



ARRL HEADQUARTERS

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ADVANCE NOTICE OF 2024 ANNUAL MEETING – December 5, 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 2024 Annual Meeting of the Board of Directors of The American Radio Relay League, Incorporated, is hereby called for **9:00 a.m. Eastern, Friday, January 19, 2024**, at the Hartford/Windsor Airport Marriott at 28 Day Hill Rd., Windsor, Connecticut.

There will be an all-day orientation program for newly elected or appointed Directors and Vice Directors on **Wednesday, January 17th** at ARRL Headquarters. Those who will be participating in the orientation sessions should plan on arriving in CT on Tuesday, January 16th. Specific details of that day will be sent to participants in early January.

Arrangements have been made for a group dinner on Thursday evening January 18th, 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. Please note: there will be a cash bar prior to the dinners. Purchases from the cash bar are not reimbursable. Lunches will be served as group meals on Friday and Saturday. There will be no food served in the morning hours. Breakfasts will be reimbursed by the League. We expect the meeting will conclude by 5:00 p.m. on Saturday.

The annual Board photo will take place on Friday, January 19th at 1:00 p.m. Any Officers, Directors or Vice Directors who have joined the Board since January 2023 will also have individual headshots taken on that day. Please wear professional business attire (jacket/sport coat and tie) for these photos.

We will continue to use BoardEffect for the ARRL 2024 Annual Board Meeting for the most up-to-date versions of reports and meeting materials. You can print hard copies of all materials directly from BoardEffect at any time. All written reports should be emailed to ExecAdmin@arrl.org no later than **Monday, January 8th** to allow time for review by all members of the ODV.

Cash advances are available upon request for those traveling at League expense. Honorary Vice Presidents, Directors Emeritus, past Presidents, and past Directors are invited to attend in observer status at personal expense.

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

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 arrive after the shuttle is no longer available, the Marriott will reimburse the cost for a cab service (Uber/Lyft included). Please see the front desk for reimbursement. ARRL will not reimburse this expense. **An accommodation form accompanies this Notice**; please return the form or respond by email by **Monday, December 18th** to ExecAdmin@arri.org. Accompanying spouses are invited to attend group 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, December 20, 2023, 5 p.m. Eastern**. Any proposals received after that time will be subject to a three-fourths majority vote.

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 provided to the Secretary prior to the time of presentation. It is important that the motion as provided by the Secretary be the same as that submitted for Board consideration. When submitting motions, please submit them in **Microsoft Word** format. Unfortunately, PDF's will not format correctly into additional meeting documentation. Please send your proposed motion to ExecAdmin@arri.org or post on the Board's reflector. Motions submitted prior to the meeting is critical for planning purposes. Please do so as soon as possible.

Please also note Standing Order 30 (Section 2.1.3): "Each Director offering a motion requiring the expenditure of funds for implementation shall include with the motion their estimate of the costs involved and the suggested method of funding for those costs."

Also note Standing Order 04-1.42 (Section 4.6): "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 A. Minster, NA2AA
Chief Executive Officer and Secretary