



Snohomish County Hams Club

A Guidebook for Officers and Board Members

12/19/2016

Welcome

Welcome to the Fraternity! You have either intentionally or accidentally become one of the very few club members to take the plunge and go the “extra mile” in the hobby. Whether you intentionally raised your hand, or happened to be absent when nominations were taken, you’ve found your way into one of the most important and occasionally dysfunctional aspects of ham radio.

A well-functioning ham club is vital to the future of the hobby. It serves as a meeting point for hams new and old. It is where hams meet hams, and where hams help each other grow through a lifetime of radio. New hams learn the ropes from their Elmers, and more seasoned amateurs explore ever new facets of the hobby and share their continuing enthusiasm with others. The ham club is where amateurs of all flavors, capabilities, and personalities come together – good and bad – and as a group we learn from both!

Officers and board members are the caretakers of the Club. We are not the “owners” of the club, nor does the club “owe” us anything. The primary goals of an Officer or Board Member should be to 1) provide for the continuing improvement of the club, and 2) further the growth and expansion of Amateur Radio. Because we are human, this will mean different things to different people. There is no requirement that all Officers and Board Members agree, but all should feel free to express their views from their own perspective and still come together and make decisions with a majority.

This guide is meant to be just that – a guide. The moment it is completed, it will probably be outdated. It should be revised as regularly as needed. This guide is built around the following principles:

- 1) Duties for Officers and Board Members as outlined in the Club Bylaws
- 2) Critical administrative functions that affect the structure and/or legal status of the club’s existence.
- 3) Normal administrative duties and responsibilities
- 4) Duties and responsibilities for key positions such as:
 - a. Technical Committee Chair
 - b. Membership Committee Chair
 - c. Educational Coordinator
 - d. VE Committee Chair
- 5) Tips on working with others and generally getting along.
- 6) Other items as identified.

If there is a conflict between this document and the Club Bylaws, then the procedures and positions of the Bylaws shall be followed.

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Acknowledgments

This guide was originally conceived back in 2012 and like many things took far too long to bring to completion. We now sit at the end of 2016 and it is approaching its final quality checks before being released.

In the interim I have seen and learned a lot more about the various positions through both direct and indirect experience. While I can be blamed for a lot of the formatting and/or organizational issues, most of the credit goes to the many Officers and Board Members who came before. Their successes, failures, experience, and “war stories” made this possible.

None of this is really magic. In many respects all of us learned many of the items listed herein the “hard way” – most times by repeating the mistakes in the steps of our predecessors.

What I have attempted to do is simply shorten the learning curve. It is my hope that by doing so, I can help minimize some of the mental strain and conflict that comes from learning it all “on the fly”. Being a Board member is hard enough, just simply from the additional time requirements and workload alone without needing to add to it. Board members should be able to enjoy their time in service as much as general club members enjoy our operating events.

There are many, many people who have contributed to this in one way or another. The below list is only a start, and I will undoubtedly add more names to this list over time.

- Loren Hole
- Dennis Bradford
- Don Anderson
- David Williamson
- Frank Remington
- Jill Hatch
- Steve Burling
- Curt Green
- Jim Blake
- Jim Ludden
- Randy Mather
- David Cornell
- Jess Ray
- Steve Elli
- Dale Heaton
- Paul Erickson
- Henry Poland
- Tom Smith
- Sharon Smith
- Pam Snook
- Bob Huson
- Dave Crosby
- Eric Nordin
- Keith Jackson
- Pamela Maring

I thank you all for your wisdom, your service, and your friendship.

Special thanks to my wife Shelly Salsgiver KF7SGP for putting up with me through my years of stressing out while I learned a lot of this the hard way....

Rob Salsgiver – NR30

In the Beginning....

Snohomish County Hams Club

Since I am the only member now active with memories of how we came about, I will attempt to express my recollections.

In the late 1960s and early 1970s Ham Radio interest turned to 2 meters as the best means of communicating with local Hams. Surplus commercial equipment was more available and it was a lot easier to install in modern vehicles. I became very interested.

The most active radio club in the Everett area met on Friday evenings at Jennings Park in Marysville but had an attending membership of only about 10 or maybe less. Bob Klepper was the Ham most responsible for keeping it alive but it was suffering and Bob was having difficulty.

I had become active on 2 meters as I did a good deal of traveling around Puget Sound, being responsible for offices in Bellingham, Everett, Bellevue and Tukwilla. Unfortunately 2 meter signals in and out of the Everett area were almost impossible. Todd Felix who worked at GTE in their mobile communications department, had home-brewed a 2 meter repeater using 147.15/75 and operated it from his home near Lake Stevens. One day he offered to give me the repeater pair and the temporary use of his equipment if I would create an organization to promote its use and update the equipment. This of course sparked my interest and I took on the challenge.

In those days the FCC issued special repeater calls and the one I inherited was WR7AMP. My technical skills were limited, so I enlisted help from friends in two other Ham groups I was involved with. My best help came from Darrel Heckendorf, WA7OIB who was employed by a Marine radio manufacturer in Redmond. Darrel was given a unit from the company's scrap heap and he converted it into our repeater package. To promote membership in our new repeater group we needed auto patch capability. Incidentally, we named our group The Port Gardner FM Repeater Group. John Leaden, K7CHN is a skilled technician and one evening at my home he sketched out the schematic for an auto patch on a piece of butcher paper. For the next several weeks I acquired the necessary components and hand wired the device. It worked but with some limitations. All this was taking place about 1973 or 1974.

Once the equipment was working, we needed a good location. That is when Rotary became an unknowing partner in my efforts. My early search took me to General Hospital at 13th and Colby. Al Muller was the CEO and I knew him through the Everett Rotary Club. He gave me permission to install our antenna on the roof plus provided housing for the equipment on the unused 7th floor. This location provided good coverage for all of Everett north of Paine Field but nothing to the south. At a Rotary meeting I had lunch with George Petrie who managed the airport at Paine Field. He offered to rent me the abandoned FAA tower at the south end of the field for \$10 a year and supply the electricity. The tower was 103 feet above average terrain of about 600 feet. I can't remember the name of the Rotarian who was the local manager for General Telephone, but he arranged for our telephone service to be installed at the top of this tower. GTE wanted to charge us the business rate for our phone but through this Rotarians influence the residential rate was provided.

