

# Ottawa Amateur Radio Club

## ANNUAL REPORT 2024-2025

OARC accomplishments from May 1, 2024 to April 30, 2025



### Ottawa Amateur Radio Club



The Ottawa Amateur Radio Club (OARC) is building a thriving Ottawa Amateur Radio community of individuals that are trained, equipped, and actively involved in the hobby and in providing radio-communications support at community events organized by our served agencies and partners.

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## Message from our leadership

The year from May 1, 2024 to April 30, 2025 has been an incredibly busy period for the Ottawa Amateur Radio Club (OARC). With a newly appointed Board in October 2024, we took some time to think strategically about the future of our Club. Part of this process was to develop a strategic plan and we're grateful to the members who provided input throughout that process. The resulting product is the *OARC Strategic Plan 2025-2028*. We are already using it to plan next year and to continue to build our volunteer team.

We made some less visible improvements to club administration and these changes are delivering time savings for our hard-working volunteers. We also made some decisions this year about the management of the Club's finances that will provide a steady foundation for the future. We did all this while offering courses, holding monthly meetings and eight other regular club activities, and supporting four community events.

This year, our very own Mike Kelly, VE3FFK, received the 2024 Radio Amateurs of Canada (RAC) Amateur of the Year Award, recognizing his outstanding contributions



Mike, VE3FFK, 2024 RAC Amateur of the Year, receiving a book from OARC presented by Roger, VA3EGY.

over five decades as a Canadian Amateur. Mike has volunteered countless hours as a member of the OARC, as our ISED-accredited examiner and in providing radio-communications support for numerous activities. He was also pivotal to the planning, design and installation of RAC's first-ever flagship radio station VE3RHQ in their refurbished office. To congratulate Mike on this RAC award, the OARC gave him a book depicting 150 QSL cards found in a New York state antique shop.

We are so grateful to our incredible OARC volunteer team. Our progress this year is the result of their dedication and sustained efforts. But the Club does not exist in a vacuum; it exists in the context of the broader community of Amateur Radio clubs

and organizations, and our partners and served agencies. We highly value our relationships with all these organizations. Together, we are building a thriving Amateur Radio community in the Ottawa area today, and for the future.

With thanks and 73,

The 2024-25 OARC Board

## 1. New OARC Strategic Plan

The *OARC Strategic Plan 2025-2028* includes a mission statement and vision for the Club, a set of core values, as well as the following four strategic goals and their objectives:

<b><u>Goal</u></b>	<b><u>Objectives</u></b>
<b>Educate</b>	Increase the number of OARC members who are educated and certified Amateur Radio operators.
<b>Equip</b>	Improve local Amateur Radio technology (e.g., repeater, beacon)
<b>Actively involve</b>	Actively involve OARC members in Amateur Radio activities and in providing radio-communications support as a public service to our served agencies.
<b>Partnerships</b>	Strengthen strategic partnerships with external organizations to raise awareness about Amateur Radio and the OARC.

We are already focusing our efforts on the four goals and their objectives. We have reorganized the OARC website around them and, as you are about to read, we are going to organize this, the 2024-25 Annual Report, under those four headings as well.

Most importantly, we are recruiting a volunteer “coordinator” for each of the four strategic goals. This latter effort is part of a clearer and more proactive approach to volunteer recruitment for the Club, the centrepiece of which is the new, permanent volunteer page on the OARC website: <https://oarc.net/volunteer/> All short-term and longer-term volunteer opportunities with the Club will always be posted here and anyone interested can find out more with an easy “click” to contact us for a discussion.

## 2. Education at OARC

This section describes the Club’s efforts to deliver on our Education goal: to increase the number of OARC members who are educated and certified Amateur Radio operators. We are recruiting a longer-term volunteer to help coordinate this goal, which includes managing the overall program of courses, workshops, new hams program, and exam administration. Visit the [OARC Volunteer page](#) to learn more about this role.

### Courses

In 2024-25, the OARC delivered two Basic Courses and two Morse Code (CW) courses.

