

CCARC Leadership Task Matrix

As of: 27 March 2018

| Officer/Director | Activity or Committee | Coordinator | Assistant(s) | Remarks |
|--|--|----------------|--------------|--|
| 1. President – Tim Kuhlman/KD7RUS | | | | |
| | Awards Banquet | Nicole Crosby | | Annually in February |
| | By Laws | Tim Kuhlman | | |
| | Health & Welfare | Nicole Crosby | | |
| | Leadership Working Group (LWG) | Tim Kuhlman | | Pres, VPres, Past Pres, Secretary and NLT 1 Director |
| | Leadership Task Matrix | Tim Kuhlman | Gary Takis | |
| | Scholarship Committee | Tim Kuhlman | | Committee members: Barbara Yasson, Delvin Buntun, Jerry Schue, Judith Ames |
| | Jack Ellis Scholarship Fund | Nicole Crosby | | |
| | Technician Amateur Radio Licensing Class | Tim Kuhlman | | |
| | A First Amateur Radio | Tim Kuhlman | | |
| | Board and Club Meeting dates | Vanessa McCoy | | |
| 2. Vice Pres/Pres Elect – Nicole Crosby/N7XBY | | | | |
| | Awards Committee | Trevor Best | | Last recipients of Sherman, Stromgren and Life Membership awards |
| | Christmas Party | Nicole Crosby | | Annually in December |
| | Club Meeting location | Tim Kuhlman | | Annually in November coordinated with VEC Schedule for use of American Legion Hall (Post 176) |
| | Club Meeting programs | Nicole Crosby | | |
| | Club Picnic | Nicole Crosby | | Annually in August |
| | Elections Committee Chairman | Nicole Crosby | | |
| | Membership Committee | Nicole Crosby | | |
| | Member Applications & Renewals | Judith Ames | | |
| | Green Book | Wayne Schuler | | |
| | Club Badges | Gary Takis | | Badge Production: Gary Takis Badge Tracking: Judith Ames Badge Distribution: James Newsome |
| | New Member Materials | Nicole Crosby | | |
| | New member Processing | Nicole Crosby | | Trevor writing process document |
| 3. Secretary – Barbara Yasson/AC7UH | | | | |
| | Board Meeting Minutes | Barbara Yasson | | |
| | Club Correspondence | Barbara Yasson | | |
| | Special Meeting Minutes | Barbara Yasson | | (e.g. Executive or other) |

Changes since last edition highlighted in light green

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| 4. Financial Officer – Ron Ames/N7SRT | | | | |
| | 501(c)3 Status | Ron Ames | | |
| | Bank Checking & Savings Accounts | Ron Ames | Wayne Schuler, Barbara Yasson | |
| | Establishes and Manages Budget | Ron Ames | | |
| | Insurance Certificates | Ron Ames | | As needed |
| | Insurance Policy | Ron Ames | | |
| | Investment Account | Ron Ames | Wayne Schuler Barbara Yasson | |
| | Investment Advisor | Wayne Schuler | | |
| | Legal & Fiscal Records | Ron Ames | | |
| | Major Award Plaque Modifications | Ron Ames | | |
| | Member reimbursements | Ron Ames | | |
| | Recurring bill payment | Ron Ames | | Web site, Yacont repeater site, phone line, etc. |
| | WA State Incorporation | Ron Ames | | Renews annually |
| | Physical Address of Corporation | Ron Ames | | |

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|---|------------------------|-------------|--|--|
| 5. Chairman, Board of Directors – Tim Kuhlman/KD7RUS | | | | |
| | Board Meeting location | Tim Kuhlman | | |
| | Board Meeting Agendas | Tim Kuhlman | | |
| | Conduct Board Meetings | Tim Kuhlman | | |

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|---|-----------------------------------|------------------|--------------|---|
| 6. Director - General – Mark Gaunt/KG7CX | | | | |
| | 50/50 Drawing | James Newsome | | Every General meeting |
| | Christmas Raffle | James Newsome | | Christmas Party |
| | Club Equipment Database | Wayne Schuler | David Cherba | Annual report to Records |
| | Club Equipment Loaner Program | David Cherba | | |
| | Club Equipment Storage | David Cherba | | |
| | Club Sales | Laura Seitlinger | | |
| | Friday Lunches | Jack Barratt | | Monthly input to media@w7aia.org |
| | Meeting Greeters | Mark Gaunt | | |
| | Meeting Refreshments | | | |
| | Storage locker Keys | Mark Gaunt | | Key holders: TBD |
| | Club Received Equipment Donations | Rick Smith | | |