It was during this time that Dwayne Lewis, K7KSZ used his purchasing skills and helped us acquire our 6 cavity duplexer and the 5.8 db gain antenna from Phelps Dodge. Adequate money was starting to become a problem and the \$20 per year dues just wasn't cutting it. I decided to offer a life membership program to 10 Hams in exchange for \$100 each. With this we were able to keep the bills paid. However we had a major problem with the location. It worked great as far south as Portland but was very multipathy into Everett.

There was another repeater on 147.15 at Bellingham and an interference issue developed. The WWARA came to our aid and coordinated 147.33 for our use. Well this too had its problems. Some Canadian Hams on Vancouver Island used this frequency as a simplex. Well, when all the complaints were settled, we were granted the exclusive use of 147.18. This

also was the period when Western Washington switched to 20 K spacing instead of the popular 15 K used by the rest of the Nation. We worked hard to solve the coverage problems in Everett but to no avail. In time it was obvious we had to change locations. Back to my Rotary friends for assistance. Bill Moore was Mayor of Everett at the time and he saw the value of Amateur Radio capability in the event of a disaster such as the big flood of 1977. Bill used his influence to get our present location on top of Baker View Apartments. Allen White, a Rotarian, was head of the Everett Housing Authority and saw to it that we received primary attention for all our repeater needs. Dr. Eldon Schalka, also a Rotarian, was president of the Housing Board and both he and White convinced the rest of the board. As you can see, the Everett Rotarians were a big part of our repeater history and deserve a lot of recognition. Several Rotarians later became licensed. A few I remember: Art Armstrong, Chuck Beebe, Dr. Dick Lyons, Dr. Hugh Minor, and Dr. Eldon Schalka. Space was allocated for the equipment at the top of the elevator shaft. Our antenna was placed amongst several TV antennas on the roof. Getting a phone to the top of the elevator shaft at Baker View Apts. presented a big problem for the installer. They wanted to drill into the concrete and install conduit. We sent the GTE installer home and told him to come back the next day. We solved his installation problem by running a phone cable down the dead air space alongside the garbage chute to the basement. So that is where you will find our phone line enters the building. To avoid the unlisted number charge, we had the directory listing made under Lorna's (KB7PG) maiden name. Over all these years skilled technical Hams have taken care to keep the system running at top performance. I thank first Darrel Heckendorf, WA7OIB and then Kurt Burlison KA7BZA, Jon Fortier N7WDF, Steve Burling KJ7YL and more recently Rob Salsgiver NR30 and Henry Poland KH6VM. Today our equipment is top notch state of the art and the antenna is on a 30 foot tower. Every time I drive by 14th & Poplar I look at the roof and remember these days with great admiration.

About 1987 it became apparent that many of our repeater members were also members of the Marysville Hams Club and were thus paying dues to 2 similar organizations. The Hams Club began to grow membership after 1973 when I got them to change their meeting time from Friday evening to Saturday morning and move to Don's Restaurant in Marysville. After several months of discussions with both boards, the proposal was put before members of the two groups and a merger became effective in November 1988. The Port Gardner FM Repeat Group became the surviving organization retaining their corporate structure and 501-c3 certification. The name was changed to Snohomish County Hams Club to better reflex the coverage area of the repeater.

At some point in the late 1970s or early 1980s the FCC abandoned the special call designation for repeaters. As a result our repeater call was changed from WR7AMP to WA7LAW. As I was the license holder of WR7AMP, WA7LAW was issued in my name and expiration coincides with my personal call KK7M.

I think Dave Robertson, WK7A was the second president of the new organization and that year he wanted a 'Ham of the Year' trophy to promote good community service through Ham Radio. This trophy was created and first awarded in 1991 to Keith McNiel, N7OPJ. It has found a good worthy recipient each year since.

Another historical item of significance is the clubs sponsorship of volunteer license examination. In the summer of 1984 the FCC decided to discontinue examinations at FCC offices. It was thus turned over the Amateur Radio community. ARRL was selected as a coordinator and began a training program for volunteer examiners. I applied and was selected as the liaison for our group. Advertising went out and our first examination session was held at the Everett Yacht Club building on December 12, 1984. Eleven were served with 2 being new to Ham Radio. Since that time our club has provided license examination on the 4th Saturday of every month except December. In addition when requested we've provided special testing at other times.

After testing at the Yacht Club we moved to the Marysville Library. This was fine but had some scheduling problems. The Rotarian Dr. Ed Coons offered us the use of First Presbyterian Church with separate rooms for the required CW and written tests. This location worked great but for reasons I can't recall a move was necessary. So back to my Rotary friend Allen White of the Everett Housing Authority. He arranged for our use of the small meeting room at Baker view Community Center. Even though Allen has retired Everett Housing has continued to make this site available for our testing every month and in addition gives us free use of the large room every year for our Christmas party.

As a Hams club, after switching our meeting time from Fridays to the 4th Saturday the group began to grow. We moved first to Don's Restaurant in Marysville for a breakfast meeting. The food was great but the meeting room was limited. So another site was needed. Billy Bob's was just right and was anxious to provide a separate space. All went well until one day they went bankrupt and closed their doors for good. Other restaurants able to meet our growing membership were scarce. We tried the Cookbook but they had another group with priority at 9:00am so we had trouble. A few other restaurants were utilized but again our membership was growing and more space was badly needed.

I'm not sure of the date but probably in the mid-1990s our member Dr. Tom Hutchinson N7KPP made a plea to the then General Hospital at 13th & Colby. They generously provided a room next to the Cafeteria. We now could accommodate 40 or a few more members. We now had a good home for our Saturday meeting and a great location for our repeater.

A few years ago I started an Endowment fund which I hope will be a resource of money that will always keep WA7LAW on the air and a good communication source for all Hams in the area.

It's hard to remember all the people who have made this club so great over the last 45 years. As I write these thoughts we have a membership of about 140, a far cry from our meager beginning. Perhaps others will have some memories worth adding.

Loren J. Hole KK7M

Organization Structure

General

The Snohomish County Hams Club (SCHC) is registered as a non-profit within the State of Washington and a 501c3 at the Federal level. The club is organized per the bylaws for educational, charitable, and scientific purposes as they apply to Amateur Radio.