### OARC new hams program

This year, we introduced a program for newly licensed Amateur Radio operators, also known as “new hams”. The OARC new hams program has special offers for anyone who took our course and passed the exam within two months. Special offers include:

- A free one-year OARC membership,
- Access to the New Hams Radio Bundle Deal valued at \$300 for just \$75 (subject to change and while quantities last), and
- A free Get On the Air (GOTA) workshop to help new hams become familiar with their new radio.

To get this deal, new hams sign an agreement with us where they agree to actively participate in the OARC new hams program for 12 months by doing their best to show up for club meetings, nets and other activities that the club organizes to ensure they get started in the great hobby of Amateur Radio on solid footing

We hope the OARC new hams program helps bridge the gap between passing the exam and becoming actively involved with the hobby. It also benefits the Club by increasing the number of new, active members.

### Amateur Radio exam administration

Mike VE3FFK is the ISED-accredited examiner who is officially associated with the OARC. Harrie VE3HYS is an ISED-accredited examiner who is officially associated with the Scouts Canada National Museum. In 2024-25, they have administered the exams in the chart below, delivering 62 newly licensed Amateur Radio operators. Great work to the students and examiners alike!

	Mike, VE3FFK			Harrie, VE3HYS		
	Total	Passed	Failed	Total	Passed	Failed
<b>Basic</b>	45	12	17	40	5	13
<b>Basic with honours</b>		16			22	
<b>Advanced</b>	6	4	2	3	3	0
<b>Total</b>		<b>32</b>			<b>30</b>	

Mike also administered six Morse Code (CW) exams and, unfortunately, all students failed in either sending or receiving or both. We’re looking at ways to improve the morse code (CW) success rate.

### RAC's work to update the ISED Exam

In 2024-25, Radio Amateurs of Canada (RAC)'s Examination Standards Committee (ESC) worked with Innovation, Science and Economic Development Canada (ISED) to update the Basic Amateur Exam. The new exam questions will come into effect on July 15, 2025. RAC is now working on recommendations for updates to the Advanced exam questions. We are sincerely grateful to RAC for all it does for us, from keeping exams current, to liaising with government agencies about regulatory and spectrum issues, and tirelessly advocating for the continued availability of spectrum on behalf of Amateur Radio operators in Canada.

## **3. Equipment at OARC**

This section describes the Club's efforts to deliver on our Equipment goal: to improve local Amateur Radio technology. We are recruiting a longer-term volunteer to help coordinate this goal, which includes the repeater and beacon, and other technology-related elements of Club's offerings, including the provision of technical advice. Visit the [OARC Volunteer page](#) to learn more about this role.

### VE2CRA repeater

In 2024-25, the OARC set aside funds and committed to upgrading its VE2CRA repeater and related infrastructure once there is a plan in place. The Board needs help with this process and is looking for members with technical expertise, and RF skills and experience in particular, to form a small working group. Visit the [OARC Volunteer page](#) to learn more about this working group.

The DMR repeater was down for many months but was returned to service in May 2025. We are planning to replace it with a commercial DMR repeater that is more reliable, with future plans to connect it to the Internet.

### 10 m beacon VE3TEN

The 10 m beacon VE3TEN was down for a couple of months but was returned to service in April 2025.

### Considering a new-hams equipment loaner library

In 2024-25, the OARC started looking closely at the way in which it sometimes makes equipment available on a temporary basis to some new hams. Loaner equipment can help a new ham decide what sort of radio set-up they ultimately want. The Club sees the value of establishing a more systematic approach and the Board needs help with this process. To explore setting up an equipment library, we're looking for members with a

bit of technical expertise and some experience managing databases, or perhaps library experience, to form a small working group. Ultimately, if we did establish one, it would need a couple of volunteers to maintain it and manage borrowing and returns. Visit the [OARC Volunteer page](#) to learn more about these roles.

