

JAMES F. CULBERTSON * 15781 EXETER STREET * WESTMINSTER, CALIFORNIA 92683
(714) 531-7974

19 December 1988

To: Distribution - 83rd WGA Board Meeting

Subj: Exhibits

Please append the attached Exhibits to the Minutes of the 83rd meeting of the WGA Board of Directors. In the rush and confusion of trying to do several jobs at once, I neglected to include these with the mailing last week...sorry.


Jim Culbertson
WGA Secretary

AGENDA
Monday, 24 October 1988

- | | |
|--|------------------------|
| 1. Call to Order | Illgen |
| 2. Secretary's Report | Culbertson for Fehlner |
| 3. Treasurer's Report | Andren |
| 4. Standing Committee Reports | |
| a. Conventions | |
| 1) 1987 Convention Report | Toms |
| 2) 1988 Convention Report | Bronson |
| 3) 1989 Convention Report | McGann |
| 4) 1990 Convention Report | TBD |
| b. Journal (1987-1988) plus strategy and action items status to increase revenue, membership, etc. | Beukers |
| c. Membership | Toms |
| d. Newsletter | Miller |
| e. Nominations and Elections | Van Etten |
| f. Congressional | McGann |
| g. Awards | Frank |
| h. Civil (FRP response) | Cortland/Schorr/McGann |
| i. DoD | Illgen |
| j. Audit | Culver |
| k. Historic | Frank/Castonia |
| 5. Old Business | TBD |
| a. Industrial Post Card request as WGA insert with Loran products | Culbertson |
| b. IALA Paper | Culbertson |
| c. Oceans '89 Session | Dean |
| d. Maritime Defense Zone (feedback) | Culbertson/McGann |
| 6. New Business | |
| a. West Coast and Aleutian Loran-C chain maintenance and planned service reduction during prime time (7:00 am) plus short notice for such events | |
| b. Newsletter distribution to Loran-C transmitters, control monitors, R&D Centers, etc. | |
| 7. Establish next meeting date and location. | |

BOARD OF DIRECTORS

J.D. ILLGEN *President*
J.F. CULBERTSON .. *Vice President*
L.F. FEHLNER *Secretary*
C.S. ANDREN *Treasurer*
B. AMBROSENO
R.D. BRONSON
D.A. CARTER
W.N. DEAN
V.L. JOHNSON
E.L. McGANN
M.J. MORONEY
W.L. POLHEMUS
W. SCHORR
J.L. TOMS
J.P. VAN ETEN



WILD GOOSE ASSOCIATION
118 Quaint Acres Drive
Silver Spring MD 20904 USA

13 October 1988

Memorandum

TO: Secretary

Subject: Appointment of Alternate to Board Meeting

In accordance with the By-Laws, Article I Section 6, I hereby appoint Ronald G. Roll, a member in good standing, to be my alternate at the 83rd meeting of the Board, which has been called for 24 October 1988 at the Portland Inn Hotel, Portland OR; and also at the 84th meeting of the Board if an additional meeting is assembled during or immediately after the Convention.

A handwritten signature in black ink, appearing to read "Leo F. Fehlner".

Leo F. Fehlner

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WILD GOOSE ASSOCIATION

Post Office Box 556
Bedford MA 01730 USA

10 October 1988

Secretary's Report

To: The Board of Directors

From: Leo F. Fehlner

Subject: An Overview of the Secretarial Functions of the WGA

I. Duties of the Secretary

The duties of the Secretary are defined by Article 1, Section 3 of the By-Laws. Briefly stated they are: to keep the records of the Association and "perform such other duties as are usually incident to the office".

The secretarial functions can be divided into two basic categories - record keeping and correspondence. The keeping of records of internally or externally created data is a straightforward task requiring only prompt attention to prevent overwhelming backlogs. Keeping a complete file of official correspondence is more difficult since external contacts can be made by any officer, director, or chairman and the secretary does not fill out their ERs..

To alleviate this difficulty, successive Boards have persisted in the view, with few exceptions, that incoming correspondence should enter through the Association's corporate address and distributed internally by the secretary; also, each piece of official correspondence originated by any officer, director, or chairman that commits the WGA to any policy, position, or financial liability should be coordinated with the Executive Committee and a copy of the final version should be forwarded to the

secretary at the time of mailing for the central files. Also, a copy of each outgoing routine letter should be sent to the secretary. All outgoing letters should be on WGA letterhead.

