

# CCARC Leadership Task Matrix

As of: 23 February 2018

Officer/Director	Activity or Committee	Coordinator	Assistant(s)	Remarks
<b>1. President – Tim Kuhlman/KD7RUS</b>				
	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 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		
<b>2. Vice Pres/Pres Elect – Nicole Crosby/N7XBY</b>				
	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		
	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 Distribution: James Newsome
	New Member Materials	Nicole Crosby		
	New member Processing	Nicole Crosby		Trevor writing process document
<b>3. Secretary – Barbara Yasson/AC7UH</b>				
	Board Meeting Minutes	Barbara Yasson		
	Club Correspondence	Barbara Yasson		
	Special Meeting Minutes	Barbara Yasson		(e.g. Executive or other)
<b>4. Financial Officer – Ron Ames/N7SRT</b>				
	501(c)3 Status	Ron Ames		
	Bank Checking & Savings Accounts	Ron Ames	Wayne Schuler, Barbara Yasson	
	Establishes and Manages Budget	Ron Ames		

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	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, Yaoclt repeater site, phone line, etc.
	WA State Incorporation	Ron Ames		Renews annually
	Physical Address of Corporation	Ron Ames		

## 5. Chairman, Board of Directors – Tim Kuhlman/KD7RUS

	Board Meeting location	Tim Kuhlman		
	Board Meeting Agendas	Tim Kuhlman		
	Conduct Board Meetings	Tim Kuhlman		

## 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 <a href="mailto:media@w7aia.org">media@w7aia.org</a>
	Meeting Greeters	Mark Gaunt		
	Meeting Refreshments			
	Storage locker Keys	Mark Gaunt		Key holders: TBD

## 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

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	<b>Domain Names (EYEWARN, W7AIA)</b>	Judith Ames		Halbrook Technologies
	<b>EYEWARN website host</b>	Judith Ames		Halbrook Technologies
	<b>Web Page Maintainer</b>	Wayne Schuler		
	<b>Media – Yahoo Group</b>	Gary Takis		
	<b>Media – Facebook</b>	Nicole Crosby		
	<b>Media – Twitter</b>	Marilyn Melhorn		
	<b>Media – Instagram</b>	Marilyn Melhorn		
	<b>CCARES/RACES</b>	John Allen		
	<b>Hotline</b>	Marilyn Melhorn		
	<b>Youth Programs Coordinator</b>	Nick Ellson		Boy & Girl Scouts, Schools, STEM, etc.
	<b>QSL Manager</b>	Charles Boling		

8. Records – Gary Takis/K7GJT				
	<b>Club Call Sign (W7AIA) Trustee</b>	Tim Kuhlman		Expires 03/12/2021
	<b>Club Membership Database</b>	Judith Ames		
	<b>Club Mailing Lists</b>	Wayne Schuler		info@, newsletter@
	<b>Club Policies &amp; Procedures</b>	Gary Takis		
	<b>Documents Inventory (Repository)</b>	Gary Takis		By Laws, Policy and Procedures, operating & CRESA Co-location agreements
	<b>DROPBOX organization and permissions</b>	Gary Takis	Wayne Schuler	Corporate Memory and working files
	<b>Heritage Program</b>	Gary Takis		Proposed program in 2018
	<b>Historian</b>	Rob Haller		

9. Director - Community Relations & Services – Trevor Best/KG7VIP				
	<b>BSA Radio Merit badge</b>	Delvin Bunton	Nick Ellson, Gary Takis	
	<b>Gee Creek Rest Stop</b>			<i>Need Coordinator</i>
	<b>Harvest Days Half Marathon</b>	Nicole Crosby		
	<b>Harvest Nights Car Cruise</b>	Nicole Crosby		
	<b>Hazel Dell Parade of Bands</b>	Nicole Crosby		May
	<b>Jamboree on the Air (JOTA)</b>	Delvin Bunton	Nick Ellson	October
	<b>MS Walk – Vancouver</b>	Jim Loudon		May
	<b>Country Life Fair (Pomeroy House)</b>	Nicole Crosby		Apr 28-29, 2018
	<b><del>SEA-DAC</del> Ham Convention</b>	Wayne Schuler	Gary Takis, Bruce Bullis, Delvin Bunton, Nicole Crosby, Vanessa McCoy	June 1-3, 2018

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	<b>Tailgate Party</b>	Vanessa McCoy		
	<b>Veteran's Day Parade</b>	Larry Bloomquist	Phil/Barbara Yasson	November
	<b>Walk-n-Knock</b>	Barbara Yasson	Rick Aragon	December
	Discovery Walk			Inactive
	Ham Fair			Inactive
	North County Wine Run			Inactive

## 10. Director - Operating – James Newsome/KE7ZAC

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

## 19. Director - Technical – Dave Cherba/WZ8T

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

## 20. Past President – Nicole Crosby/N7XBY

	<b>Continuity</b>			
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<b>21. PIO – Vanessa McCoy/KE7UBB</b>				
	<b>Agency and Political outreach</b>	Vanessa McCoy		
	<b>Community presentations</b>	Vanessa McCoy		
	<b>Press, radio and TV outreach</b>	Vanessa McCoy		
	<b>Supervises CIO position</b>	Nicole Crosby		
<b>22. CIO – Nicole Crosby/N7XBY</b>				
	<b>Club promotional materials</b>	Nicole Crosby		
	<b>“Weekly Update” emails</b>	Nicole Crosby		
<b>23. FYI ... CCARC Members with ARRL Appointments</b>				
	<b>ARRL Honorary 2<sup>nd</sup> Vice President</b>	Jim Fenstermaker		
	<b>NW Division</b>	none		
	<b>Official Emergency Station (OES)</b>	Gary Takis		
	<b>Official Observer (OO)</b>	none		
	<b>WWA Section -Technical Specialist</b>	Dave Phemister		
	<b>WWA ASM - Youth Coordinator</b>	Delvin Bunton		
	<b>WWA ASM – Youth Programs</b>	Vanessa McCoy		
	<b>WWA District 4 - DEC</b>	Marc Lacy		
	<b>CCARES – Emergency Coordinator</b>	John Allen		