

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