The Board usually grants exception to the handling of incoming mail for high volume returns, such as elections, dues, and convention returns. In each case, an appropriate return address is authorized, and summarized information is forwarded to the secretary.

2. Essential Files

- Minutes of Board meetings
- Minutes of Executive Committee meetings
- List of effective Board resolutions
- Correspondence
- Individual membership records
- Organization membership records
- Board membership records
- Chairmen appointment records
- Committee official reports and records
- Regional clubs
- WGA corporate records
- Membership archive (hard copy)
- Trade Mark records
- Constitution and By-Laws (latest update)
- Annual election ballots

3. Equipment and Supplies

- Corporate seal and blanks
- Computer and software
- Printer and printer paper
- Official stationery
- Art work originals
- Application and inquiry forms
- Fact sheets and other handouts
- Medals, pins, and blank certificates
- Decals

4. Calendar of Events

1 December	mail dues notices for upcoming dues year
1 April	mail dues reminders
30 April	archive membership files (hard copy)
30 April	purge members 3 years in arrears for dues, except former members having emeritus status
1-31 May	Election ballots mailed by Chairman
30 June	Election closed at 1400 hrs.
1-15 July	Election results and ballots to Secretary
18-31 Aug	Audit report prepared by Chairman.
18-31 Aug	Annual report prepared by Treasurer
Sep/Oct	Annual Meeting and Convention
October	print new letterheads as soon as all board members are identified for the following year
November	file annual report with the Commonwealth of Massachusetts showing Board members for following year

5. Procedures

Procedures for accomplishing the secretarial tasks are, for the most part, obvious and subject to the preferences of the occupant of the secretarial position. However, some procedures must accommodate the prescriptions of the Constitution and By-Laws and the current distribution of tasks assigned by the President or Board, which may change from one administration to another. The following procedures satisfy current requirements and are presented as examples which may serve the future as is, or as building blocks.

High-Volume Correspondence

INCOMING - Each of three activities generates a large amount of mail over a short period of time, namely: the convention, the election, and the dues collection.

Convention mail arrives at an address established by the convention chairman. Convention business is handled within the Convention Committee and items requiring the attention of the secretary are forwarded.

Election mail arrives at the address of the chairman of the Nominations and Elections Committee. Ballots are counted by the Committee and the election results are forwarded to the secretary along with all of the returned ballots as required by the By-Laws.

Dues mail arrives at the address of the secretary. After updating appropriate membership records, the returned copy of the invoice or other evidence of payment is filed to resolve errors which may be discovered later. The accompanying checks are accumulated and sent periodically to the treasurer.

OUTGOING - Large mailings are generated by the convention, election, dues collection, Journals, and Newsletters. Except for dues notices, sticky labels are printed for each of the mailings to individual members. Each set of these labels is sorted into three destination groups, namely Canada/Mexico, United States, and overseas because of postage differences. For convention, Journal, and Newsletter mailings, each group contains the addresses of all members of record with valid addresses. (When we sent Proceedings to the membership, distribution was restricted to members in good standing.) For the election, each group contains only addresses of members eligible to vote. Dues notices are mailed in window envelopes and are sent to all members who owe dues. Occasionally there are ad hoc mailings to all members to inform them of significant happenings.

Except for election mailings, the same mailings are made to organization members but the group of labels or letters is not pre-sorted because of the very small number. (Organizations are not permitted to vote.)

Low Volume Correspondence

INCOMING - In addition to the large amount of mail returned in response to WGA mailings mentioned above, mail arrives continuously at a slow rate. Most of this mail arrives at the WGA corporate post office box

at Bedford MA. This P O box is monitored by a member of Ed McGann's Megapulse staff and the unopened contents of the box are sent periodically to the secretary. The rest of the mail arrives at the secretary's address either directly from the sender or via an officer, director, or chairman. The bulk of all unsolicited mail is 4th class advertising, which is trashed. The rest consists of inquiries about joining, subscriptions to publications, availability of past issues, technical advice, life style of the wild goose (i. e. the bird), etc.; also, applications with check for joining, and address changes. All meaningful mail is answered and the originals along with copies of the answers are placed in the correspondence file.