The secondary purpose per the Bylaws is to ... develop a telecommunications system for use on the amateur radio bands...”

The club is managed by a 9 member Board of Directors, 8 of whom are elected by the General Membership. The Trustee is appointed by the President and approved by the Board.

Important documents

There are several key documents that must be maintained and/or filed on a regular basis as a regular part of operations.

- Club Bylaws
Created at club inception and periodically updated using process specified within the Bylaws. A current copy must be kept on file at all times.
- Form 990-N
Organizations who meet designated criteria that are not required to file a full 990 tax return are instead required to file Form 990-N. The criteria surrounding this designation should be reviewed annually. Failure to follow or update the club’s filing status can result in loss of Federal 501c3 status, fines, or criminal charges.
- SCHC – Nominating Committee Procedures
- SCHC – Education Program Guidelines – 9.2012
- SCHC – A Field Day Coordinator’s Guide
- SCHC – Guidebook for Officers and Board Members (this guide)
- Robert’s Rules of Order

Key information

- Federal EIN – 91-1429964
- Washington State UBI – 601323592
- State filing status can be looked up at http://www.sos.wa.gov/corps/search_detail.aspx?ubi=601323592

Non-Profit status

The Club Bylaws dictate that the club is formed and shall be maintained as a 501c3 organization. No activities shall be conducted that adversely affect this designation.

Ability to accept tax-deductible contributions

In 2012 the basic question as to whether the club was a qualified 501c3 was repeatedly asked without resolution. Current and some previous board members were asked without any result that positively established an answer one way or another.

In August 2012, then-President Rob Salsgiver called the IRS and spoke with a representative at length about the question of the club's official 501 status. In short, he was provided with documents (form and instruction 1024, and form 8718. These forms dealt with every classification OTHER than 501c3, which was not fully realized until November 2012.

In November of 2012 during a more detailed review, the following information was further discovered:

1. The proper form for 501c3 organizations is form 1023, not 1024.
2. Requesting an official letter of determination from the IRS requires payment of a fee of \$400. This is consistent with the information earlier found out first in August of 2012.
3. There is a part of the IRS website that allows looking up non-profit organization's 990 and ability to accept charitable contributions. The title of this was "Exempt Organizations Select Check". A web tool located at <http://apps.irs.gov/app/eos/> allows you to search for the status of a non-profit organization.
4. Further research ultimately turned up Publication 557 – Tax Exempt Status for Your Organization, and Publication 1771 – Charitable Contributions – Substantiation and Disclosure Requirements
5. The club IS qualified as a 501c3 which is able to accept tax-deductible contributions based on the following provisions:
6. Publication 557 – Page 25 holds a section titled "Organizations not Required to File Form 1023". This is the key section that appears to apply to us. It essentially states that "Any organization (other than a private foundation) normally having annual gross receipts of not more than \$5,000" is not required to file form 1023.
7. The club must issue each donor wishing to have record of a tax-deductible contribution a receipts that meets specific criteria. These criteria are outlined within publication 1771, and is relatively simple. Several examples can be found online.
8. The club's gross income does not exceed \$5000 annually. If the total number of members and/or the annual membership dues increase dramatically, this limit should be considered and/or the dues adjusted accordingly. If annual gross receipts exceed \$5000, the club must file form 1023 for a formal letter of determination from the IRS. THERE ARE TIME LIMITS AND PENALTIES THAT APPLY FOR NOT DOING THIS PROMPTLY. There is (as of 2012) a \$400 fee that must be submitted with this form.
9. Note for 2016/2017: Starting in 2015, the club's income did exceed \$5,000. This was due to a significant amount of fundraising for repeater. In 2015 we had income of over \$11,000. So far in 2016 we have income of \$9,000. So, even taking the 3-year averaging, we still wouldn't be under \$5,000/year. The above guidelines need to be reviewed in order to avoid potential IRS penalties. This should be started no later than January 2017. **(Extra note: The aspect of "3 year averaging" needs to be double-checked. The initial review in 2012 did not show that 3 year averaging was a permitted means of weighing income. The club may (or may not) be in violation of IRS reporting requirements regarding the \$5000 income limit)**

Meetings and Agendas

Board and Club meetings should be held according to a regular schedule.

Board Meetings

- Schedule– Bylaws 3.5.0 – once per quarter or as otherwise established by the board. 1 week notice prior to meeting.
- Quorum – 2/3rds of total number of voting board members (6 of 9)
- Special Board Meetings – minimum 48 hour notice to all Board Members

Club meetings

- Held the 4th Saturday of each month except June and December
- The June meeting is not held due to the annual ARRL Field Day
- December meeting is not held due to the club's annual Christmas party.

Agendas

An agenda should be developed for every club and board meeting. An agenda provides a regular structure to the meeting to ensure time for all issues to be addressed.

Soliciting Agenda Input

Board meetings and General club meetings should include a means for others to add items to the agenda for consideration. At the same time, items should be added to the agenda IN ADVANCE of the meeting date for the following reasons:

- 1) To allow for Board and/or club members time for thoughtful consideration of the issues to be discussed prior to the meeting.
- 2) To permit sufficient time for those discussions on the agenda.
- 3) Occasionally it may be necessary to defer a proposed or existing agenda item to a later meeting to allow sufficient time for each agenda item.
- 4) Under no circumstances should an Officer or the Board repeatedly refuse to allow an agenda item without cause.

Board and General meeting agenda input should be solicited when the meeting reminders go out a minimum of 1 week prior to the meetings. Agenda additions should be copied to the Secretary and President.

