

**Points of Interest:**

- Hoodview Amateur Radio Club can be found on the web at www.wb7qi.w.org
- HARC is a Special Service Club
- Email Cory with any information for the newsletter at ka7iug@frontier.net
- Feel free to join our affiliated activities: Saturday Breakfast Group or Classy Radio Red Hatters

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Hoodview News



General Club Meeting on June 18th at 7:30 PM. We will have a virtual meeting. See newsletter, page 3 for details.

From the President – Joel Harrington N7LF



To say the least 2020 has been a challenge for all of us. The abrupt HARC leadership resignations, the cancellation of March of Dimes, Pizza Feed, Dayton Hamvention, Sea-Pac, Spring Banquet, Saturday Technical Group Meetings, VE Sessions, Swaptoberfest in Rickreall and likely other planned public service and social activities will miss out on during the COVID-19 pandemic.

Our newest challenge will be dealing with Field Day on Larch Mountain under the COVID-19 conditions, Governor's Executive Orders and the Columbia River Gorge special-use permit restrictions that we must abide by. The Board had to make a choice of either cancelling Field Day all together or adapt to the restrictions. The Board decided to move forward with Field Day and leave it up to individual club members if they want to participate knowing the COVID-19 risks and government restrictions.

Field Day will be the topic of our next virtual club meeting on June 18th. Hopefully you can join us via Webex (videoconferencing technology). The Webex access information will be sent to you prior to the meeting via email using your email address listed on the club website. If you haven't updated your contact (profile) information lately, please consider updating it.

With all of our recent challenges I'm glad we're able to stay connected via our club repeaters, social media and the use of Webex for our monthly board and club meetings. As an example, on Friday June 9th the club had its first virtual pizza party organized by Art W7AUF and Shaun N7TNP. Cheri N7KOJ and I really enjoyed this event with 15+ HARC membership households that were able to join in.

Lastly, I want to thank the remaining 2020 club Officers and Board members for *hang-ing in there* the past 5 months and to the newly elected Officers and Board members Chris KG7ADQ, George W7GEO, Larry W4OPA, Dennis KJ7SJY and Kenn K7ENN for stepping up to the challenges that are ahead this year.

73, Joel N7LF

Hoodview Amateur Radio Club WB7QIW
PO Box 951, Gresham OR 97030

A non-profit organization organized exclusively for one or more of the purposes as specified in Section 501(c)(3) of the Internal Revenue Code, Vol. 17, No. 6. We are a Special Service Club with the ARRL.

President: Joel Harrington N7LF

Vice President: Chris Jensen KG7ADQ

Secretary: George Dover W7GEO

Treasurer: Jim Schoch KA7AGH (1)

Board: Shaun Harteloo N7TNP (1); Tommy Yeung KJ7HRA (1),
Kenn Clulow K7ENN (1), Larry Bishop W4OPA (2),
Dennis Desper KI7SJY (2)

Club Calendar

June 18-Gen Mtg: 7:30pm @ Web-EX

June 26-28-Field Day, Larch Mt.?

July 2-Brd Mtg: 7:00pm @ Web-EX

July 16-Gen Mtg: 7:30pm @ Web-EX

July 25-Technical Training @ 147.28/88 Repeater

Aug 6-Brd Mtg: 7:00pm @ M&M Restaurant

Aug 20-Gen Mtg: 7:30pm @ MHCC, RM 1001

Aug 22-Technical Training @ MHCC, HF1, 9-12

Sep 3-Brd Mtg: 7:00pm @ M&M Restaurant

Sep 17-Gen Mtg: 7:30pm @ MHCC, RM 100

Sep 19-VE Testing: 9:00am @ MHCC, HF1

Sep 26-Technical Training @ MHCC, HF1, 9-12

Oct 1-Brd Mtg: 7:00pm @ M&M Restaurant

Oct 15-Gen Mtg: 7:30pm @ MHCC, RM 1001

Oct 24-Technical Training @ MHCC, HF1, 9-12

Nov 5-Brd Mtg: 7:00pm @ M&M Restaurant

Nov 7-Tech Class: 9:00 at MHCC, HF1

Nov 14-Tech Class: 9:00 at MHCC, RM HF1

Nov 19-Gen Mtg: 7:30pm @ MHCC, RM 1001

Nov 21-VE Testing: 9:00am @ MHCC, HF1

Dec 3-Brd Mtg: 7:00pm @ M&M Restaurant

Dec 5-Christmas Banquet

Dec 17-Gen Mtg: 7:30pm @ MHCC, RM 1001

Sunshine Committee Report

Please continue to think good thoughts and send prayers for ALL of our club members dealing with COVID-19 virus. If you know of any other members that need well wishes, please let Cory know.



Breakfast Gathering on the Repeater

Join us for coffee and conversation at 7:00am each Saturday on the 147.28/88 repeater. You are responsible for your own coffee. This is great fun!

VE Session Canceled

Our next scheduled VE session was to be held on July 18th. This has been canceled as the campus is closed to the public.



June Program Scheduled—

Field Day Discussions

June Technical Training Topic—

No June Topic because of Field Day. Get on the Air!

