

2005 Administrative Support

	Projects	Hours	Western Washington Repeater Association Infrastructure
Membership	35	22	KC7DRQ
Response/Support	134	89	N7YZX, N7GME & N7YT-membership card, auto patch, etc. When a new membership comes in we have to: <ol style="list-style-type: none"> 1. Deposit check and fill in receipt book 2. Add to address list 3. Add auto patch 4. Issue speed dial 5. Make up code card and print out membership package Consisting of letter, instructions, etc. 6. Fill in financial data base information.
Data base mgmt.	134	15	N7YZX, N7YT & N7GME- email & home addresses <ol style="list-style-type: none"> 1. Insert email address into database 2. Updating roster and posting on website
Newsletter	1	77	N7GME/N7YT/KC7DRQ Building the information for the newsletter from various sources And editing and PRINTING.
Meetings			
General Membership	1	16	KC7DRQ, KD7GAR, N7GME, N7YT & N7YZX Meeting preparations last for days and weeks. <ol style="list-style-type: none"> 1. Deciding and procuring prizes. 2. Preparing reports
Board	1	15	KC7DRQ, KD7GAR, N7GME, N7YZX & N7YT
Electronic Board	6	1.5	KC7DRQ, KD7GAR, N7GME, N7YZX & N7YT
Inventory Management	7	14	KC7DRQ/N7GME/N7YT maintenance of inventory <ol style="list-style-type: none"> 1. Each time we buy something it is placed in inventory 2. Posted on website 3. Audit
Audit	2	25	N7YT and N7GME: KE7AMR and W7COM Bill and George hosted the AUDIT done on the finances and inventory on the hill.
Frequency Coordination with WWARA	1	2	N7YT, N7GME & KC7DRQ
Tel/FAX WWRA business	45	14	KC7DRQ, N7GME, N7YT & N7YZX
Financial management	134	107	N7YT - receive, deposit & disburse monies
Treasurers Report	1	3.5	N7YT - prepare and finalize financial report-general meeting
Financial management	134	86	N7GME - assist treasurer with spreadsheet

PROJECTS 635 487 HOURS