Example agendas for Board and General meetings are as follows:

Typical Board Meeting Agenda

- 1) Call to order / start your meeting
- 2) (Optional) Changes to the Agenda
 - a. Solicit additions or changes to the agenda. Normally this is discouraged as ad-hoc items do not give board or club members' sufficient time to consider these matters ahead of time to promote thoughtful, considered decision-making.
- 3) Board Reports
 - a. Secretary's Report – Approval of previous meeting minutes
 - b. Treasurer's Reports
 - c. Board Committee Reports (Project Manager, Finance / Investment Committee, etc)
- 4) Old Business
 - a. Items already in progress from previous meetings are discussed here.
 - b. Club level committee reports such as Field Day, Education Committee, Membership, Nominating Committee, etc may be done in Old Business or under Reports, as determined by the board.
- 5) New Business
 - a. New items for the board to consider and/or take action on are brought up here.
- 6) Next meeting
 - a. Confirm next meeting time and place. Ensure any board members not in attendance are informed.
 - b. If there is nothing to address for the next typical monthly meeting, a month may be skipped if the board members in attendance concur.
- 7) Adjourn

Typical Club Meeting Agenda

- 1) Call to order / start your meeting
- 2) Welcome
- 3) Introductions
 - a. Call for first time visitors or new members.Around the room introductions
- 4) Well wishes (optional)
 - a. President or meeting chair may choose to ask members if they have any reports of members who are sick, infirm, or otherwise under the weather that may look forward to a phone call or visit while recovering.
- 5) Club Reports
 - a. Secretary and Treasurer reports should be considered mandatory unless either is not in attendance at the meeting. In that case the meeting minutes should be reviewed and/or approved at the next meeting. Other reports are strongly encouraged but may be skipped if desired to accommodate a program or other event at the club meeting.
 - b. Secretary's Report
 - i. Approval of previous meeting minutes
 - ii. Mail received
 - iii. Roster updates
 - iv. Other items as needed
 - v. New memberships
 - c. Treasurer's Reports
 - i. Account balances
 - ii. Income / Expenses since the last meeting.Other items as needed
 - d. VE Report
 - e. Repeater / Project Manager report
 - f. Tech Committee Report
 - g. Education Report
 - h. EMCOMM Report
 - i. DX Report
 - j. Field Day Committee Report
 - k. Swap Meet Report
 - l. Membership Committee Report
- 6) Old Business
 - a. Items already in progress from previous meetings are discussed here.
- 7) New Business
 - a. New items for the board to consider and/or take action on are brought up here.
- 8) Upcoming Events / Calendar
- 9) For the Good of the Order (optional)
 - a. President or meeting chair may choose to ask members if they have any general information, announcements, or other items for general discussion.
- 10) Adjourn
- 11) Program (if one is scheduled)

General Board Member Requirements

Bylaws

READ THEM!! This cannot be stressed enough. The Bylaws of any organization are part of the legal structure by which any company or non-profit can operate. The Bylaws of each organization are different. The board and officers cannot operate in opposition to the Bylaws. Intentionally acting in a manner contrary to the organization's Bylaws at a minimum is grounds for removal from the Board of Directors. In certain instances it is also grounds for legal prosecution.

While the legal importance of the Bylaws is important to remember, it is also important to remember what they are NOT. The Bylaws are not meant to cover every aspect of club operations. Instead, they are the essential "rules" that every "generation" of Board Members and Officers must follow. They are not meant to be changed often, and when they are changed it is only by following the process outlined in the Bylaws. When the Bylaws are changed it should be verified whether updates need to be filed with the State or Federal government. (as of this writing, most times they do not. It should be verified when changes are made.)

Items and topics not specifically covered in the Bylaws may be decided and managed as the Board of Directors sees fit, so long as decisions are reached, decided, and enacted by the Board in accordance with the Bylaws – i.e. – discussed, voted, and approved by the Board.

Individual Board Member Requirements

Below are general requirements for all Board Members and Officers. Additional requirements are listed by specific position later in this guide.

3.3.10 - to attend all regular and special meetings of the Board of Directors and of the membership. Any Director who through unexcused absence fails to perform his assigned duties shall be deemed to have committed an inimical act.

3.3.12 - Each member of the Board of Directors shall be responsible to the entire Board for sharing any information or action of interest or concern to the Board.

3.9.0 - Vacancies: Any seat on the Board of Directors, which is vacated for any reason shall be filled by appointment by the remaining Board until the next regular election.

Robert's Rules of Order

General

Robert's Rules of Order is a Universal set of guidelines originally created by Henry M. Robert on how to smoothly, orderly, and fairly conduct meetings. The full reference can be obtained online or in paper formats. A good online reference can be found at <http://www.rulesonline.com>. While the full "Rules of Order" contain over 800 pages of detail, the following points are good individual items to remember:

Formal Decisions – Each item to be formally decided in a meeting should:

- 1) Motion – The topic to be decided should be formally stated in a motion – "I move that we approve funds for Field Day expenses not to exceed \$500."
- 2) Second – Any item to be decided should have a "second" of agreement by a separate club or board member. A motion without a second shall not be acted on.
- 3) Discussion – After a motion has been seconded, the presiding officer (normally the President) should ask if there is anyone who wishes to discuss or debate the topic. If no discussion is forthcoming or at the conclusion of discussion, the item is able to move to a vote.
- 4) Vote – Votes are typically called by voice of "those in favor" and "those opposed." In the event that the numbers of those in favor or opposed are close, a count of hands, paper vote, or other suitable method may be used to obtain a fair and accurate vote.

Keys to Functional Leadership

Every Board Member is (or should be) human. Conflict is inevitable. In most cases, the conflict usually boils down to either an interpretation of the Bylaws or other rules, or a difference in opinion on HOW something should be done. Leadership is not always fun. Neither should it always be a battle. Here are some key things to remember during your tenure as a Board Member.

- 1) Everyone joins the Board for the same reason. To give back and/or make things better in Amateur Radio and the Club. I have yet to ever see anyone join the Board with the sole intention of doing harm to the Club or Amateur Radio. You are all on the same side.
- 2) Being a member in the Snohomish County Hams Club should be an enjoyable experience. The same should be said for being a Board Member. Ham radio is a social community. Keep it fun.
- 3) Remember your initial impressions when you first joined the club. What issues, people, and people's behavior caught your attention in that first year you were in the club? Remember those first impressions (good and bad) that were made on YOU when you became a part of the club. Work with your fellow Board Members to make sure you make the right impressions on the next generation of new members.
- 4) Out of 9 different Board members, you can have up to 9 different opinions. Leaders have a need to have their opinions heard and recognized. Guess what – you are all leaders. If there are a lot of different opinions, discussions will often not move forward until everyone gets their say. Let it happen. Once everyone believes their points of view have been heard and given consideration, they will much more likely to be willing to move forward.
- 5) Listen. If you find yourself on the other side of a difference of opinion, put yourself in their shoes. Try to understand the issue from their viewpoint. You will always have the ability to agree or disagree. Take the opportunity to learn something new.
- 6) It's ok to disagree. Not all decisions of the Board need to be unanimous. Each member should be able to state their opinion and make their case. Once all of the viewpoints are established, it is the responsibility of each Board Member to make up their own mind as to the topic at hand. Once the vote has been taken, move on. If you believe the wrong decision was made and it truly turns out that way, the issue can be revisited and/or changed later on, and people can learn from it.