Happy Birthday to our Members

WX5TEX	Robert Anglin	06/02
W7BKO	Bernie Mueller	06/11
KJ7EHA	Greg Letendre	06/12
W7GEO	George Dover	06/14
KI7HCU	Ron Glenn	06/15
KJ7KTF	Don Tucker	06/15
W7HDF	Chuck Morris	06/19
KI7MGC	Ryan Anderson	06/24
KC7ZUH	Scott Etlinger	06/28
W7IG	Armand Pilotte	07/01
K6PCO	Earle Conklin	07/05
AE7ZQ	Rochelle Teeny	07/09
K0INE	Gary Brumbelow	07/10
N7CVZ	Michael Welch	07/11
W7SIR	John Barmore	07/18
KJ7CHP	Tyler Le Doux	07/24
K7ENN	Kenn Clulow	07/25
KG7ZRA	Karlan Hutchinson	07/25
no call	Mary Taylor	07/28
KI7SJY	Dennis Desper	07/31

Welcome New Members

K7MOJ—E Louise Rosen kilo7moj@gmail.com

Home: 503-444-0986

1327 S. Buddington Street, Portland, OR 97219

Birthday: 01/25

K7JPX J—E John Prescott jpprescott@yahoo.com

Home: 503-550-7250

1001 NW Kasper Rd, Stevenson, WA 98648

Birthday: 04/03

KF7VFQ—E Steve Cooper

Steve.c43@icloud.com

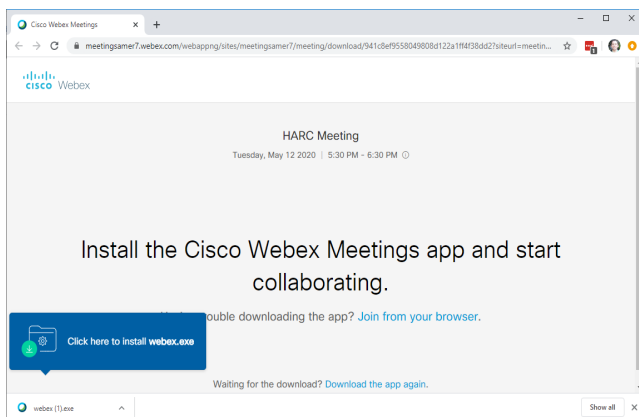
6670 SE Clare Rd, Gresham, OR 97080

Virtual Meeting Information.

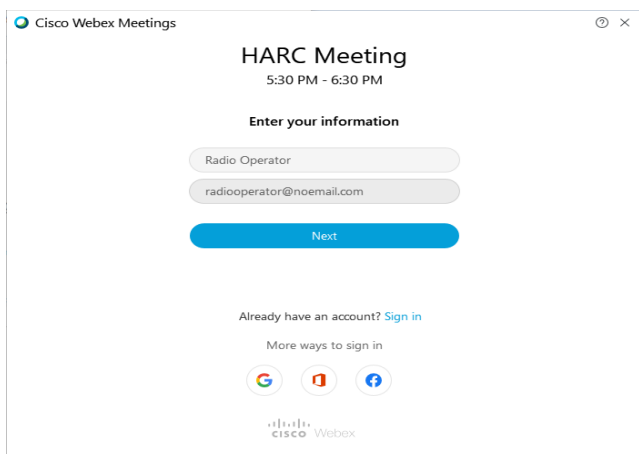
We are currently hosting our meetings online since we can not gather. It isn't hard and doesn't require much work. Shaun N7TNP wrote up these simple directions for members to follow. If you need additional help. You may call him 503-512-0199 or email him at kf7skb@gmail.com.

Joining a HARC Webex Virtual Meeting

Click the 'Join Meeting' link in the email you received from Hoodview Amateur Radio Club. You will be prompted to download the Webex Meeting Client, if you do not already have it. Once it is downloaded open the file.

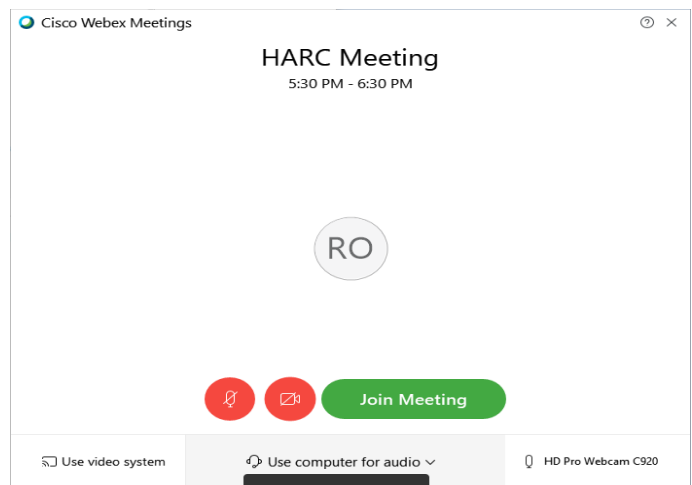


You will get a new window that asks for your Name and Email Address. Please enter your name and an email address, as this allows us to track attendees.

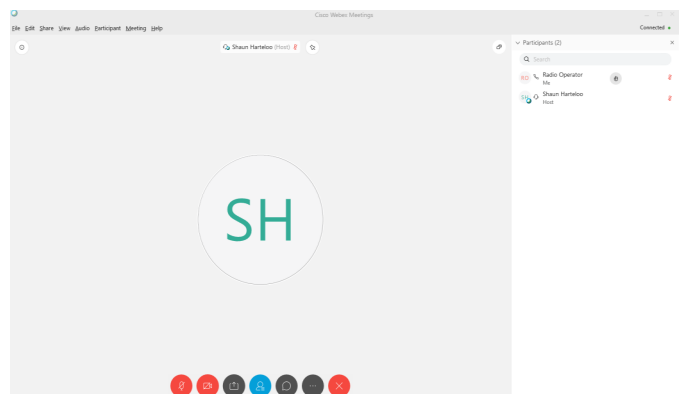


Click on Next, and then select to disable video, and mute your microphone. This is a best practice for HARC meetings to reduce background noise (mute TV, music, cell phones) and bandwidth usage.

You can use your computer for audio, or dial in with a telephone. Select from the drop down in the middle what you plan on doing, and follow the instructions. The call in details will pop up once you click on join meeting.



