



**ARRL HEADQUARTERS**  
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## ADVANCE NOTICE OF 2023 SECOND MEETING – June 1, 2023

TO ALL DIRECTORS, VICE-DIRECTORS, and OFFICERS:

In compliance with the requirements of the Articles of Association and the relevant provisions of the By-Laws, the 2023 Second Meeting of the Board of Directors of The American Radio Relay League, Incorporated, is hereby called for **9:00 a.m. Eastern, Friday, July 21, 2023**, at the Hartford/Windsor Airport Marriott at 28 Day Hill Rd., Windsor, Connecticut.

Arrangements have been made for a group dinner on Thursday evening July 20<sup>th</sup>, at 6:30 p.m., followed immediately by an informal session which all ODV are expected to attend. Dinner on Thursday and Friday will be preceded by an attitude adjustment hour at 5:30 p.m. Other group meals are Friday and Saturday lunches, as well as Friday reception/dinner. There will be no food served in the morning hours. Breakfasts will be reimbursed by the League. Note that there will be a cash bar prior to the dinners. Purchases from the cash bar are not reimbursable. We expect the meeting will conclude by 5:00 p.m. on Saturday.

You will continue to use BoardEffect for the ARRL 2023 Second Board Meeting with the most up-to-date versions of reports and meeting materials. Hard copies of Board books are no longer distributed, but all materials can be printed directly from the BoardEffect platform at any time. All written reports should be emailed to [ExecAdmin@arrl.org](mailto:ExecAdmin@arrl.org) no later than **Friday, July 14<sup>th</sup>** to allow time for review by all members of the ODV.

Honorary Vice Presidents, Directors Emeritus, past Presidents, and past Directors are invited to attend in observer status at personal expense.

Vice Directors are authorized to attend with expenses charged to the Board Meeting account. Expenses are reimbursable beginning the day prior to the meeting, the days of the meeting and the day after the meeting. Cash advances are available upon request for those traveling at League expense.

Complimentary transportation to and from Bradley International Airport will be provided by the Marriott daily between the hours of 4:00 a.m. and 11:00 p.m. Please use the Marriott courtesy phone located in the baggage claim area for service. If you are arriving after the shuttle is no longer available, the Marriott will re-imburse the cost for a cab service (Uber/Lyft included). Please see the front desk for reimbursement. **An accommodation form accompanies this Notice**; please return the form or respond by email by **Friday, June 23<sup>rd</sup>** to [ExecAdmin@arrl.org](mailto:ExecAdmin@arrl.org). Accompanying spouses are invited to attend lunches and dinners with the Board family.

To qualify for the two-thirds voting standard to approve changes or amendments to the Articles of Association and By-Laws, any proposal to do so must be received by the Secretary by **Wednesday, June 21<sup>st</sup>, 2023 at 5:00PM EST**. Any proposals received after that date will be subject to a three-fourths majority vote.

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### OFFICERS

**Rick Roderick, K5UR**  
President

**David Minster, NA2AA**  
CEO & Secretary

**Michael Raisbeck, K1TWF**  
First Vice President

**Diane Middleton, W2DLM**  
Chief Financial Officer

**Bob Vallio, W6RGG**  
Second Vice President

**John Sager, WJ7S**  
Treasurer

**Rodney Stafford, W6ROD**  
International Affairs Vice President

It is requested that insofar as possible, motions to be submitted at the meeting be prepared in advance in writing so that a copy can be handed to the Secretary at the time of presentation. It is important that the motion as handed to the Secretary be the same as that submitted for Board consideration. While we will have word-processing and duplicating capability at the meeting site, this should not replace advance preparation. If you wish to have a proposed motion circulated in advance, either send it to [ExecAdmin@arrl.org](mailto:ExecAdmin@arrl.org) as soon as possible or post it on the Board's reflector. Please provide all motions in **Word format** to [ExecAdmin@arrl.org](mailto:ExecAdmin@arrl.org) .

Please also note Standing Order 30: "Each Director offering a motion requiring the expenditure of funds for implementation shall include with the motion his [or her] estimate of the costs involved and the suggested method of funding those costs."

Also note Minute 42 of the 2004 Annual Meeting: "Any motion to create or substantially modify a program or activity shall include documentation of the expected revenue and expense generated by the proposed program or activity."

Finally, meeting attendees are advised that the proceedings will be recorded electronically.

Sincerely,



David Minster, NA2AA  
Secretary