

CCARC 2021 Leadership Task Matrix

Board Approved: 3 Feb 2021

Officer/Director	Activity or Committee	Coordinator	Assistant(s)	Remarks
1. President – Toby Clairmont KH7FR (2021)				
	Awards Banquet	Toby Clairmont		Annually in February
	Board and Club Meeting dates	Toby Clairmont		
	By Laws	Toby Clairmont		
	Coordinate Leadership Task Matrix	Toby Clairmont	Gary Takis	
	First Amateur Radio Class	Delvin Bunton		
	General Meeting Agenda	Toby Clairmont		
	General Meeting PowerPoint	Toby Clairmont		
	Health & Welfare	Toby Clairmont		
	Jack Ellis Scholarship Fund	Nicole Crosby		
	Leadership Working Group (LWG)	Toby Clairmont	Gary Takis	Pres, VPres, Past Pres, Secretary and NLT 1 Director
	Scholarship Committee	Toby Clairmont		Committee members: Barbara Yasson, Delvin Bunton, Tim Kuhlman, Judith Ames
	Supervise CIO position	Nicole Crosby		
	Supervise PIO position	Greg Shuster		
	Technician Amateur Licensing Class	Delvin Bunton		

2. Vice Pres/Pres Elect – Dave Cherba WZ8T (2021)				
	Member of LWG			
	Awards Committee	Trevor Best		Last recipients of Sherman, Stromgren, Ames and Life Membership awards
	Christmas Party	Dave Cherba		Annually in December
	Club Meeting location	Dave Cherba		Annually in November coordinated with VEC Schedule for use of American Legion Hall (Post 176)
	Club Meeting programs	Dave Cherba		
	Club Picnic	Dave Cherba		Annually in August
	Elections Committee Chairman	Dave Cherba		
	Membership Committee	Dave Cherba		
	Member Applications & Renewals	Judith Ames		
	Green Book	Wayne Schuler		
	Club Badges	Gary Takis		Badge Production & Tracking: Gary Takis Badge Distribution: James Newsome
	New Member Materials	Greg Shuster		
	New member Processing	Dave Cherba		Trevor writing process document
	Potential Member Outreach	Dave Cherba		

3. Secretary – Don Mitchell N7ETR (2021)				
	Member of LWG	Don Mitchell		
	Club Correspondence	Don Mitchell		
	Board Meeting Minutes	Don Mitchell	Asst TBA	
	Special & Executive Meeting Minutes	Don Mitchell		(e.g. Executive or other)

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4. Financial Officer/Treasurer – Gary Takis K7GJT (2021)				
	Annual Donations	Gary Takis		ARRL Spectrum Defense, Walk and Knock, Legion Hall
	Bank Checking & Savings Accounts	Gary Takis	Wayne Schuler Barbara Yasson	
	Club Debit Card	Gary Takis		
	Corporation Physical Address	Gary Takis		
	Establishes and Manages Budget	Gary Takis		Approved by board
	Insurance Certificates	Gary Takis		CRESA, CC-PW, Legion Hall
	Insurance Policies	Gary Takis		Mercer – activity Liability, Equipment
	Investment Account	Gary Takis	Wayne Schuler Barbara Yasson	<i>Vanguard</i>
	Investment Advisor	Wayne Schuler		
	IRS 501(c)3 Status	Gary Takis		Submit IRS Form 990n annually
	Legal & Fiscal Records	Gary Takis		
	Major Award Plaques	Gary Takis		Annually for Awards Banquet
	Member reimbursements	Gary Takis		Must have approved reimbursement form submitted
	Member of LWG	Gary Takis		
	Post Office Box 1424	Gary Takis		Renews in March
	Recurring bill payments	Gary Takis		Web site, Yacolt repeater site, phone line, etc.
	WA State Incorporation	Gary Takis		Renews annually
5. Chair, Board of Directors – Toby Clairmont KH7FR (2021)				
	Board Meeting location	Toby Clairmont		
	Board Meeting Agendas	Toby Clairmont		
	Conduct Board Meetings	Toby Clairmont		
	Publish Chair Notes from meeting	Toby Clairmont		
6. Director - General – Marilyn Melhorn AF7MM (2021-2022)				
	50/50 Drawing	Trevor Best		Every General meeting
	Christmas Raffle	Trevor Best		Christmas Party
	Club Equipment Storage	David Cherba		Additio
	Club Sales	Laura Seitlinger		Shirts, Caps, Cups, etc.
	Equipment Donations & Sales	Dave Cherba	Rick Smith	
	Equipment Inventory Database	Wayne Schuler	David Cherba	Annual report to Records
	Equipment Loaner Program & Tracker	David Cherba		
	Estate Equipment Sales	Rick Smith	Dave Cherba	
	Friday Lunches	Jack Barratt		Monthly input to media@w7aia.org

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	Meeting Greeters	Marilyn Melhorn		
	Meeting Refreshments – Coffee	Marilyn Melhorn		
	Meeting Refreshments – Cookies	Marilyn Melhorn		
	Storage locker Keys	Gary Takis		Key holders:
	Thursday Breakfasts	John Allen		