Once you are in the meeting you can control meeting settings like mute, and other features with the 7 circles at the bottom center of the webex application. You might have to move your mouse over webex to see the options in the window. See below.



ARRL Field Day Press Release

With one month to go before 2020 ARRL Field Day, June 27 - 28, the ARRL Programs and Services Committee (PSC) has adopted two temporary rule waivers for the event:

1.) For Field Day 2020 only, Class D stations may work all other Field Day stations, including other Class D stations, for points. Field Day rule 4.6 defines Class D stations as "Home stations," including stations operating from permanent or licensed station locations using commercial power. Class D stations ordinarily may only count contacts made with Class A, B, C, E, and F Field Day stations, but the temporary rule waiver for 2020 allows Class D stations to count contacts with other Class D stations for QSO credit.

2) In addition, for 2020 only, an aggregate club score will be published, which will be the sum of all individual entries indicating a specific club (similar to the aggregate score totals used in ARRL affiliated club competitions).

Ordinarily, club names are only published in the results for Class A and Class F entries, but the temporary rule waiver for 2020 allows participants from any Class to optionally include a single club name with their submitted results following Field Day.

For example, if Podunk Hollow Radio Club members Becky, W1BXY, and Hiram, W1AW, both participate in 2020 Field Day -- Hiram from his Class D home station, and Becky from her Class C mobile station -- both can include the radio club's name when reporting their individual results.

The published results listing will include individual scores for Hiram and Becky, **plus a combined score for all entries identified as Podunk Hollow Radio Club.**

The temporary rule waivers were adopted by the PSC on May 27, 2020. ARRL Field Day is one of the biggest events on the amateur radio calendar, with over 36,000 participants in 2019, including entries from 3,113 radio clubs and emergency operations centers. In most years, Field Day is also the largest annual demonstration of ham radio, because many radio clubs organize their participation in public places such as parks and schools.

Due to the COVID-19 pandemic, many radio clubs have made decisions to cancel their group participa-



tion in ARRL Field Day this year due to public health recommendations and/or requirements, or to significantly modify their participation for safe social distancing practices. The temporary rule waivers allow greater flexibility in recognizing the value of individual and club participation regardless of entry class.

ARRL is contacting logging program developers about the temporary rule waivers so developers can release updated versions of their software prior to Field Day weekend.

Participants are reminded that the preferred method of submitting entries after Field Day is via the web applet. The ARRL Field Day rules include instructions for submitting entries after the event. Entries must be submitted or postmarked by Tuesday, July 28, 2020.

The ARRL Field Day web page includes a series of articles with ideas and advice for adapting participation this year.

Hoodview 2020 Field Day Challenges:

We have received a permit for usage at Larch Mountain with certain stipulations. **If you would be interested in attending and can follow these rules, please send Cory an email requesting time/space with W7Q on Larch Mountain.**

- Limitation of ten (10) participants at the Field Day lower parking lot site (at the time the special-permit was issued, subject to change).
- Social distancing requirements will rule out the construction of towers and antennas, and the use of shared tents, trailers or other shelters between non-same household participants for shared Field Day station use.
- All participants must be completely self-contained when it comes to restroom facilities, food, water and shelter.
- All Field Day stations will be for same household use only. Participants will need to bring their own radios, antennas, generators and ancillary equipment.
- No club sponsored portable public restrooms will be at the event. There's no guarantee that the upper parking lot restrooms will be open for public use.
- The snow gate may be locked during Field Day. Access is going to be an issue.

“OceanPac Swap Net” in lieu of SeaPac

Wednesday nights after the club’s VHF/UHF net there will be an opportunity for club members to list Amateur Radio related items for sale, trade or wanted to be held on 147.28/88 repeater around 8ish.

This is only for listing wanted or for sale items.

Note: no prices on listed items to be mentioned on the net. If your net listing is free, that can be stated on the net. Personal information to be obtained from club roster. This net is for club members listed in the Club Roster. To insure your information is in the roster make sure your dues are paid.

For Sale Listing:

KA7IUG (ka7iug@frontier.com) from K7DSZ SK Estate:

- ⇒ Icom 7410-IC-7410 Solid State but older HF Rig, tested and working, \$600
- ⇒ Yaesu FT-101EE Tube HF Rig \$225 Tested and working
- ⇒ Ameriton AL-811 Amplifier \$550 This is a powerhouse amp.
- ⇒ MFJ-989D Antenna Tuner \$200
- ⇒ MFJ-226 Impedance analyzer \$225 KA7IUG—MFJ-994B Antenna Tuner \$200
- ⇒ Yaseu FT-8800 Dual Band Mobile \$125
- ⇒ ARRL Antenna Book 2015 \$25



WB7VTY—Selling complete station. Excellent condition. Asking \$1500.00. Kenwood TS590SG, Kenwood MC90, MFJ 969, Palstar SP30B, Astron RS35M, Vibroplex Paddles. For more info email wb7vty@gmail.com .

K7MR—LDG YT-1200 Auto Tuner, Like new Original box and paperwork, Connector cables for a Yaesu FTDx-3000. Email rob@otconstruction.com

W7AUF—Motorola XPR 4580, 900 mhz, DMR and Analog. Programmed for local repeaters. Just add your call and DMR number.

WA7HAA—ICOM F-24 radio package: ICOM F-24 is a 4 watt UHF 16 channel FM analog HT that covers the amateur and commercial bands. Package consists of: 2 radios, Speaker Mics, Lithium battery packs (multiple), Drop in chargers, AA battery packs, Programming software (no cable included, but readily available), Very simple to operate. Price for package: \$200.00 wa7haa@comcast.net 971-212-3773

Patches and Badges

Jim KA7AGH now has all of the beautiful patches for the club. You can see him to purchase either size and he will bring them to the club meetings. He has the 10 inch blue and white jacket patches. Also the 3.5 inch patch in white, green and blue for shirts and hats. The cost of the patches will be \$5.00 (3.5 in) and \$25.00 (10 in).