In accordance with current task assignments, inquiries about publications are passed to the membership chairman. Other mail is handled by the secretary as the subject matter warrants. In the case of new member applications, a data record is entered into the membership data base and the accompanying check is forwarded to the treasurer. A computer printout of the data record is passed to the membership chairman who in turn sends the new member a letter of greeting. A copy of this letter is sent to the secretary for the file.

OUTGOING - In response to membership inquiries, the secretary returns the official fact sheet and one each of individual and organization application forms. Persons inquiring about geese receive a copy of the WGA publication on the Canada Goose and a short covering letter clarifying the WGA's relationship to geese. Requests for technical information or advice are answered in various ways depending on the nature of the inquiry, the complexity of a definitive answer, and the availability of pertinent resources within the WGA.

Successive Boards have agreed that the first page of each outgoing letter should be WGA letterhead and clear sheets should be used for additional pages. The letter should be signed by an officer, director, or a duly appointed chairman. A copy of each letter including enclosures and attachments should be forwarded to the secretary for the file. This procedure should probably be made the subject of a by-law. (Note that, except for the Board agreement, this paragraph has been written in the subjunctive mood. This is because adherence to this procedure has been sporadic at best. It may not ever be enforceable.)

Minutes of Meetings

BOARD - Notes during board meetings are taken by the secretary or a director if the secretary is not present. Minutes of the meeting are typed from the notes and copies are sent to all officers, directors, and those chairmen for whom the meeting has produced action items. An additional copy is made for the file maintained by the secretary.

EXECUTIVE COMMITTEE - To date, the file for committee minutes is empty. Most committee meetings have been conducted by telephone. An effort should be made to record and file the minutes of these meetings. An adequate procedure has not been developed for coping with the problem of making notes of committee meetings conducted by telephone.

6. General Observations

Because I have requested to be relieved of my duties as Secretary for the 1989 term, it seems appropriate to offer some observations based on my experience. If problems develop that I have not alluded to in this report, or if clarification is required, I will be happy to advise.

Secretarial Effort

Given that a secretary will have unrestricted access to a personal computer, competent software, the WGA data base, the necessary programs, a printer, and computer skills, and also has demands on hisher (*pronounced 'hish-er'*) time that interfere with volunteer work, heshe (*pronounced 'heesh-ee'*) can perform the above duties for a membership roster of about 600 as a maximum. This will stress hisher available volunteer time quite a bit more than a recruit for the position might expect. The WGA roster now numbers close to 600, so heshe should understand that some sort of dedication is required if the duties are to be accomplished.

WGA Growth

If the WGA grows substantially larger than 600, as some of us have been contemplating, alternative ways to manage our affairs will have to be considered. Perhaps this is the only way to go to achieve long term survival but there are pros and cons. Do we seek survival for survival's sake, or do we still agree on the original AIMS AND PURPOSES (Const. Art. II)? In the early years we had a majority of members who understood the potential of loran for filling navigation needs and wanted it to be recognized for what it could contribute. And we defended loran on technical grounds. We forced the Coast Guard, over a period of seven years, to publish a binding signal specification as a stabilizing influence on signal characteristics. We got most of what we asked for but there is still a way to go. But now there is no longer the same motivation to even debate further improvement. We also had a major influence on the choice of loran for use in the coastal confluence but recently shrugged off the opportunity to develop a position on the nature of the co-existence of GPS and loran.

A few years ago a member wrote a letter of resignation in response to his dues notice and complained in no uncertain terms that the WGA had done nothing for him. I could not resist a reply, to wit: "Ask not what the WGA can do for you, ask what you can do for the WGA". He didn't rejoin. As the membership becomes larger, such an answer becomes less justified. Service to members becomes dominant and offered services become the reason for joining. Internal activities become sterile, at best stereotyped, except perhaps for activities of one or more in-groups. There is nothing wrong with this if this is what we want. A professional manager will be required and a membership large enough to support himher (*pronounced 'him-er*). However, I do not see offhand any practicable way to survive the transition from small to large-enough without a grant or endowment. Perhaps an alternative would be to infiltrate the ION with enough gusto to become an in-group for the promotion of loran, as others have done to promote OMEGA and GPS.

Bulk Mail

When I first became Secretary and was provided with a computer, I thought we were equipped to do bulk mailing. I acquired all the Post Office manuals that pertain and spoke at length with the bulk mail manager of our PO Center 209. There are many gradations of bulk mailing but all have minimum quantity limits for qualifying. Bulk mailing is designed to relieve the Post Office of the chore of handling large inputs of mail from professional mailers who mail many thousands of the same thing all at once. I could not find any way to use bulk mailing for a mere 600 items.