President

Introduction

The President is by definition the leader of the club. Each President will have their own initiatives they may want to pursue while they are in office and this should be encouraged. The job of being President takes on many facets depending on the moment.

- 1) Leading Board and General Meetings.
- 2) Represent the Club to outside organizations.
- 3) Interact with the public to encourage pursuit of Amateur Radio and club membership.
- 4) Actively interact with the membership to:
- 5) Solicit ideas for improving the club.
- 6) Encourage individual member participation in club activities
- 7) TBD

You are the Chief Cheerleader responsible for maintaining civility, order, humor, and enjoyment in the club. Not every President will be skilled in all areas. If your personal talents fall short in one area, find someone to act in that particular capacity and let them do it. The President is RESPONSIBLE for a lot of things, but does not necessarily have to DO all of them. Delegate, but do so with consideration and follow-up. Do not be afraid to “un-delegate” if needed. The key is finding the right people for the right jobs.

Praise in public, criticize in private.

Bylaws

- 3.4.1 Nominations – Each year the President shall appoint a nominating committee.
- 3.10.1 President serves as Chairman of the Board of Directors and senior administrative officer.
- 3.10.1 Shall preside over all regular and special meetings of the board of Directors
- 3.10.1 Shall preside over all membership meetings.
- 3.10.1 Shall appoint committees and their chairpersons, except as otherwise listed in the bylaws.
- 3.10.1 An ex officio member of all committees (need not be present or preside at all committees)
- 3.5.0 Board Meetings – once per quarter or as otherwise established by the Board.

General Duties

1. Board meetings
 - a. Set schedule as needed. Monthly is recommended unless there is insufficient reason to have a meeting. Too long between meetings leads to stagnation and inaction between meetings.
 - b. Ensure a defined agenda is created, followed, and recorded for each meeting. Agendas may be created by the Secretary, President, or as determined and agreed by the board.
 - c. Lead board meetings in accordance with Robert’s Rules of Order.
 - d. Solicit regular reports from board members on current activities.
 - e. Ensure Board actions, decisions, and discussions are recorded in minutes by Secretary or as otherwise arranged.
2. General club meetings
 - a. Officiate over the monthly club meeting. If unable to attend, ensure the Vice President is informed, able to attend, and prepared to properly conduct the meeting in your absence.

- b. Ensure a defined agenda is created, followed, and recorded for each meeting. Agendas may be created by the Secretary, President, or as determined and agreed by the board.
 - c. Lead board meetings in accordance with Robert's Rules of Order. (See Robert's Rules above)
 - d. Solicit regular reports from club members and committee chairpersons.
 - e. Ensure club actions, decisions, and discussions are recorded in minutes by Secretary or as otherwise arranged.
3. Board Member supervision
- a. There are a lot of key action items that need to be performed by each Board Member. The Secretary and Treasurer have certain activities they are required to perform. Many of these have deadlines such as renewal of Federal or State filing documents. The President should familiarize himself or herself with the required activities of other Board Members and provide reminders as needed to ensure the required bases are covered.
 - b. It is a fine line between educating and mentoring, and nagging and micro-managing. Remember that some of your fellow Board Members may be new in their jobs as well. Don't be afraid to work with them and/or call on former Board Members to assist you with helping each other out. We've all been there – it wasn't perfectly smooth for us either.

Vice President

Introduction

The Vice President is the designated back-up quarterback for the President. While the number and scope of the requirements of the position are fewer in number, the job is no less important. In many respects the Vice President can be THE most important role in the club.

In general the Vice President should read and understand what the rights, roles, and responsibilities are not only for the Vice President, but also the President. In the event the President is unable to attend or otherwise fulfill his or her duties, that responsibility (within the guidelines of the Bylaws) falls to the Vice President.

Unlike the President though, 99% of the time you will be able to somewhat sit back and learn the “easy” way. You will be able to observe and participate, see how the other Board Members interact with each other, and generally “absorb” much of the process without being directly responsible for it until called on.

That said, the Vice President is a very important role BECAUSE you are at the table when the discussions and decisions are being made. You have the ability to see and interject when Board Members or the President may be at odds with each other during deliberations. In many respects, you can mentor and/or referee discussions and deliberations to encourage rational decision-making.

The Vice President should make it a point to develop a good working relationship when possible with each member of the board. Learn how to see things from each person’s perspective, and to help others on the board understand those perspectives in deliberations.

As one of the Board Members with the fewest defined responsibilities per the Bylaws, it is not uncommon for the Vice President to be asked to participate in or lead committees or other activities.

Bylaws

- 3.10.2 In absence or disability of the President, exercise the powers and perform the duties of the President.
- 3.10.2 Generally assist the president and perform duties as assigned by the Board of Directors

General Duties

- 1) Board meetings
 - a. Follow the agendas and discussions.
 - b. Consider how you would conduct the Board Meetings in those situations if required due to the President’s absence.
 - c. Become familiar with the Bylaws and Robert’s Rules of Order. Keep copies handy for reference if needed in meetings.
 - d. Watch Board Members during deliberations. If you see a Board Member who looks like they have something to say but is reluctant, make a point to ask their input before the discussion is completed. Make sure your fellow Board Members are involved in the process.

- 2) General club meetings
 - a. Attend club General Meetings.
 - b. Be prepared to fill in for President to preside over the monthly club meeting if the President is unable to attend.
 - c. Observe club membership during meetings. Look for members who may wish to speak on an issue but are not being recognized, or look unsure whether to speak up. Work to ensure member opinions are included in discussions.
- 3) Board Member supervision
 - a. Be familiar with the club Bylaws and the calendar of events for each position on the board. Help ensure that needed filings are performed on-time. Try not to “nag” or pre-empt other board members, but monitor the actions taken by other board members and provide gentle reminders if something appears to have been forgotten or missed in the shuffle. Of particular importance are Federal and State annual reports or filings, and the renewal of the club repeater coordination(s).