If you are interested in getting a club name badge made with your call sign and the club’s logo, he can also assist you with that. Or you can go to Crown Trophy, 811 N Main Ave, Gresham, OR 97030. They can make pin or magnet backs. Cost is under \$10.

Crown Trophy can customize stainless coffee mugs as pictured here.



Check into Two Hoodview Nets

The Hoodview Amateur Radio Club Information Net has been expanded to both repeaters. The UHF Information Net will follow the VHF net at 7:45 PM or after the VHF net if it goes past 7:45 PM. This is an attempt to assist more local amateurs in checking in to our Club's Net and broaden our exposure. Club members are encouraged to volunteer to be net control of either net. Contact Art W7AUF to volunteer. Every Wednesday night:

HARC—2 M net on 147.28 MHz, at 7:30pm.

HARC—70cm net on 443.475 at 7:45 pm



HARC May 2020 General Meeting

May 21st, 2020 via Webex at 7:32 PM

Attending: Past President-Shaun N7TNP, Treasurer-Jim KA7AGH, Board Member- Joel, N7LF, Board Member-Tommy KJ7HRA, Chris KG7ADQ, George N7GEO, Kenn K7ENN, Denny WB7UFJ, Rob K7MR, Armand W7IG, Millie W7MIP, Marilyn KJ7HDW, Yoshi KD7AM, Ryan KI7MGC, Larry W4OPA, Dan KA7MFK, Cindy KD7IXZ, Scott KC7ZUH, Ann KF7RBV, Dave KA7WOF, Don KJ7CHL, Cheri N7KOJ, Mel KK7SR, Russ N7QR, Marty Ludwig-no call, Richard KF7INQ, Bernie W7BKO, Len N7HRG, Eli W7ELI, Deb KK7DEB, Lyle NE7U, Mary Taylor-no call, Don KJ7KTF, Art W7AUF, Doug K7EWY, Chuck W7HDF, Steve WA7HAA, Wayne AI9Q, Cory KA7IUG-acting secretary
Guests: Randy W7OZM

PreMeeting Net: Art W7AUF held a pre-meeting net on 147.28 at 7:00. He took email addresses for those members or guests that wanted the link sent to them for the General Meeting.

Meeting was held “virtually” using Webex with Shaun N7TNP as host.

Field Day Discussion: Shaun N7TNP went over the ideas that the Board had been throwing around. One would be a very social distancing Larch Mountain Field Day. The other would be a club contest where each person would do their own thing and then submit specific information to a “contest” collector for certificates/awards, such as most contacts, most club members worked, sweep of sections.

- Joel N7LF went over the permit process with the forest service people. He use the terminology from the governor and government people to apply for the permit. He was hoping for 40 people because we would be outside but it might be limited to 10 people. Each person would be responsible for their own bathroom situation (no shared toilets except family members), their own radios (no shared microphones), their own foods, etc. We will be using verticals and wire antennas, no towers and beams. If limited to 10 people we would need to figure out who would want to go and maybe use a lottery system to make it fair.
- Rob K7MR thanked Joel for applying for the permit. He would like to see us continue with appli-

cation process but if that is not granted then he would like to see the club do the contest route.

- Dan KA7MFK said he would like to work field day and would do a few hours if he could borrow a radio set up and then clean it up and return to owner.
- Jim applied for the W7Q special event callsign but hasn't heard back from ARRL. This will be the 45th year of Hoodview at Field Day.
- Rob said our next club meeting will be on June 18 and we will need to make a decision which way to go at that meeting.
- Chris KG7ADQ suggested that someone who will be going to Field Day on Larch Mountain should be appointed to police the attendance maximum. He suggested Joel since his name would be on the permit.
- Randy W7OZM asked if this meant bring your own radio as in “Go Kit” radios. The answer was yes. There can't be any sharing of microphones.
- Chris said we should start a list of people who wanted to go for the entire weekend, only Saturday, Sunday morning, etc. It was also discuss that maybe we could have 10 people per shift such as 11-3, 3-7, 7-11. Cory KA7IUG volunteered to compile the list. Shaun mentioned we could do a survey on Mail Chimp.
- Jim said this will be a Field Day like no other in our history from 1975. It was decided to work on going to Larch Mountain first. Secondly it would to hold a club contest.
- Wayne AI9Q said that Clark County ARC would be holding a special event station this coming Saturday 5/23/2020 to celebrate the 90th anniversary of Clark County ARC and the 40th anniversary of Mt. St. Helen's eruption.

Board Election Discussion: Shaun presented information about the five open positions and not being able to hold a face-to-face meeting to hold elections. He went through the constitution to see if and how we could do this as the college (meeting rooms) is closed at this time and may not be open for some time. The Board wanted to know what would be an accepted policy to fulfill the positions of President, Vice President, Secretary, 2-Two year positions and 1-One year position. Shaun said that the nominating committee had a slate of candidates for the position.

