

## **Report of the Administration and Finance Committee**

July 2015

### **Committee Members**

Chairman Greg Widin, KØGW; Directors Rod Blocksome, KØDAS; Jim Boehner, N2ZZ; Dick Isely, W9GIG; Jim Pace, K7CEX; Vice Director Mike Lee, AA6ML; Treasurer Rick Niswander, K7GM

### **Committee Activities**

#### **Infrastructure security assessment.**

A security assessment firm, GreyCastle Security, was engaged to examine the security of ARRL infrastructure. Their report indicated no major problems found. Some practices are at or beyond the state of the art. They noted that individual PCs inside the ARRL firewall frequently have old software versions which means that their security is not current. IT has purchased software that will permit it to monitor and set security on these PCs, and has already begun deploying the package. A&F will hear a report from GreyCastle at its July 2015 meeting.

#### **Finance issues.**

Full descriptions of budgeted and actual amounts are contained in the report of the CFO, and will not be repeated here. Two separate issues are international payment methods and accounting software update.

Following the upgrade of our accounting package (Microsoft Dynamics; formerly Great Plains), several new possibilities are being considered. The first is that it may be advantageous for us to switch to PayPal as a payment mechanism. Switching to PayPal would mean that issues of PCI compliance would be dealt with by PayPal, and relieve ARRL of direct responsibility for implementing compliance. Incidentally, this would also add PayPal as a payment method, and thus would be beneficial to non-US amateurs making purchases, seeking awards and paying for membership. There would likely be a substantial amount of programming change which is not yet covered in the priorities, and which would mean delaying some other projects.

Another possibility with the new software is the wider use of ACH direct deposit. The plan is to test this facility first using reimbursements to selected volunteers who are willing to participate.

Both of these capabilities have been under active investigation, and A&F will be updated on these projects at its July meeting.

#### **2015-2016 Financial Plan.**

At its April meeting, A&F passed a motion recommending a \$10/year dues increase. A draft version of the Board motion implementing this increase has been circulated by the

Secretary in a timely fashion, so the amendment will require a two-thirds majority vote at the July meeting. The Financial Plan circulated earlier this year to the Board incorporates the dues change, effective January 2016. Thus, no revision to the Financial Plan is contemplated for this reason.

Logbook of The World.

Considerable progress has been made in paying off the technical debt with which Logbook began 2013. There is now a second hardware instance of the Logbook servers, and this is the instance actually in service now. The major re-write of Logbook's database mechanism is complete and being tested.

Logbook downtime so far in 2015 has been minimal, and generally has been due to upgrading, which demanded a shutdown and re-boot, rather than due to failures or intrusions.

In 2015, we lost one of the two analysts hired in May 2014. An active search has begun to find an appropriate replacement.

CEO Selection Criteria Committee

The committee has scheduled sessions with Directors for 23 and 24 June. Two documents will be discussed: a position description and an interview worksheet.

Development.

At its April meeting, A&F was informed that threshold levels in the Maxim Society have never been adjusted for inflation or other reasons. The Board will consider whether there should be adjustments at its July meeting.

IT Project Status.

A&F will receive an update on ARRL's IT project list at its July meeting. This will be distributed to the Board as part of the CFO's report package.

Information requested at January 2015 meeting of A&F.

These items were requested by A&F for review at the July 2015 A&F meeting--

- Report on pricing/cost comparison for print and electronic books.
- Report on financial metrics which could be used for adjusting dues rates in the future.
- Document describing reason for ARRL reserve funds.

Respectfully submitted on behalf of the committee,  
Gregory Widin, KOGW, 2015 A&F Chairman

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As is customary, A&F will again meet in Newington on 16 July, the Thursday before the mid-year Board meeting.