Secretary

Introduction

The Secretary is one of the two most important positions in the club. The position of Secretary is best served by someone who is well organized and detail oriented. There are a lot of duties that are placed under the Secretary's control by the Bylaws. It is important to note that it is not required that the Secretary DO all of these duties, but the Secretary is RESPONSIBLE to oversee these functions. As an example, the Secretary is responsible to "cause to be maintained the inventory of club assets." As of the current club structure, the execution of this duty is handled by the club Quartermaster, but the responsibility of oversight of this falls under the Secretary. Other functions may also be delegated, and if desired the Secretary may have an assistant. It should be noted however that delegation does not relieve the Secretary from responsibility. If duties that have been delegated are not being fulfilled, it is the Secretary's responsibility to work with the Board to correct the situation.

Bylaws

- 3.10.3 Cause the keeping of minutes of all Board and membership meetings
- 3.10.3 Cause giving and serving of all notices to membership and Board of Directors as required by law and Bylaws.
- 3.10.3 Cause to be maintained the roll of members.
- 3.10.3 Cause to be maintained the inventory of club assets.
- 3.10.3 Maintain list of all club keys
- 3.10.3 Maintain inventory of club's safety deposit box.
- 3.10.3 Receive and maintain the club's correspondence
- 3.10.3 Assume care and custody of the Club's corporate seal.
- 3.10.3 Shall perform all other duties incident to the office of Secretary
- 3.10.3 Exercise powers and perform such other duties as assigned by the Board of Directors

General Duties

- 1) Read the Club Bylaws – particularly section 3.10.3. Secretary.
- 2) Meeting Minutes (DOC and PDF files)
- 3) Take or cause to be taken the minutes for Board and General Club meetings.
 - a. Board meetings
 - i. Send Board Meeting minutes to Board Members as soon as completed following each meeting. If at all possible, within 1 week after the meeting is recommended. It is easier for the Secretary and fellow Board Members to remember and provide corrections or possible additions if the minutes are reviewed closer to when the meeting happened.
 - ii. Send an additional reminder to Board Members 1 week prior to the next meeting to ask them to review the previous meeting minutes so they are ready to approve them at the next board meeting.
 - iii. Bring to the Board all new membership applications for vote / approval. Notify applicants of membership approval/denial following Board vote.
 - iv. Board Meeting minutes are NOT posted to the club website. They are to be retained in the Secretary's records indefinitely.
 - b. Regular club meetings
 - i. Introduce new members approved by the Board at the next General meeting
 - ii. Submit draft to Chair for review.
 1. Following Chair review and/or as directed, post draft copy of minutes to club website "Members Only" page for review 1 week prior to the next club meeting.

2. Once the prior club meeting minutes have been corrected (if needed) and approved by vote of the general membership, replace the Draft copy of the minutes with the voted and Approved version of the minutes to the club website in the Members Only section.
 - 4) All meeting minutes should be saved in electronic and hardcopy formats and kept with the Secretary's records. It is recommended that hardcopies be organized in a 3 ring binder by month/year for future reference when needed.
 - 5) If desired, the Secretary may act as a MODERATOR of the club's email reflector. See the section on "Moderating the Club Email Reflector" later in this manual for details.
 - 6) Typically the Secretary is also one of the authorized signatures on the club bank accounts. This is useful in those circumstances when more than one signature is required for financial transactions, or when other signers on the account need to be updated due to elections, etc.
 - 7) Other record keeping (for Secretary login, see guide folder on disc.)
 - a. Bylaws
 - i. The Secretary shall keep as part of the club's official records the master approved hardcopy of the current Bylaws at all times.
 - ii. The Secretary should maintain a copy of the current Bylaws on the club website under the "Members Only" page for review by club members at any time.
 - b. Roster.
 - i. Maintain up-to-date roster in EXCEL or ACCESS.
 - ii. Coordinate with Treasurer and other officers as needed in processing new member applications.
 - iii. Bylaws require that New members be approved by the Board.
 - iv. Coordinate with the Treasurer to ensure their dues are deposited in a timely manner in accordance with the Bylaws.
 - v. Ensure new membership applications are reviewed and processed by the Board at the next meeting.
 - vi. Notify new members when their membership applications have been approved.
 - vii. Send a welcome email or letter and dues receipt in coordination with the Club Treasurer.
 - viii. Save all applications as hardcopy and PDF file for current year as backup.
 - ix. Print sign-in sheet for monthly meetings. Make corrections to roster and note if candidates for "Comp" membership should be activated.
 - x. Post master roster update (PDF) on webpage quarterly
 - 8) Membership application. Post updates on website as needed when revised.
 - 9) Post Board Service Calendar annually. (Dave Cornell's note – what are we calling the "Board Service Calendar"? Is this the running list of board members and what years they have served?)
 - 10) Post other records as requested.
 - 11) Maintain files of correspondence:
 - a. Insurance policy paperwork. (for five years)
 - b. UHF and VHF Repeater coordination with WWARA
 - c. Annual report to Washington Secretary of State
 - d. Form 990 submission to federal Department of Treasury, Internal Revenue Service.
 - e. Files for application to Everett, Mukilteo, or other agencies for Field Day, ILLW, 7QP, Salmon Run, etc.
 - f. Get well cards. Purchase cards and mail response on behalf of Club, using stamps on file (see below). Submit receipt to Treasurer, using "reimbursement form-1.xlsx" in guide folder on disc.
 - g. Stamps. Save postage stamps for use with outgoing U.S. mail.
 - 12) Other files as may be required
 - 13) Collecting the Mail / P. O. Box.
 - 14) Coordinate with the club Secretary to choose who visits P. O. Box 946 on a regular basis. Current policy is for Treasurer to collect mail at the box, because most mail includes bills or checks.
 - 15) Whoever collects the mail is responsible for passing information beyond their personal responsibility to the appropriate person.
- Examples:

- a. Membership applications to the Secretary.
 - b. Checks and funds to the Treasurer
 - c. Class registrations to the Education Coordinator
 - d. Investment statements to the Investing Committee Chair, etc
- 16) If possible mail should be passed on within 3-7 days. If mail is not able to regularly be passed onto the final destination within this time period, the duties of checking the mail should be passed to another individual whose schedule allows the processing of mail.
- 17) Per the club Bylaws, funds should be processed within 10 days.