### Improving the club's agility

In 2024-25, we also discovered an increasing need to be able to quickly and easily set up a radio station for various club and community events (i.e., to be “agile”). Most of our existing capacity rests with individual club members who have asked us to explore improving the Club's capacity, when they are not available. So next year, we are also looking at that and may recommend purchasing Go Kits, renting trailers, etc. We are looking for volunteers for a working group to make recommendations on improving club agility. Visit the [OARC Volunteer page](#) to learn more about this working group.

## 4. Activities at OARC

This section describes the Club's efforts to deliver on our Activities goal: to actively involve OARC members in Amateur Radio activities. We are recruiting a longer-term volunteer to help coordinate this goal, which includes Club activities and providing radio-communications support as a public service to community events organized by our served agencies and partners. Visit the [OARC Volunteer page](#) to learn more about this role.



March 12, 2025 Monthly Meeting

### Club activities

In 2024-25, OARC activities included 10 Monthly Meetings, including very successful interactive group discussions about the future planning of club activities in March, and a bigger, better Homebrew Night in April.



March 12, 2025 groups discussions about club activities

### New way to register for activities

Starting in 2024-25, registration for many club activities was done using a free online ticketing system (currently Eventbrite). This has greatly simplified the registration process and we thank everyone for getting on board with this new

approach. Knowing how many people to expect is vital for cost-effective planning (e.g., venue set up, refreshments, etc.)

OARC Field Day 2024 at Scouts Headquarters was a success as well, with veteran Amateur Radio operators actively engaged in contacting as many stations as possible and new hams, friends, family and members of the public dropping by throughout the day. We were first in Canada as a 2A station and about 25th in North America! Congratulations!!



OARC Field Day 2024

To celebrate World Amateur Radio Day in Ottawa on April 18, 2025, the OARC and West Carleton Disaster Relief partnered to demonstrate how Amateur Radio can be used to connect communities together, especially during an emergency or disaster. It was a day of active radio communications! From roughly 10:00am to 2:00pm, there was steady foot traffic at all three locations: Constance and Buckham's Bay Community Centre, West Carleton Client Service Centre, and Huntley Community Centre.

The activity received some nice media coverage in community papers, too: West Carleton Online and Your Community Voice (Kanata North and Sittsville editions).



Headlines from three local papers

The Ottawa Amateur Radio community was very grateful for the boost from Mayor Mark Sutcliffe's proclamation of April 18, 2025 as World Amateur Radio Day in Ottawa! Special thanks to Rod Wilson VE3RXN for making this happen. (See [Appendix B: Mayor's proclamation of April 18, 2025 as World Amateur Radio Day in Ottawa](#))

The Club hosted another very successful OARC Carp Hamfest in September 2024. With Ed Sich VE3WGO at the helm again and at least 36 volunteers, everything ran swimmingly. This event is the largest Amateur Radio trade show and flea market in the region and this year it attracted 460 participants, eight clubs and service organizations,

and seven commercial vendors. There were 35 door prizes, including the Grand Prize of an Icom ICV86.



OARC Carp Hamfest 2024. Photo courtesy of Harrie, VE3HYS

OARC Radio in the Park (RITP) 2024 in September brought out veteran and new hams, friends, family and members of the public on a sunny day in Walter Baker Park in Kanata. We encourage all of our new hams to come out to RITP this September to see what other members have for equipment and to bring their own equipment too so we can see what you have and help answer any questions you may have to improve your setup.



Radio in the Park 2024. Photo courtesy of Greg, VE3YTZ

Radio Amateurs of Canada (RAC) reported that a total of 1217 electronic logs were received for their Canada Winter Contest in December 2024.



Rideau Lakes Cycle Tour 2024. Photo courtesy of the Ottawa Bicycle Club.

### Community events

Amateur Radio operators also provided radio-communication support to Community Events, organized by our served agencies and partners (all of which are non-profit organizations). In 2024-25, these events once again included: 2024 CN cycle for CHEO in May, 2024 Rideau Lakes Cycle Tour in June, 2024 MS Bike in August, and the 2025 Canadian Ski Marathon in February 2025.

