share portfolio.
5. The Centre purchased an Icom IC-718 HF transceiver, an Astron PSU, a Honda generator and other equipment necessary for operating Field Day events successfully. No depreciation of these assets was done this year. Effectively we converted cash in the bank into useable assets for the club.
6. The Centre did not pay rent for this year and the Round Table assured us that no back rental will be requested. Last year we started writing off a R6000 loan to the Community Centre at a rate of R100 per month, in lieu of rent. However, we have been informed that we will not be able to recoup this loan have therefore written off the remaining R4800 entirely as this more accurately reflects our financial position.
7. Although we had only an 11% increase in the fees last year, we had an 18% increase in income from membership fees. This means we had an increase in membership. However, as our lease expired in January and we anticipate that we will have to start paying rent when the lease is renewed, and as we anticipate an increase in running as we become more active, the committee decided on a R5 increase in the membership fee, brining the membership fee up to R60 per annum or R5 per month. We urge all members and lapsed members to please renew your membership as you club needs your support.
8. Running costs were kept in check this year although increased activity led to in increase in cost. The biggest increase was in the cost of insurance. Despite cost increases, we had a R764 surplus at year end. Deduct R650 from this which was donated by members specifically to the Repeater Fund, the club more or less broke even with R114 surplus.
9. *Ragchew* was published every month. Even though we email *Ragchew* to 75% of the members, thereby effecting a big saving, we still have to post it to about 25 members and, at a printing and postage cost R4.00 per copy, the entire membership fee is used by each member that receives a posted copy. We may need to consider another approach here.

Peter Henochsberg – Hon. Treasurer