So I tried using a stamp imprint to avoid licking stamps. The imprint can be printed on envelopes or stamped on by a rubber stamp. For this 'privilege' you pay an annual fee and are required to mail your mail at the Post Office that issued the permit. All items in the mailing must be identical because they are weighed to determine the postage. There is no discount on the postage and you have to buy the envelopes at your stationary shop. I gave this up after the first year due to the inconvenience. I also tried mailing folded and stapled letters. However, if stapled letters are mailed to any country other than the United States, you will get them back because first class foreign mail must be sealed on all edges. Also, stapled letters are subject to serious damage. The best alternative is to buy stamped window envelopes at the Post Office and design the letters so that the address shows through the window. You pay the domestic postage plus about half the cost of store-bought envelopes, and you can mail them at any post office. For the 100 or so foreign destinations you have to add additional postage.

First class mail to members is highly recommended because mail to invalid addresses is returned, even from overseas, and you can update the pertinent membership records. Also, use airmail for overseas delivery to preclude spoilage of the contents.

It has been fun and an honor to have been your secretary for the last few years.



Leo F. Fehlner
Secretary

cc: J M Beukers

BOARD OF DIRECTORS

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WILD GOOSE ASSOCIATION

TREASURER'S REPORT

OCTOBER 24, 1988

Balance from July 21, 1988 \$11,746.50

TRANSACTIONS

RECEIPTS

Dues	774.00	
Proceedings/Journals	<u>15.00</u>	
	789.00	\$12,535.50

EXPENDITURES

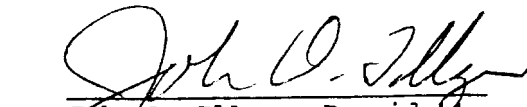
Vice President's Expense	89.59	
Secretary's Expense	618.97	
Newsletter Expense	1,132.00	
Bank Charges	51.36	
Proceedings Expense (1987)	<u>4,652.08</u>	
	6,544.00	\$ 5,991.50

WGA Account Balance as of October 24, 1988 \$ 5,991.50

Submitted: October 24, 1988

Approved: Date 10-24-88


Carl S. Andren Treasurer


John D. Illgen President

BOARD OF DIRECTORS

- C. S. ANDREN President
- E. L. McGANN Vice President
- L. F. FEHLNER Secretary
- D. A. CARTER Treasurer
- J. ALEXANDER
- B. AMBROSENO
- J. F. CULBERTSON
- W. N. DEAN
- L. D. HIGGINBOTHAM
- J. D. ILLGEN
- V. L. JOHNSON
- A. W. MARCHAL
- J. P. VAN ETTEN
- V. J. WEIHE



WILD GOOSE ASSOCIATION

TO: Present and Incoming Officers and Board Members of the WGA

FROM: Mike *McGann* and Ed *McGann*, Cochairmen of the 1989 WGA Convention

SUBJECT: Site and dates of the 1989 WGA Convention

DATE: 3 October 1988

It is with great pleasure that we inform you that the venue for the 1989 event has been formalized. The Convention will be held on Cape Cod at the Tara Resort Hotel, located in the town of Hyannis, Massachusetts (a stone's throw from the Kennedy complex at Hyannisport).

The dates will be Sunday, October 29 through Wednesday, November 1. Note the change from the usual midweek dates so as to obtain lower rates--\$56 Government and \$69 Commercial, plus tax--and to allow people to come in early and perhaps stay late to enjoy the lovely fall foliage and weather. Also, we plan to open the affair with a cocktail party and a traditional New England clam and lobster bake Sunday evening, followed by a couple of papers or technical sessions or other excuses to avoid touring with the ladies but leaving plenty of time for those who wish to golf or visit Plymouth Plantation or fish or visit Woods Hole, etc.

Since your addresses represent the "active" group of the WGA, we are offering you for a limited time only--up until the end of the 1988 Portland Convention--an opportunity to grab off one of the exciting slots as a Convention official. Please let us know what role you would like to play. On a serious note, we urgently solicit your active participation.