## 5. Partnerships with OARC

This section describes the Club's efforts to deliver on our Partnerships goal: to strengthen strategic partnerships with external organizations to raise awareness about Amateur Radio and the OARC. Currently, Club President Roger Egan is filling the volunteer role to help coordinate this goal.

### First MOU signed

In 2024-25, the OARC signed a Memorandum of Understanding (MOU) with West Carleton Disaster Relief. The MOU formalizes the ways in which our two organizations work together, including increasing Amateur Radio capacity among their volunteers, while adding new members to OARC.



OARC and WCDR members at World Amateur Radio Day in Ottawa, April 18, 2025

The OARC maintains mutually beneficial partnerships with community organizations in the National Capital Region. For the Club, the partnership helps raise awareness of and interest in the Amateur Radio hobby and the OARC. For the community organization, the partnership helps build Amateur Radio capacity, facilitating an increase in trained Amateur Radio operators in their ranks.

The types of organizations include: those that have historically been involved with Amateur Radio (e.g., Scouts), and community groups focussed on local emergency preparedness and response to natural disasters (e.g., West Carleton Disaster Relief).

The Club maintains partnerships of varying levels of formality. Some partnerships may be defined in a Memorandum of Understanding (MOU) or Terms of Reference (ToR). Others may be more informal, generally characterized by friendly collaborations on more of an ad hoc basis. The OARC also collaborates widely with other local Amateur Radio clubs and Amateur Radio organizations across the country and around the world.

## 6. Club administration

Like any non-profit organization, the OARC undertakes governance improvements, administrative tasks, financial management, membership coordination, and communications. These ongoing functions support the smooth running of the Club itself, so the Club can focus on delivering on its Goals and Objectives. We are recruiting

longer-term volunteers for a number of these administrative roles. Visit the [OARC Volunteer page](#) to learn more about these roles..

## 6.1. Governance

In 2024-25, governance improvements included an update to the OARC bylaws to make them compliant with the Ontario Not-for-Profit Corporations Act (ONCA) by the deadline, which was October 18, 2024.

Other governance improvements this year included developing a three-year Strategic Plan for the organization, and the development and approval of an Operational Plan and Budget for the upcoming year.

## 6.2. Financial planning and oversight

### OARC financial overview (2024–2025)

#### Key Highlights

- In 2024-25, the OARC moved to Zeffy to process membership and other payments. Zeffy is a secure, zero-fee, Canadian online payment system for non-profit organizations. This has made receiving payments easier to administer, and at no cost to the club.
- As directed by the Board, \$40,000 was transferred into a newly established internally restricted surplus fund.
- \$762.42 remaining in the Carleton University Amateur Radio Club (CUARC) setup fund has been reclassified as income after the associated liability was removed, in line with the Board's resolution.

#### The bottom line

- OARC had a net surplus of \$2,191.48 for the year.
- Total income was \$15,851.61 and total expenses were \$13,660.13.
- Adjusting for CUARC-related and non-cash items, actual cash flow for the year was (\$2,319.18) -- a modest cash reduction.

#### Financial position

- No outstanding liabilities or debts.
- Internally restricted reserve: \$40,000 (for future upgrades or unexpected revenue drops).

- Unrestricted surplus: \$11,966.83 (available for day-to-day operations).
- Chequing account balance: \$55,429.64 as of April 30, 2025.

### Final thoughts

OARC remains in a solid financial position. While we saw a modest drop in cash due to some one-time adjustments and investment in Club programs, the OARC continues to generate a healthy surplus and maintain prudent financial reserves.

### **Establishing a restricted surplus fund**

To ensure long-term financial stability and support the future needs of the club, OARC Board of Directors established an internally restricted surplus fund. This fund – set at a maximum balance of \$40,000 – is a prudent use of existing reserves: it places clear rules around how the funds may be used, ensures spending is guided by planning rather than ad-hoc decisions, and aligns our financial strategy with the Club’s mission. By earmarking funds in this way, the Board reinforces its commitment to responsible financial stewardship and sustainable growth.