7. Director – Liaison – Tim Kuhlman KD7RUS (2020-2021)

	ARRL Club Update	Tim Kuhlman		February (formerly the 'Annual Report')
	ARRL Affiliation Certificate	Tim Kuhlman		February
	ARRL Special Service Club update	Tim Kuhlman		February
	Media – RCC Newsletter	Wayne Schuler		Monthly
	Media – Club broadcast emails	Wayne Schuler		
	Media – Webmaster	Gary Takis		
	W7AIA Domain	Gary Takis		Hostpapa
	W7AIA Website host	Gary Takis		Hostpapa
	EYEWARN Domain	Gary Takis		Hostpapa
	EYEWARN website host	Gary Takis		Hostpapa
	Web Page Maintainer	Wayne Schuler		License Testing (VE) page
	Media – Groups.io	Gary Takis		
	Media – CCARC Blog	Gary Takis		https://ccarc-w7aia.blogspot.com/
	Media – Facebook	Marilyn Melhorn		https://www.facebook.com/W7AIA
	Media – Twitter	Marilyn Melhorn		https://www.twitter.com/W7AIA
	Media – Instagram	Marilyn Melhorn		https://www.facebook.com/W7AIA
	Media – YouTube	Gary Takis		
	Media – Zoom	Dave Cherba	Gary Takis	
	CCARES/RACES	Michael Barnhart		
	EYEWARN	James Newsome		
	Hotline	Marilyn Melhorn		
	Youth Programs Coordinator	Eric Kaarto		Boy & Girl Scouts, Schools, STEM, etc.
	QSL Manager	Charles Boling		LOTW, QSL cards & QRZ website text

8. Records – Marc Lacy KD7RY (2021-2022)

	Club Call Sign (W7AIA) Trustee	Tim Kuhlman		Expires 03/12/2021
	Club Membership Database	Judith Ames		
	Club Mailing Lists	Wayne Schuler		info@ and newsletter@
	Club Policies & Procedures	Barbara Yasson		Processed by LWG, Approved by Board
	Documents Inventory (Repository)	Gary Takis		By Laws, Policy and Procedures, operating & CRESA Repeater Co-location agreements
	DROPBOX organization & Permissions	Gary Takis	Wayne Schuler	Corporate Memory and working files

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	Historian	Rob Haller		History boxes in storage unit

9. Director - Community Relations & Services – Reese Carpenter KJ7EKA (2021-2022)				
	Hazel Dell Parade of Bands	Barbara Yasson	Reese Carpenter	May 15 - Virtual
	MS Walk – Vancouver	Berndt Peters		Apr 24 -
	Country Life Fair (Pomeroy House)			
	SEA-PAC Ham Convention	Wayne Schuler	Bruce Bullis, Delvin Bunton Gary Takis	Virtual 4-6 June Greg Shuster 2021 SEA-PAC Vice-Chair Seminars/Workshops Past Chairman, Website, Publications
	CCARC Tailgate Party	James Newsome		
	Veteran’s Day Parade	Larry Bloomquist	Phil Yasson Barbara Yasson	November 11
	Walk-n-Knock	Barbara Yasson		December 5
	Jamboree on the Air (JOTA)	Delvin Bunton	Nick Ellson	October
	BSA Radio Merit badge	Delvin Bunton	Nick Ellson, Gary Takis	
	Discovery Walk			Inactive
	Gee Creek Rest Stop			Inactive
	CCARC Ham Fair			Inactive
	North County Wine Run			Inactive
	Harvest Days Half Marathon			Inactive
	Harvest Nights Car Cruise			Inactive

10. Director - Operating – Andrew Neubauer KJ7CRL (2021-2022)				
	ARRL DXCC	Al Rovner		
	ARRL VUCC	Al Rovner		
	ARRL WAS	Al Rovner		
	Bunny Hunts/Direction Finding	Tim Dezelle		
	CCARC Radio Challenge Award	Tim Kuhlman		
	Club Repeater Nets coordinator	Tim Kuhlman		
	Education and Training	Delvin Bunton		
	EYEWARN Program	James Newsome	Stan Nelson	
	Field Day	Dave Cherba	Tim Kuhlman	See Field Day Task Tracker for specifics
	Ham License Classes (open)	Delvin Bunton		
	Ham License Classes (YL only)	Barbara Yasson		
	Special Events	Tim Dezelle		As Needed
	VE Testing	Wayne Schuler	Bob Hardwick (schedules VEs)	

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	Washington State Salmon Run	James Newsome		Promotion Only
	Worked All Washington Counties	Phil Yasson		
19. Director – Technical – Tom Barton – WB7TZD (2021)				
	Digital Group	(vacant)		
	Elmer Program	Dave Cherba		
	Repeaters	Gary Takis	Wayne Schuler Loren Flindt	
	RFI	Dave Cherba		
	Tower Assistance	Al Lewey, Rick Smith, Dave Cherba		
20. Past President – Steve Gehlhausen AI7A (2021)				
	Member of LWG			
	Continuity of Leadership			
21. PIO – Greg Shuster KI7DTS (2021)				
	Agency and Political outreach	Greg Shuster		
	Press, radio and TV outreach	Greg Shuster		Press Releases for club events, training classes, etc.
	Create and maintain list of media contacts	Greg Shuster		TV, radio, Newspapers, etc.
	Community presentations	Greg Shuster		
	Create and maintain new member information for website and handouts	Greg Shuster		
	Club photographer	Greg Shuster		
	Create and maintain Club promotional materials	Greg Shuster		Tri-folds, information sheets, flyers, etc.
	Provide RCC content	Greg Shuster		Club activities, general meetings, etc.
22. CIO – Nicole Crosby N7XBY (2021)				
	“Weekly Update” email content	Nicole Crosby		Weekly input Sundays to media@w7aia.org
23. FYI – CCARC Members with ARRL Appointments				
	ARRL Honorary 2 nd Vice President	Jim Fenstermaker		
	NW Division Leadership	(none)		
	Official Emergency Station (OES)	Gary Takis		

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	Official Emergency Station (OES)	Dave Cherba		
	Official Emergency Station (OES)	Steve Aberle		
	WWA Section - Youth Coordinator	Delvin Bunton		
	WWA ASM – Youth Programs	Vanessa McCoy		
	WWA ASM – Tribal Affairs	Steve Aberle		
	CCARES - Emergency Coordinator	Michael Barnhart		