May Minutes Continued

- There was discussion from members if we could do a vote by Mail Chimp or Survey Monkey or mail in voting via the newsletter form, etc. Rob asked if we could do a motion for one-time only emergency ballot and do it online. It was also discussed if we could have members vote by email but that wouldn't be secret. Cory read from the HARC Bylaws, Section 3. Nominating Committee, subsection H. 1 & 2 about vacant positions. It was determined that the Web-Ex meeting was the May General Meeting.
- From the Nominating Committee:
 President- Joel Harrington N7LF
 Vice President- Chris Jensen KG7ADQ
 Secretary- George Dover W7GEO
 Two-year Board Member- Larry Bishop W4OPA and Dennis Desper KI7SJY
 One-year Board Member- Kenn Clulow K7ENN or Denny Doolittle WB7UFJ
- Mel KK7SR moved to close nominations, Jim KA7AGH seconded the motion, motion passed by a show of hands on WEB-EX.
 Joel N7LF resigned from his current position in order to run for President.
- Rob K7MR made a motion for a one-time only vote for the uncontested positions of President, Vice President, Secretary, and the two two-year positions via Web-Ex by voice roll call of those members attending. Chris KG7ADQ seconded the motion. Shaun conducted a roll call vote. Everyone voted yes except for one abstain from a new member, and two people who we could hear.
- More discussion followed on how to vote for the contested position of the one-year term. It was determined that we could use the "show of hands" button to vote for either Kenn or Denny. Chris KG7ADQ asked if each candidate would like to say a few words. We would take a second vote for those people sharing a computer.
- Cory made a motion to vote using Web-Ex show of hands, Chris seconded the motion, motion passed.
 Cory amended her motion to included everyone in the voting, including the phone log-ins to email their vote to Shaun within 24 hours, George seconded the motion, motion passed.

- Shaun then took the votes. Shaun is the only one that could see the "hands up" because he was host. He took screen shots of the votes. For those members who were calling in on a phone they would have 24-hours to email Shaun for their votes to be counted.

- He will send out the results tomorrow night.

Secretary's Report: Rob K7MR moved to accept the secretary's report that was posted in the newsletter, Jim KA7AGH seconded the motion, and the motion passed by a show of hands on Web-Ex.

Treasurer's Report: Rob K7MR moved to accept the treasurer's report that was posted in the newsletter, Scott KC7ZUH seconded the motion, and the motion passed by a show of hands on Web-Ex.

Sunshine Report: Cory reported on a few members who need good thoughts and extra prayers. Steve N7LTC is having a medical procedure soon, Karl KG7ZRA is having open heart surgery in June, John W7SIR is still kicking his cancer and a broken vertebra after a fall, and John KF7ZWX is fighting for his life. Cory also said that Richard KE7AOA had a house fire recently and lost most of his radio gear. He is living in an apartment now.

Additional Business: none

Adjournment: Jim KA7AGH made a motion to adjourn the meeting at 9:06 PM, Scott KC7ZUH seconded the motion, motion passed by a show of hands on Web-EX.

Treasurer's Report as reported at the June 2020 board meeting by treasurer, Jim KA7AGH. Jim reported that our only income for the month was dues. And our only expense was PayPal fees. Bank and Report balanced.



CURRENT BALANCE

General Fund	\$ 6,382.80
Repeater	\$ 7,165.68
Training	\$ 115.47
Scholarship	\$ 2,219.87
TOTAL FUNDS	\$15,883.82

HARC June Board Meeting

June 4, 2020 via WebEx at 7:00 PM Attending:

President - Joel N7LF, Vice President - Chris KG7ADQ,
Past President - Shaun N7TNP, Treasurer - Jim -
KA7AGH, Secretary - George W7GEO,

Board Members - Tommy KJ7HRA, Kenn K7ENN, Larry
W4OPA, Dennis KI7SJY

Guests - Cory KA7IUG, Denny WB7UF, Rob K7MR

Business:

•Joel read the May board secretary minutes - Jim

KA7AGH made a motion to accept minutes, Kenn K7ENN seconded it. Minutes accepted.

•Jim KA7AGH read the treasure report. Chris KG7ADQ made a motion to accept treasure report, Tommy KJ7HRA seconded it. Treasure report was accepted.

•Bank Account - Joel asked Jim if we needed changes in the club bank account. Jim mentioned we need to have a new signature card. Joel stated Thursdays or Fridays would be best for him to get together to sign the card. Shaun will arrange with the bank to get this done.

•Committee Report on the club website - Joel asked Shaun about moving the club website from Bryan Caddy's website. Shaun reported the club website has been moved to the QTH web provider. There are still a few bugs in the webpages, but those are being worked out. The membership page information is pulled from the user profile. It was brought up that all members will need to update their profile to ensure the membership page is up to date.

•Committee Report on the State DOJ and club constitution - Joel brought up the discussion on section 4 of the club constitution. Jim reported that he filed all of the required annual paperwork with the State of Oregon DOJ. Jim also mentioned to the Board that the annual insurance has been paid for the club's trailer.

•Shaun will send out the links for the Pizza Party May 5th and the June general meeting on WebEx.

•General Meeting Topics - Joel brought up the subject of programs for the club general meetings. Jim talked about it is the responsibility of the board members and leaders to come up with topics for the programs of the club general meetings. Chris asked Joel if he would give his presentation on solar power. This will be a floating topic to be given September or October.

•2020 Field Day - Joel obtained the field day site permit and showed it to the board meeting attendees. There were a number of restrictions that must be met:

*COVID-19 requirement limited to 10 persons on the site at a time. May change if the Multnomah County and US Forest Service change the limit on number of people in a gathering.

*Mile post 10 must be kept locked, since the site is not open to the public at this time.

*Everyone who goes to the site must be self-contained. No group dining or restroom facilities will be available.

*Jim obtained the W7Q call which can be used at the site.

*Club members can work field day from their home using their personal call sign and combine their contact scores with the clubs. See the ARRL 2020 Field Day Waiver for details.

•Nominating Committee - There are a number of open committee positions available. Shaun will head up a committee to nominate members to fill these positions. Nominating Committee consists of Shaun, Jim, Cory and Chris. Others who would like to join the committee should contact Shaun. Joel will ask the general membership for members volunteering for filling positions in the June general meeting.

•Policy and Procedures Review Committee: Constitution Article 6, Section C. - Joel ask if Rob would head this up. Rob stated he would help but his work would limit his participation in this position. Chris, Cory and Shaun have volunteered to be on the Policies and Procedures Review Committee.