Other property. For inventory of radio equipment and other property of the Club, consult the Quartermaster.

Access to Club Website

The Secretary has their own login to the Club website to use for posting updates as needed.

Treasurer

Introduction

The Treasurer's position is one of the two most important positions in the club alongside the Secretary. Like the Secretary position, the Bylaws place a lot of responsibilities under the Treasurer's domain. Also similar to the Secretary, it is not necessary that the Treasurer DO all of these activities, but the Treasurer is the Board Member RESPONSIBLE for these activities. It is entirely allowable for the Treasurer to have an assistant to help with the workload if desired. That said, dividing the responsibilities takes additional attention to detail to ensure that all legal and fiduciary (financial) records and responsibilities are properly met.

It is highly recommended that the Treasurer be someone who has acted in the capacity or in a financial profession previously. If not, it is highly recommended that a prospective Treasurer work with someone who has previously held the office to obtain mentoring to ensure the responsibilities are fulfilled properly.

Bylaws

- 3.10.4 Shall have custody of the club's funds.
- 3.10.4 Receive, disburse, and be accountable to the Board of Directors for all funds of the club
- 3.10.4 Shall maintain income and expense ledgers of all financial transactions
- 3.10.4 Shall prepare, or cause to be prepared, an annual audit to be delivered to the Board of Directors not more than 30 days after the end of each fiscal year.
- 3.10.4 Shall determine that sound fiscal policies are followed by the club
- 3.10.4 Shall act as financial advisor to the Board of Directors
- 3.10.4 Perform all other duties incident to the office of Treasurer
- 3.10.4 Exercise other powers and perform duties as assigned by the Board of Directors

General Duties

1. Read the Club Bylaws – particularly section 3.10.4. Treasurer and section 5.1.0 Finance.
2. Interface with the Financial Organizations holding the Club's funds.
 - a. Make deposits as necessary. The By-Laws require that all monies received by the club be deposited within 10 business days of receipt.
 - b. Open and Close accounts as needed.
 - c. When club officers change, the Treasurer works with the appropriate officer and the financial organizations to get that officer authority to deposit and withdraw club funds. As of this writing, the By-Laws allow only the Treasurer, Secretary, and Trustee signing authority to deposit and withdraw funds.
 - d. Disburse funds as needed to pay bills and reimburse club members for approved expenses they may incur.
3. Act as one of the authorized signatures on the club bank accounts. This is useful in those circumstances when more than one signature is required for financial transactions, or when other signers on the account need to be updated due to elections, etc.
4. Maintain the Club's financial books.
 - a. Using the most appropriate tool, record all the club's financial transactions. As of this writing, Quickbooks is the tool.
 - b. Reconcile bank accounts with the books at least monthly.
 - c. Treasurer's Reports (DOC and PDF files)
 - d. Prepare a Treasurer's Report that covers the period from the end of the previous report to the day before the next board meeting. If no board meeting prior to a General Membership meeting, then the

report should cover the period from the end of the previous report to the Sunday before the next General Membership meeting.

- e. The report should cover all income and expenses during the report period.
 - f. The report should show the balances in each asset account (checking, savings, investments. etc) at the end of the reporting period.
 - g. Submit and review the report at the board meeting. If no board meeting, submit the report prior to the General Membership meeting to the board via email and ask for feedback to correct any possible mistakes or omissions.
 - h. If approved by the board, upload a pdf of the report to the "Members Only" page of the club's website prior to the General Membership meeting.
 - i. Notify the membership through the email reflector that the Treasurer's report is on the web site for their viewing.
5. Investment Tracking
- a. Review all investments monthly. This can be done as part of the preparation of a treasurer's report.
 - b. The Treasurer does NOT have authority to buy or sell investment instruments (stock, mutual funds, etc). This is the responsibility of the Investment committee.
 - c. The Treasurer DOES have the authority and responsibility to put funds into the cash accounts of the investment companies. at the direction of the investment committee, the Treasurer may be asked to transfer funds between the cash accounts of the investment companies.
 - d.
6. Backup Data
- a. Do a monthly backup of the financial data at least monthly.
 - b. Place a copy of that backup on the Club's server. The server has an ftp facility and storage area for this kind of data.
 - c. Maintain instructions on how someone can step in and do the treasurer functions if the treasurer becomes incapacitated or quits unexpectedly. This information should be kept with the treasurer's files and be obvious to anyone who needs to step in.
7. Annual Audit
- a. Per the By-Laws, the Treasure must prepare or cause to be prepared, an annual audit.
 - b. The audit is open to any club member in good standing. An announcement should be made on or before the last General Membership meeting of the year (November is the last meeting) when an audit will be done.
 - c. The audit is to be completed and submitted to the board of directors within 30 days of the end of the audited year.
8. Collecting the Mail / P. O. Box.
- a. Coordinate with the club Secretary to choose who visits P. O. Box 946 on a regular basis. Current policy is for Treasurer to collect mail at the box, because most mail includes bills or checks.
 - b. Whoever collects the mail is responsible for passing information beyond their personal responsibility to the appropriate person.
 - i. Examples:
 1. Membership applications to the Secretary.
 2. Checks and funds to the Treasurer
 3. Class registrations to the Education Coordinator
 4. Investment statements to the Investing Committee Chair, etc
 - c. If possible mail should be passed on within 3-7 days. If mail is not able to regularly be passed onto the final destination within this time period, the duties of checking the mail should be passed to another individual who's schedule allows the processing of mail.
 - d. Per the club Bylaws, funds should be processed within 10 days.
9. See Appendix F: Fundraising / Handling Designated Funds

Directors at Large

Introduction

The Directors at Large are 3 year positions on the board. If appointed to fill a vacated Director position or elected to more than one term, it is possible a Director will serve longer than 3 years. Because of this, Directors are second only to the Trustee in potential longevity on the board. As such, they are key to maintaining long-term stability and directional focus for the organization.

Bylaws

3.10.7 Shall represent the interests of the membership at large.

General Duties

Directors have a number of important functions.