Permitted uses of the fund include:

- Supporting major capital expenditures such as repeater infrastructure upgrades,
- Funding member-focused equipment purchases or other Club-owned resources,
- Financing strategic projects approved by the Board,
- Preserving essential club funds in the event of wind-up or financial instability, and
- Serving other purposes as specifically designated by the Board.

The fund shall be replenished as required through transfers from the unrestricted surplus. Disbursements from the fund shall require explicit Board approval, and the purpose of each disbursement shall be documented in Board meeting minutes.

### **6.3. Membership coordination**

Our membership coordination function took a giant leap forward this year when we moved to processing payments for new and renewed memberships through Zeffy, a secure, zero-fee, Canadian online payment system for non-profit organizations. This has significantly reduced our administrative burden by automatically tracking membership payments and issuing renewal reminders. This also meant we were able to have OARC memberships now run for one year from the date of payment, rather than expiring all at the same time regardless of when you paid.

We are deeply grateful to Claude Fournier, VE3VLW, our new Membership Coordinator, who is already bringing lots of energy and new ideas to the role. We also express our gratitude to Rick Furniss, who served as membership coordinator before Claude.

Finally, we expanded our membership list by offering a free one-year membership to new hams and we want all members, new and existing to have and wear our OARC Name Badge at all of our Club activities and Community events to help identify us to each other and the communities we serve

#### **6.4. Communications coordination**

OARC communications benefited from a bit of an upgrade, with some free professional advice from Joanne Egan on how to refresh our website and newsletter, how to focus our messaging, and more.

We welcome Eve Panagapko, our new Website Administrator, who is already bringing her skills and experience to maintaining the OARC website. We also express our gratitude to Neil Herber, VE3PUE , who served as website administrator before Eve. We are grateful that Neil will continue to provide ongoing IT support behind the scenes.

### **7. Conclusion**

By focusing on enhancing educational opportunities, upgrading equipment, expanding activities, and building strategic partnerships, the OARC will grow in a sustainable way next year and will remain relevant in a rapidly changing world.

We are very pleased with the progress we've made to clarify the Club's goals and objectives and to move the Club forward with better planning, more professional and transparent club management, and clear volunteer position descriptions.

We are actively seeking to fill a number of critical volunteer roles in the coming year so the Club can continue to thrive. We hope a large number of our members will want to fill these roles. We will need all hands on deck to deliver on our plans next year and beyond. Visit the [OARC Volunteer page](#) to learn more.

## Appendix A: 2024-25 Financial Statements

### Profit and Loss

#### OARC Treasurer

Date Range: May 01, 2024 to Apr 30, 2025

Report Type: Accrual (Paid & Unpaid)



ACCOUNTS	May 01, 2024 to Apr 30, 2025
<b>Income</b>	
Education and Training	\$8,120.00
Hamfest Registrations	\$3,891.81
Interest	\$29.38
Membership Dues	\$2,322.00
Merchandise Sales	\$725.00
Other Income	\$763.42
<b>Total Income</b>	<b>\$15,851.61</b>
<b>Total Cost of Goods Sold</b>	
	<b>\$0.00</b>
<b>Gross Profit</b>	
As a percentage of Total Income	100.00%
<b>Operating Expenses</b>	
Administration	\$1,245.08
Awards and Recognition	\$297.18
Bank Fees	\$35.00
Club Activities	\$1,028.48
Club Affiliation and Insurance	\$719.54
Club Projects	\$56.48
Education and Training	\$3,949.05

Profit and Loss - OARC Treasurer  
Date Range: May 01, 2024 to Apr 30, 2025

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<b>Operating Expenses</b>	
Hamfest	\$2,348.88
Merchandise Expenses	\$226.07
Other Expenses	\$1,125.62
Postage and Postal Services	\$236.17
Radio Operations	\$1,671.06
Website and IT Services	\$721.52
<b>Total Operating Expenses</b>	<b>\$13,660.13</b>

  

<b>Net Profit</b>	<b>\$2,191.48</b>
As a percentage of Total Income	13.82%

# Balance Sheet

**OARC Treasurer**

As of Apr 30, 2025

Report Type: Accrual (Paid & Unpaid)