•Club website - Shaun will update the club committee chair positions on the club website.

•Club Ombudsman - Joel proposed the position of club ombudsman to help resolve any club member issues. There was discussion and consideration of this position.

•Club Dues - Joel brought up Article 3 Section B dues and the need to annually establish. The idea of moving the collection of membership dues to the first of the year was brought up. After a discussion, the dues will remain the same and it was decided to leave the dues coming due to throughout the year based on when the member joins to avoid the complications of prorating any dues throughout the year. Jim made the motion to leave the dues collection the same as it currently is, which is throughout the year. Ken second the motion. Motioned passed.

•Review of DOJ Audit - Cory will write up an article of the audit with Jim. This summary will be reviewed by club officers and board and placed in the club's newsletter by Shaun. Shaun will also write up a lessons learned on this DOJ Audit.

•Annual Picnic - Cory will check with the City of Gresham on picnic site, Red Sunset Park, to see if and when it is available.

•Kenn brought up a question on ARRL membership - There was a question on how to determine which club members are members of the ARRL. Shaun will add this field to the member profile on the club's website.

•Motion to close the board meeting was given by Kenn. Second by Shaun. Meeting was closed at 9:00 PM.

From the Board to the Hoodview Amateur Radio Club Membership:

2020 has been a difficult year for our club.

The January club meeting was just the beginning of our club's adversity for the year. We had accusations brought up against a club officer prior to and during the January 16, 2020 club meeting. Shortly after the January meeting the board received a written formal complaint from a club member. Members of the board were working hard to understand and resolve the complaint between to club members involved. Before the board had an opportunity to resolve the matter, five members of the board resigned from the board unexpectedly during the February meeting. Three of the members also left the club. This very unfortunate event and others to follow could have destroyed our club. The remaining board and concerned club members stepped up to support the continuation of the club and do whatever it would take to make things right and heal the wounds. On top of all of this, our club was also impacted by the Corona Virus.

In late March some past members of the 2019 board and the remaining 2020 board members received a letter from the Oregon State Department of Justice, Civil Enforcement Division. After contacting the DOJ, it was discovered that the DOJ had received an anonymous and confidential complaint against the club, which triggered an audit of Hoodview's operating and financial practices. Jim, Cory, and Shaun spent many long hours pulling all of the information requested for the DOJ audit.

Upon completion of their audit, the DOJ sent the board a report. The auditor wrote, "During the course of the review I did not find any indications of improper usage of organizational funds." In summary, the Auditor recommended Hoodview work to improve the following issues:

1. Revise the Constitution and By-Laws to limit related parties participating on the Board of Directors.
2. Improve book keeping, and tracking of donated items and consignment sales.
3. Increase the transparency of the Club's Board of Directors.

At the May club meeting we replaced the vacant board positions. The board has a plan to address issues brought to light from the recent DOJ audit. A committee will review our constitution, by-laws, policies, and procedures. After review, the committee will recommend updates to these documents. The committee will also draft any new documents required to maintain our good standing as a 501(c)3 non-profit. Going forward, we will be including all monthly board meeting minutes in our monthly newsletter and post on our website. This move is to satisfy one of our audit requirements to increase transparency. The President has also added a new committee position, an Ombudsman. This new yet to be appointed "one person" committee will be responsible for assisting in conflict resolution and will act as an independent party to bring issues forward to the board.

Our goal is to move forward and continue to be the best club in East Multnomah County.

Joel Harrington N7LF, Chris Jensen KG7ADQ, George Dover W7GEO, Jim Schoch KA7AGH, Shaun Harteloo N7TNP, Kenn Clulow K7ENN, Tommy Yeung KJ7HRA, Larry Bishop W4OPA, Dennis Desper KI7SJY

On the following eight pages, we have included the first letter from the DOJ requesting information for the audit investigation and then the completed report from the DOJ.

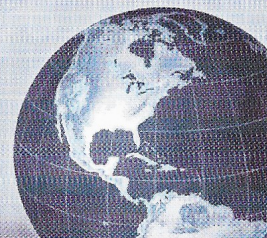
DATeline INTERNATIONAL TRAVEL

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ELLEN F. ROSENBLUM
Attorney General



FREDERICK M. BOSS
Deputy Attorney General

DEPARTMENT OF JUSTICE
CIVIL ENFORCEMENT DIVISION

March 9, 2020

Shaun Harteloo, President
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Gresham, OR 97030-0210

Jim Schoch, Treasurer
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P.O. Box 951
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Cory Schoch, Director
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Joel Harrington, Director
Hoodview Amateur Radio Club
P.O. Box 951
Gresham, OR 97030-0210

Re: Hoodview Amateur Radio Club
DOJ File No. XDC0025-20

Dear Board Directors:

The Attorney General has common law and statutory authority over all charitable corporations and trusts operating in Oregon. Pursuant to the supervisory power granted to the Attorney General by the Charitable Trust and Corporations Act (see ORS 128.610 et seq.) this office intends to conduct a limited review of the financial activity of Hoodview Amateur Radio Club (HARC).

Hoodview Amateur Radio Club
DOJ File No. XDC0025-20
Document Request
Page 2 of 2

The purpose of our inquiry will be to review the receipt and dispersal of funds by HARC. The Department's review may expand dependent on the findings related to this initial review.

For purposes of our review there should be made available all the financial and administrative records of the organization. The specific items we are requesting at this time are noted on the attached list. Additional documents may be required as the review progresses.

The requested documents should be made available for review by April 6, 2020. Once you have compiled the requested information, you should contact our office to make arrangements for DOJ to receive the documents. Alternatively, you can mail the document copies to me at the address listed at the bottom of this page.

