

# Connecticut Spectrum Management Association

## Meeting Minutes

### ZOOM Meeting

October 27, 2024

President Paul Gibson called the meeting to order at 10:08 AM.  
(The meeting was conducted on-line via Zoom software, to reduce participant travel-time.)

Officers present were:

President	Paul Gibson (N1TUP)
Vice President	Rod Lane (N1FNE)
Secretary	Dan Thayer (W1CDT)
Treasurer	Dan Thayer (W1CDT) (Interim)
Director - 860 & Freq. Coordinator	Dana Underhill (KB1AEV)
Director at Large	George Carbonell (N1RMF)
Director at Large	Bruce Marcus (N1XG)

Officers Absent:

Director – 203	Curt Seaton (K4JCS)
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Also participating were:

Mike Walters (W8ZY), Bob LaFlamme (W1SQ), Rod Bungard (N1RUU)

#### Moment of Remembrance:

President Gibson requested that prior to their deliberations, the group observe a moment of silence in remembrance of George Cleveland (WA1QGU) (SK). He had been the 10 and 6 meter Coordinator for NESMC for over 40 years.

#### Old Business:

- The Minutes of the October 22, 2023 meeting were presented by the President. A motion to accept the Minutes as read was made (Marcus) and seconded (Carbonell) and passed by voice vote.
- The Treasurer's Report was presented by Thayer, Interim Treasurer. The October, 2023 beginning balance was \$2,447. Income was \$100 by donation, and \$1 interest. Expenses were \$92. The ending balance was \$2,456. A motion to accept the Treasurer's Report as presented was made (Marcu) and seconded (Underhill) and passed by voice vote
- Underhill reported that emails were once again being sent by the CSMA website to the CSMA Officers and Directors.

*This was an action item from the 2023 CSMA meeting.*

- Gibson reported that the addition of the Area 860 Director as a 3<sup>rd</sup> signatory of the CSMA checking account had not been accomplished. Action was postponed until a permanent Treasurer could be elected.

*This is an Action Item from the 2023 CSMA meeting.*

## New Business:

- Election of Officers

CSMA officers serve staggered 3-year terms. This year the offices subject to election are:

President	(Incumbent – Paul Gibson, N1TUP)
Treasurer	Vacant
Director-860	(Incumbent – Dana Underhill, KB1AEV)

The incumbents indicated their willingness to serve another term. Rod Bungard (N1RUU) was nominated for Treasurer by Thayer and Seconded by Underhill.

There were no further nominations from the floor.

A motion was made by Marcus to have the President direct the Secretary to cast one vote for each of the positions.

The motion was Seconded by Carbonell and passed by voice vote.

The President directed the Secretary to cast a single ballot for each of the incumbents

The following were elected to a 3-year term ending 12-31-27.

President	Paul Gibson (N1TUP)
Treasurer	Rod Bungard (N1RUU)
Director-860	Dana Underhill (KB1AEV)

- Timeliness of Coordination Correspondence

Underhill requested that action be taken to establish a time limit regarding the timeliness of responses by the applicant to the Coordinator's written request for information regarding a new coordination, or a major modification of an existing coordination, or the renewal of an existing coordination.

After discussion, a motion was made by Marcus and Seconded by Thayer to add Section 16-G to the Coordination Guidelines which would require the applicant to respond to CSMA's written request for information within thirty (30) calendar days from the date of the request. Failure of the applicant to make a timely response shall result in the automatic dismissal of the application without prejudice. The motion passed by voice vote.

- Underhill polled the Officers and Directors regarding the need for their notification regarding routine matters before the Coordinator. He explained that he had established the practice of forwarding a copy of all applications and requests to the Secretary. The two subsequently discuss the most appropriate course of action, and who will initiate that action. This has worked well over the past year as a safeguard from applications and requests going unanswered.

Underhill stated that he has continued the practice of forwarding to all Officers and Directors for their information and comments any application or request that is problematic.

The Officers and Directors unanimously agreed that this had proven to be a workable practice and should be continued.

## Adjournment

There being no further business to come before the group, a Motion to Adjourn was made (Marcus) and seconded (Underhill) and approved by unanimous voice vote. President Gibson adjourned the meeting at 10:38 AM.

**MINUTES ARE NOT OFFICIAL UNTIL APPROVED AT A SUBSEQUENT MEETING**