We hope to hear from all of you jumping at this "one of a kind" opportunity, and we will see you all in Portland for this year's bash.

dc

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W.L. POLHEMUS
W. SCHORR
J.L. TOMS
J.P. VAN ETTEN

*WGA
Secretary corrected
(Revised copy of Press release
will be provided)
RLE*



WILD GOOSE ASSOCIATION

Awards Committee annual report
October 24, 1988

The awards for this year are summarized on the attached Press Release and copy of the Medal of Merit citation. This year's committee members were Alfred Manning and James Van Etten. By copy of this report, much thanks is extended to them for their efforts. The business of the committee was conducted in accordance with the bylaws of the Association, as changed in 1985, not yet reflected in the bylaws as printed in the 1985-86 Radio Navigation Journal. (The eligibility for Service and Paper awards are changed.)

The President supplied the nominations for the President's Award and for two of the Service Awards. There were several verbal suggestions for the Medal of Merit from members of the Board, and no nominations from the other members. There were no nominations for other awards, but there was a quick informal vote taken at the conclusion of the paper presentation at the symposium for other purposes. The results of that vote were kindly supplied by Walt Dean. Mike Moroney helped with the Medal of Merit citation. I searched other publications for eligible papers, and supplied three suggestions to the committee, along with the published Symposium Proceedings. There were no nominations for Honorary Member.

All business was conducted by long distance telephone and mails. Expenses will be reported separately

Respectfully submitted

Robert L. Frank, Chairman.

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- J.P. VAN ETEN



WILD GOOSE ASSOCIATION

PRESS RELEASE
October 26, 1988

The Wild Goose Association, a professional organization of individuals and organizations having a common interest in Loran (long range navigation) made awards today at its seventeenth annual convention in Portland, Oregon, as follows:

Medal of Merit William L. Polhemus, Polhemus Associates, Inc., Cambridge, Vermont, for innovative endeavors resulting in the adoption of Loran-C as the national navigation aid for the U. S. coastal confluence zone, and the original incorporation of Loran-C into the National Airspace System.

President's Award John M. Beukers, Beukers Promotions, Inc., Stony Brook, N.Y., for restructuring WGA organization and establishing a firm infrastructure with long range plans to increase membership and revenue and improve viability.

President's Award Leo F. Fehlner, Silver Spring, MD for many years exceptional activities including Secretary of WGA and Technical Editor of the Radionavigation Journal, 1980-1986.

Service Award Jimmie L. Toms, Advanced Navigation, Inc., Rockville, MD, Chairman of the 1987 Convention.

Service Award Nevin A. Pealer, Systems Control Technology, Washington, DC, Chairman of the 1987 Technical Symposium.

Service Award James F. Culbertson, Coastwatch, Inc., Westminster, CA, for outstanding executive administration for WGA over many years.

Service Award Robert A. Miller, II Morrow, Inc., Salem, OR, for Editor of the WGA's Goose Gazette, 1986-1988.

Robert L. Frank, Chairman of Awards Committee
30795 River Crossing
Birmingham, MI, 48010 Telephone (313) 645-9848

Best Loran Paper, 1988, Sole Means Navigation and Integrity through Hybridized Loran-C and Novstar GPS.

WILD GOOSE ASSOCIATION

Citation on the award of the MEDAL OF MERIT to

WILLIAM L. POLHEMUS

The Medal of Merit of the Wild Goose Association is awarded to William L. Polhemus in recognition of his development and promotion of Loran-C including innovative endeavours resulting in the adoption of Loran-C as the national navigation aid for the U.S. coastal confluence zone, and the original incorporation of Loran-C into the National Airspace System.

Starting in 1968 after his retirement from the U.S. Air Force, he conducted definitive studies that supported a Congressional mandate designating Loran-C as this country's official marine navigation aid in the coastal confluence region and established the analytical basis for aviation applications. Later, he organized a federal-state-industry team that conducted extensive field test and evaluation of Loran-C for airborne navigation. His participation in the program as principal investigator was the key element in the FAA presentation of the first certificate authorizing the use of Loran-C in the National Airspace System.

His enthusiasm for new applications and his dynamic advocacy have not diminished as evidenced by his tireless efforts to develop Loran-C approaches nationwide and his initiative to explore the advantages of employing Loran-C and the Global Positioning System interoperably.

The Wild Goose Association acknowledges with pride these important contributions and commitment to the widespread development of Loran.

Awarded this 26th day of October, 1988

John D. Illgen, President.