Feel free to contact me at (971) 673-1921 or Kris.A.Kalanges@doj.state.or.us if you have any questions related to the specific requested documents, or if you have any other questions related to our review.

Sincerely,



Kris A. Kalanges, CPA, CECFE
Financial Investigator
Oregon Department of Justice

pc: File

Letter from the Oregon Department of Justice**EXHIBIT 1****INSTRUCTIONS AND DEFINITIONS**

The required documents are for the period from **January 1, 2018 through March 1, 2020** as detailed below.

DOCUMENT DEFINED: “document”, as used here, refers to all physical documents, audio or video recordings, electronic communications (e-mail) and electronic storage of data, facsimiles, and any other materials in the possession of the organization. Furthermore, the requested items below should be considered to be ongoing requests continuing during the entire length of the Department of Justice review.

Required Documents

1. For all organization bank and credit accounts, please provide copies of: the ^Acheck register(s); ^Bbank statements; ^Cbank deposit slips and offsets; ^Dcredit card statements (if any); ^Ecancelled checks (front and back); account opening documents showing who has signature authority over the accounts.
2. A copy of the club’s accounting records (if QuickBooks, please provide a copy of the .qbb file on a thumb drive) including the General Ledger, the Cash Receipts Journal and the Cash Disbursements Journal.
3. Copy of the annual budgets for the years under review.
4. Copies of logs or lists of used equipment donations received and, if sold, copies of the sales records showing the amounts received for each sale.
5. Copy of current directors and their contact information.
6. Copy of board meeting minutes.

ELLEN F. ROSENBLUM
Attorney General



FREDERICK M. BOSS
Deputy Attorney General

DEPARTMENT OF JUSTICE
CIVIL ENFORCEMENT DIVISION

May 8, 2020

Jim Schoch, Treasurer
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Joel Harrington, Director
Hoodview Amateur Radio Club
P.O. Box 951
Gresham, OR 97030-0210

Re: Hoodview Amateur Radio Club
DOJ File No. XDC0025-20

Dear Board Directors:

This letter is to advise you that the Department has completed its review of Hoodview Amateur Radio Club (HARC) regarding its financial and operational procedures. The following are issues of concern and recommendations related to HARC's operations regarding the same. This report should be shared with your full board of directors. We appreciate your cooperation during our review.

During the course of the review I did not find any indications of improper usage of organizational funds. However, I did observe weaknesses in the organization's financial and other internal controls that leave it susceptible to misuse of its assets and abuse of leadership. Those weaknesses and several other concerns are addressed below. They include matters of internal control, nonprofit "best practices", and the requirements of ORS 65.

- **Related-party issues.** I observed during the period under review, that at least two married couples have served concurrently as officers and board members: Scott Burrows, Director, with his wife Leslie Burrows, Director; Jim Schoch, past-President/current Treasurer, with his wife Corinne ("Cory"), past-Secretary/President/Director. While not a violation of nonprofit law, having multiple family members serving concurrently as directors and officers is considered not to be among nonprofit "best practices." This is because of the *potential* for loss of objectivity and abuse of authority among related directors voting as a block. Related family members should feel free to serve as directors or officers on separate occasions but should not serve concurrently. There is also the potential for leaving the club vulnerable to theft of its assets. And, as is often the case in smaller organizations, the same core of committed members, including related-parties, rotates through the various positions of

Hoodview Amateur Radio Club
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responsibility. While such commitment is laudable, it comes with its own set of pitfalls including, but not limited to, “burn-out” of those dedicated members and lax internal controls.

For example, the current Treasurer was authorized by his then-Secretary spouse as a signatory on the club’s bank account. That officer also retains possession of one of the club’s debit cards as a result of a board motion by the same spouse later serving as President. Consequently, someone who has authority to spend the club’s funds is also the person who controls the books and records and accounts for how those funds are spent. This is an example of how a related-party issue can lead to an internal controls issue.

Recommendation: The HARC directors should review the club’s Bylaw’s and implement policies and procedures which prevent related parties from serving concurrently as directors and as officers. Encouragement may be needed to induce others to step up and serve on the board. Additionally, segregation of duties should be implemented which prevents access to, and accounting for, club funds by the same individual. Segregation of duties can be a daunting challenge for a small organization with limited resources. But if, for example, additional qualified non-related individuals are added to the board, duties can be assigned in such a way as to avoid the potential pitfalls which currently exist. Also, a board member in addition to the club Treasurer should review the monthly bank statements. And consideration should be given to requiring dual signatures on all checks over a specified amount such as \$500 or whatever threshold the board determines to be prudent. The board need not micro-manage every expenditure of club funds. However, sufficient controls should be implemented to ensure that any misuse of club funds is caught early on.

- **Cash and other controls.** HARC generates revenue from various sources including: club membership fees; sales of tickets to its Winter and Spring banquets; charitable donations; the sale of educational materials such as ARRL study guides for its licensing classes; and the sale of club-owned and donated/consignment radio equipment. While much of this revenue is received via PayPal and by check, the club also generates a significant amount of cash, for example, via sales of radio equipment, such as at the annual ham radio fest Sea-Pac. I observed that cash is often a component of its bank deposits. For example, immediately after Sea-Pac participation in early June there is a large amount of cash deposited by the club. Presumably the cash is from the sale of used radio equipment. This presence of cash in the club’s deposits is a good sign that cash derived from whatever source is going into the club’s bank account as it should. In other words, IF there was evidence that the club receives cash revenue and IF there was rarely a cash component to its bank deposits, THEN there would be cause for concern. The records indicate that cash received by the club is deposited into the club’s bank account.