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| 7. Director - Liaison – Rick Aragon/NE7O | | | | |
| | ARRL Club Update | Rick Aragon | | <i>February (formerly the 'Annual Report')</i> |
| | ARRL Affiliation Certificate | Rick Aragon | | February |
| | ARRL Special Service Club update | Rick Aragon | | February |
| | Media – RCC Newsletter | Wayne Schuler | | Monthly |
| | Media – Club broadcast emails | Wayne Schuler | | Input from Nicole Crosby (CIO) |
| | Media – Webmaster | Gary Takis | | |
| | W7AIA Website host | Gary Takis | | Canvashost |
| | Domain Names (EYEWARN, W7AIA) | Judith Ames | | Halbrook Technologies |
| | EYEWARN website host | Judith Ames | | Halbrook Technologies |
| | Web Page Maintainer | Wayne Schuler | | |
| | Media – Yahoo Group | Gary Takis | | |
| | Media – Facebook | Nicole Crosby | | |
| | Media – Twitter | Marilyn Melhorn | | |
| | Media – Instagram | Marilyn Melhorn | | |
| | CCARES/RACES | John Allen | | |
| | Hotline | Marilyn Melhorn | | |
| | Youth Programs Coordinator | Nick Ellson | | Boy & Girl Scouts, Schools, STEM, etc. |
| | QSL Manager | Charles Boling | | |
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| 8. Records – Gary Takis/K7GJT | | | | |
| | Club Call Sign (W7AIA) Trustee | Tim Kuhlman | | Expires 03/12/2021 |
| | Club Membership Database | Judith Ames | | |
| | Club Mailing Lists | Wayne Schuler | | info@, newsletter@ |
| | Club Policies & Procedures | Gary Takis | | |
| | Documents Inventory (Repository) | Gary Takis | | By Laws, Policy and Procedures, operating & CRESA Co-location agreements |
| | DROPBOX organization and permissions | Gary Takis | Wayne Schuler | Corporate Memory and working files |
| | Heritage Program | Gary Takis | | Proposed program in 2018 |
| | Historian | Rob Haller | | |
| | | | | |

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| 9. Director - Community Relations & Services – Trevor Best/KG7VIP | | | | |
| | BSA Radio Merit badge | Delvin Buntton | Nick Ellson, Gary Takis | |
| | Gee Creek Rest Stop | | | <i>Need Coordinator</i> |
| | Harvest Days Half Marathon | Nicole Crosby | | |
| | Harvest Nights Car Cruise | Nicole Crosby | | |
| | Hazel Dell Parade of Bands | Nicole Crosby | | May |
| | Jamboree on the Air (JOTA) | Delvin Buntton | Nick Ellson | October |
| | MS Walk – Vancouver | Jim Loudon | | May |
| | Country Life Fair (Pomeroy House) | Nicole Crosby | | Apr 28-29, 2018 |
| | SEA-PAC Ham Convention | Wayne Schuler | Gary Takis, Bruce Bullis, Delvin Buntton, Nicole Crosby, Vanessa McCoy | June 1-3, 2018 |
| | Tailgate Party | Vanessa McCoy | | |
| | Veteran’s Day Parade | Larry Bloomquist | Phil/Barbara Yasson | November |
| | Walk-n-Knock | Barbara Yasson | Rick Aragon | December |
| | Discovery Walk | | | Inactive |
| | Ham Fair | | | Inactive |
| | North County Wine Run | | | Inactive |

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|--|--------------------------------------|----------------|--------------------------------|----------------|
| 10. Director - Operating – James Newsome/KE7ZAC | | | | |
| | ARRL DXCC | Al Rovner | | |
| | ARRL WAS | | | |
| | ARRL VUCC | | | |
| | Bunny Hunts/Direction Finding | | | |
| | CCARC Radio Challenge Award | Tim Kuhlman | | |
| | Education and Training | Delvin Buntton | | |
| | EYEWARN | John Gaynor | | |
| | Field Day | Trevor Best | | June |
| | Ham License Classes (open) | Delvin Buntton | | |
| | Ham License Classes (YL only) | Barbara Yasson | | |
| | Special Events | James Newsome | | As Needed |
| | VE Testing | Wayne Schuler | Bob Hardwick (schedule VEs) | |
| | Washington Salmon Run | James Newsome | | Promotion Only |
| | Worked All Washington | Phil Yasson | | |

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19. Director - Technical – Dave Cherba/WZ8T

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|--|------------------|--------------------------------------|----------------------------|--|
| | Digital Group | John Allen John Gainsborough | | |
| | Elmer Program | Dave Cherba | | |
| | Repeaters | Wayne Schuler | Gary Takis Loren Flindt | |
| | RFI | Dave Cherba | | |
| | Tower Assistance | Al Lewey, Rick Smith, Dave Cherba | | |

20. Past President – Nicole Crosby/N7XBY

| | | | | |
|--|------------|--|--|--|
| | Continuity | | | |
|--|------------|--|--|--|

21. PIO – Vanessa McCoy/KE7UBB

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|--|-------------------------------|---------------|--|--|
| | Agency and Political outreach | Vanessa McCoy | | |
| | Community presentations | Vanessa McCoy | | |
| | Press, radio and TV outreach | Vanessa McCoy | | |
| | Supervises CIO position | Nicole Crosby | | |

22. CIO – Nicole Crosby/N7XBY

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|--|-------------------------------|---------------|--|--|
| | Club promotional materials | Nicole Crosby | | Tri-fold, etc. |
| | “Weekly Update” email content | Nicole Crosby | | Weekly input Sundays to media@w7aia.org |

23. FYI ... CCARC Members with ARRL Appointments

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|--|--|------------------|--|--|
| | ARRL Honorary 2 nd Vice President | Jim Fenstermaker | | |
| | NW Division | none | | |
| | Official Emergency Station (OES) | Gary Takis | | |
| | Official Observer (OO) | none | | |
| | WWA Section -Technical Specialist | Dave Phemister | | |
| | WWA ASM - Youth Coordinator | Delvin Buntun | | |
| | WWA ASM – Youth Programs | Vanessa McCoy | | |
| | WWA District 4 - DEC | Marc Lacy | | |
| | CCARES – Emergency Coordinator | John Allen | | |

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