

Connecticut Spectrum Management Association

Meeting Minutes

ZOOM Meeting

October 25, 2020

President Paul Gibson called the meeting to order at 10:01 AM.
(The meeting was conducted on-line via Zoom software, due to COVID-19 meeting restrictions.)

Officers present were:

President	Paul Gibson (N1TUP)
Vice President	Rod Lane (N1FNE)
Secretary	Dan Thayer (W1CDT)
Treasurer	Fran Miele (W1FJM)
Director - 860 & Freq. Coordinator	Dana Underhill (KB1AEV)
Director – 203	Curt Seaton (K4JCS)
Director at Large	George Carbonell (N1RMF)
Director at Large	Bruce Marcus

Also participating were:

Don Gouin (K1CMM), John Barrett (KC1ADT), Bill Wawrzeniak (K1KKF), Bill McVinua (KA1FAI), Steve Urso (N1CM), and Din Izzo (W1FYG).

Old Business:

- The Minutes of the October 20, 2019 meeting were read by the Secretary. A motion to accept the Minutes as read was made (Miele) and seconded (Carbonell), and passed by voice vote.
- The Treasurer's Report was presented by the Treasurer. The October, 2019 beginning balance was \$2,772. Expenses were \$50.00. There was no income. The ending balance was \$2,722. A motion to accept the Treasurer's Report as presented was made (Thayer) and seconded (Lane), and passed by voice vote.

New Business:

- Election of Officers

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

Vice-President
Secretary
Director – 203 Area

The three (3) incumbents indicated their willingness to serve another term.
There were no nominations from the floor.
The President directed the Secretary to cast a single ballot for each of the incumbents.

(continued)

The following were elected to a 3-year term:

Vice President	Rod Lane (N1FNE)
Secretary	Dan Thayer (W1CDT)
Director – 203	Curt Seaton (K4JCS)

- President's Comments

President Paul Gibson noted that when viewing the CSMA policies on the website, the date of the current policy's adoption appears at the top of that policy. Also, the last section of the policies contains a Document Modification History, chronicling the changes made in the policies.

- Coordinator's Report

Dana Underhill reported that expired coordinations continue to remain a problem. This is often exacerbated by a lack of current contact information associated with the expired coordinations.

Approximately 12-18 cross-coordination requests were handled during the year.

Link Frequencies used to link or control repeaters may now be entered into the CSMA database. There are marked "private", are not visible to the public, but are visible to CSMA Board members.

- Policy Language Discussion

Paul Gibson initiated a discussion regarding the use of some words in the CSMA policies.

He noted that a "pool" of available frequency pairs does not exist, per se.

The absence of a frequency in CSMA's records of coordinated frequencies does not indicate that it is, in fact, usable in Connecticut. The use of that frequency in an adjacent State may preclude its use in Connecticut, for instance.

The most accurate descriptions of an uncoordinated frequency are "uncoordinated", or "unassigned", or "unallocated", or "unused". None of these descriptors indicates that the frequency is actually available for use.

President Paul Gibson agreed that he would review the CSMA policies, and remove any references to a "pool", and replace these references with words carrying a more general meaning.

- Frequency Coordination Process Discussion

There was discussion regarding the application process for frequency coordination.

It was the consensus that there exists a need for an instructional document on the website. This document would provide a "how to..." for applying for frequency coordination. Bullet points would bring the applicant through the frequency selection process, and would include links to the sites regularly used by the Coordinator when reviewing an application. This would be a document that was readily updated and amended, without the need for CSMA Board oversight, action, or approval.

Coordinator Dana Underhill agreed that he would create and post a "How to..." sheet as discussed.

There being no further business to come before the group, a Motion to Adjourn was made (Thayer) and seconded (Miele), and approved by unanimous voice vote. President Gibson adjourned the meeting at 10:49 AM.