However, there appears to be a lack of cash controls. I observed that a list is kept of donated radio equipment to be sold. The list includes estimated values for the various pieces, based on online searches of eBay and ham radio websites/classified sections. When an item is sold, for example, at Sea-Pac, the cash payment is put into a cash box. And after the conference

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Implementing such controls over cash and equipment will help HARC directors to: better exercise their legal fiduciary responsibility over HARC's assets; demonstrate to its members and the public the board's commitment to discharging their duties with integrity; and help ensure that HARC's assets are available to the club to further its charitable mission.

- **Board Access to Information:** ORS 65.301ff sets forth Oregon nonprofit law as it pertains to directors. ORS 65.357 addresses general standards for directors including the following:

(1) A director shall discharge the duties of a director, including the director's duties as a member of a committee:

- (a) In good faith;
- (b) With the care an ordinarily prudent person in a like position would exercise under similar circumstances; and
- (c) In a manner the director reasonably believes to be in the best interests of the corporation.

(2) In discharging the duties of a director, a director is entitled to rely on information, opinions, reports or statements, including financial statements and other financial data, if prepared or presented by:

- (a) One or more officers or employees of the corporation whom the director reasonably to be reliable and competent in the matters presented;

Simply stated, directors have a legal obligation to exercise fiduciary oversight of the nonprofit. In order to carry out their fiduciary responsibility, directors are legally entitled to information necessary to inform their decision making or to fulfill any other duties of their position on behalf of the organization. This information includes the organization's committee reports, its Treasurer or other officer reports and any and all other information belonging to the organization, such as bank records, financial statements and the like. The organization's information, including its books and records, and whether it be of a financial, technical, legal or any other nature, belongs to the organization. And directors have the right to review and use the information to discharge their duties to the organization. No director should have organizational information withheld based on an arbitrarily determined "need to know" rationale, by means of unreasonable delays, or for any other reason. The essence of a nonprofit is "public trust." The cultivation of such trust requires transparency. Directors are best able to carry out this "public trust" with free and full access to the organization's information. Decision making is best when based upon complete and current information.

Recommendation: The board should periodically review ORS 65 in general and the requirements and authorizations of ORS 65.357 in particular. This will strengthen decision making and help to create and reinforce an organizational culture of integrity and transparency, thereby fostering greater public trust in the organization, and a greater reputation in the community within which it pursues its charitable purpose.

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the cash generated by sales of the donated/consignment equipment is deposited into the club's account. I take into consideration that haggling over the price may occur and a lower offer may be accepted. At some point the status of sold pieces are updated on the list to "sold" and a sale price is recorded. However, it is not clear that there are safeguards in place to ensure that: the sale price recorded on the inventory list is the actual cash price received; all the cash received from sales makes it into the cash box; and all the cash in the cash box is deposited into the bank's account. It is not possible to tell from the amount of cash deposited what pieces were sold and that the amount deposited reconciles to the amount received.

The preceding observations also apply to the club's inventory of donated/consigned equipment. It is not clear what kind of inventory control is in place to safeguard donated equipment. Some of the pieces of equipment in the club's inventory appear to have been on the list for quite some time. Nor is it clear how the list is maintained or what safeguards are in place to make sure pieces that go unsold over a long period of time are kept from "going missing" or being "borrowed" for personal use.

Recommendation: Cash controls should be implemented by HARC to safeguard cash receipts and to ensure all cash received is deposited into the HARC bank account. For example, at Sea-Pac at least two club members should man the table where equipment is sold. A list of equipment to be sold should be prepared which includes the quantity of each item; a description for each item; the "asking" price for each item; the amount received for each item sold; and a line next to each item sold to be initialed by both members manning the table, affirming that such-and-such item sold for the recorded amount. Additionally, at the end of the day a cash count sheet should be made showing the amount of cash received (currency and coin) which was put into the cash box that day. The cash count sheet and the equipment sold sheet should reconcile, be kept together and under the control of someone other than the person controlling the cash box at the end of the day. If the cash is not deposited at the end of the day, the next day before selling more equipment it should be counted by two or more members and the total reconciled to the cash count sheet from the night before. The prior day's sales proceeds should be kept secure and separate from the subsequent day's sales proceeds. The sales record and cash count process should be gone through each day that equipment is sold. At the end of the conference, two people not involved in the daily sales should reconcile total cash proceeds on hand to the sales sheet(s) and the deposit should be prepared. The deposit should be made by someone other than those reconciling and preparing the deposit. Each month, the bank statement should be reviewed, and the cash deposit documents reconciled to the statement. Someone in addition to the Treasurer should also be reviewing the bank statement each month.

Similar records should be created/maintained for club-owned, donated and consigned equipment. And an inventory should be conducted at least quarterly. If a piece of equipment is no longer in inventory, it should be noted as such including when it was removed from inventory, the reason (sold, put into club usage, abandoned as unusable, unrepairable, or unsaleable, etc.) and the inventory updated.

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Please review this report with the full board and let me know your response. If you have any questions or concerns feel free to contact me at kris.a.kalanges@doj.state.or.us.

Thank you for your cooperation with the review. A copy of this letter will be kept in the case file. As such, this ends our review.

Sincerely,

Kris A. Kalanges

Kris Kalanges, CPA, CECFE
Financial Investigator
Oregon Department of Justice
Charitable Activities Section

HOODVIEW AMATEUR RADIO CLUB MEMBERSHIP FORM

Make checks payable to: HOODVIEW AMATEUR RADIO CLUB, PO BOX 951, GRESHAM OR 97030

Name: _____		Call Sign: _____
Home Phone: _____	Cell Phone: _____	License Class: _____
Email: _____		Birth Date: _____
Address: _____		
City: _____		State: _____ Zip: _____
Spouse Name: _____		Call Sign: _____
Home Phone: _____	Cell Phone: _____	License Class: _____
Email: _____		Birth Date: _____
Addt. Family Name: _____		Call Sign: _____
Home Phone: _____	Cell Phone: _____	License Class: _____