ACCOUNTS	Apr 30, 2025
<b>Assets</b>	
<b>Cash and Bank</b>	
Alterna Chequing	\$55,429.64
Investments	\$15.00
<b>Total Cash and Bank</b>	<b>\$55,444.64</b>
<b>Other Current Assets</b>	
<b>Total Other Current Assets</b>	<b>\$0.00</b>
<b>Long-term Assets</b>	
<b>Total Long-term Assets</b>	<b>\$0.00</b>
<b>Total Assets</b>	<b>\$55,444.64</b>
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Total Current Liabilities</b>	<b>\$0.00</b>
<b>Long-term Liabilities</b>	
<b>Total Long-term Liabilities</b>	<b>\$0.00</b>
<b>Total Liabilities</b>	<b>\$0.00</b>

<b>Equity</b>	
<b>Retained Earnings</b>	
Profit for all prior years	\$1,286.33
Profit between May 1, 2024 and Apr 30, 2025	\$2,191.48
Internally Restricted Surplus	\$40,000.00
Retained Earnings/Deficit	\$11,966.83
<b>Total Retained Earnings</b>	<b>\$55,444.64</b>
<b>Total Equity</b>	<b>\$55,444.64</b>

## Appendix B: Mayor's proclamation of April 18, 2025 as World Amateur Radio Day in Ottawa



### WORLD AMATEUR RADIO DAY

April 18<sup>th</sup>, 2025

**WHEREAS**, the International Amateur Radio Union (IARU) is marking its centenary in 2025, commemorating its founding on this day in Paris, while the United Nations recognizes April 18<sup>th</sup> as Amateur Radio Day to honour the vital contributions of amateur radio operators; and

**WHEREAS**, the Ottawa amateur radio clubs recognize Ottawa's leadership in high-tech innovation, local amateur radio operators' contribution to the scientific and technical advancement of communications technologies, while promoting wider participation in this impactful hobby; and

**WHEREAS**, the amateur radio hobby attracts individuals from all backgrounds and walks of life—and plays an important role in STEM education; and

**WHEREAS**, these operators volunteer in special community events, Search & Rescue operations, public safety, and emergency preparedness; and

**WHEREAS**, on this day, the public is invited to explore the world of amateur radio through an Open House and community outreach activities;

**THEREFORE**, I, Mark Sutcliffe, Mayor of the City of Ottawa, do hereby proclaim **April 18<sup>th</sup>, 2025 World Amateur Radio Day** in Ottawa.

### JOURNÉE MONDIALE DES RADIOAMATEURS

18 avril 2025

**ATTENDU QUE** l'Union internationale des radioamateurs (IARU) fêtera son centenaire en 2025 et commémorera sa fondation ce jour-là à Paris, et que les Nations Unies reconnaissent le 18 avril comme la Journée des radioamateurs afin d'honorer les contributions essentielles des radioamateurs; et

**ATTENDU QUE** les clubs de radioamateurs d'Ottawa reconnaissent le leadership d'Ottawa en matière d'innovation de haute technologie et la contribution des radioamateurs locaux à l'avancement scientifique et technique des technologies de communication et encouragent une plus grande participation à ce passe-temps important; et

**ATTENDU QUE** le passe-temps de la radio amateur attire des personnes de toutes origines et de tous horizons, et qu'il joue un rôle important dans l'enseignement des STIM; et

**ATTENDU QUE** ces opérateurs participent bénévolement à des événements communautaires spéciaux, à des opérations de recherche et de sauvetage, à la sécurité publique et à la préparation aux situations d'urgence; et

**ATTENDU QU'**en ce jour, le public est invité à explorer le monde de la radio amateur par le biais d'activités portes ouvertes et de sensibilisation de la communauté;

**PAR CONSÉQUENT**, je, Mark Sutcliffe, maire de la Ville d'Ottawa, proclame par la présente le **18 avril 2025 Journée mondiale des radioamateurs** à Ottawa.

Mark Sutcliffe  
Mayor / Maire