Representing the Membership

Per the Bylaws they are charged to represent the interests of the membership at large. To do this, Directors should listen attentively to discussions at club events and meetings, and openly engage members in conversation to find out their views on club and amateur radio related topics. Directors should be advocates for the general membership's ideas and concerns, and should regularly bring those items to the Board of Directors at Board Meetings.

Mentoring new Board Members

Because Directors often will span multiple elections, they will have a unique opportunity to help new Officers and Board Members "learn the ropes". Often times in organizations such as ours it is the first time individuals have been asked to or have volunteered for office, and many of the skills to effectively lead have to be learned. Leading meetings, following Bylaws and procedures, and simply dealing with differences of opinion between Board Members all are things that may need to be learned. Directors should make it a point to assist other Board Members through their learning curves and rough patches.

Recognizing Future Leaders

Watch general membership for future Board Member candidates and other leadership roles. Communicate these observations to the nominating committee annually.

Serving on Committees

Directors should participate in at least one committee if at all possible. Committee participation allows Directors to interact with and learn member concerns and interests. Participation also provides direct observation of how committee chairpersons and members work and feedback to the rest of the Board on committee operations.

Immediate Past President

Introduction

Congratulations. You've survived one or more years in the cross-hairs. Hopefully you still HAVE your hair. Hopefully you've achieved some success on the goals you set for yourself when you took office. If this was your first time in a leadership position, things likely look a lot different now than before you stepped forward to volunteer.

Even in the best of circumstances, you likely need a break by now. Take it – you've earned it. Your time in the leadership chair is often nowhere near the same as when you were a regular club member before taking office. Your views on events like Field Day and 7QP are likely different than when you just went to those events as a member. You won't ever look at club meetings quite the same way from now on.

Now your job takes a really strange and often difficult twist. Instead of being in front of everybody and everything, your job is to learn how to let go.

Unless your replacement has served on the Board already or did similar service in the past, they will be new and they will make mistakes. Remember, they took on the job for the same reason you did – to keep things going and make them better for the next generation. They may or may not have the same skills you did, but they will do their best - just as you did.

Being the Immediate Past President is in many respects harder than being the active President. You've "been there, done that", yet it's now your turn to sit back and shut up <grin>. At the same time your job is to help and mentor the new President without taking over, taking offense, or micro-managing. Making the transition from current to Past President is often difficult. You've invested a lot of time, effort, and energy into moving your goals forward and it's hard to stop.

Your role now has changed. Instead of pushing your goals forward, your job now is to grow the next generation of leaders through a smooth transition. Projects that were started or continued under your leadership should continue forward regardless of who the current leaders are.

Remember when you first became President. What was easy and what was difficult? What new skills did you need to learn to become effective in your role as President? Now look at the new President and other Board Members. What are they having trouble with? Help them learn.

It's not unusual for new Presidents to run afoul of the Bylaws, established policies, or operating norms of the board as you ran it. In most of the past, new Officers and Board Members took office without having even read the Bylaws. Quite frankly, even though they are necessary, they are also long and boring. Not everyone loves to read Bylaws. If they don't read and understand them, it's pretty easy to run afoul of them. It's not unusual for new Board Members to learn about the Bylaws by being chastised by existing Board Members for not following them. Get over it – that's life.

As the Immediate Past President, you now have the collective wisdom of having been through that gauntlet. How can you make that process easier for the new President? Try to educate without becoming a critical, nit-picking, nagging pain in the ass. It's difficult, but you've survived so far and you'll survive this. Remember, the new crew isn't out to destroy the club – they just need to learn like you did. Give them a hand.

If it's too hard to make the transition from the driver's seat to the back seat, feel free to miss a meeting here and there. Step away from meetings and get back to enjoying ham radio. Go PLAY radio instead of leading – you remember – that thing with all those knobs and makes noises? The Board will get along without you now and then.

Bylaws

None. Nada. Not a damn thing. You've had enough to do. The only thing the Bylaws say about the Past President is that you will be a member of the Board for the length of your successor's term.

Trustee

Introduction

The Trustee by its very nature is the only position without a limit on the length of term served, and there are good reasons for that. It also factors very strongly in the selection process for this very important position. The administrative duties of the position are pretty easy and straightforward. The licenses of the club repeater(s) and club FCC call are registered in the Trustee's name for as long as they serve in the position.

The non-administrative duties will vary somewhat based upon your individual skills and preferences, but they are in many ways much more important than being the "warm body of record" on the club's long-term paperwork.

Bylaws

3.10.5 Shall maintain the licenses of any club repeater.

3.10.5 Be Trustee of the club call (WA7LAW)

3.10.5 Be operationally responsible for all procedures and use under any club licenses.

3.10.5 Shall be a permanent member of the Board of Directors

General Duties

- 1) Maintain proper filings and reporting(s) as required by the Bylaws for the club repeater(s) and club FCC call (WA7LAW).
- 2) Because the Trustee normally will serve in office through the transition of multiple administrations, it is normal that the Trustee will also be one of the authorized signatures on the club bank accounts. This can be useful when more than one signature is needed for financial transactions, as well as when it is needed to add a new Treasurer to the bank accounts after an election.
- 3) Normally the Trustee will have the most experience on how the club and board have operated. Share the wisdom. Mentor your Board and help them learn.
- 4) Recognize the personalities in your Board Members and identify where friction may happen. Sometimes it's better to let the friction happen, other times it is better to help them avoid it. Learning happens either way. Use whichever method fits the situation at the time.
- 5) Assist with keeping a chronological history of the club. As one who will have seen most of the changes first-hand, you are invaluable to ensuring the club's history and legacy is properly documented.
- 6) Grow your future replacement. Technically the President can appoint whomever they want. If you've done your best and served the club well, the outgoing Trustee's input should have considerable weight with the Board when it comes to approving your replacement.

Project Manager

Introduction

The Project Manager as noted in the Bylaws is the Technical Advisor to the Board of Directors. Like the Secretary and Treasurer, the Project Manager is RESPONSIBLE for a number of items. It is not necessary that they themselves have to DO all of the items.

Unlike the Secretary and Treasurer however, the Project Manager is not a member of the Board of Directors. One of the hidden benefits of this is that he/she is not required to attend all Board meetings. It is expected however that the Project Manager keep the board apprised of the repeater and technical committee status. This can be done in person at board meetings, reports at regular membership meetings, via email, or any combination of methods that satisfy the requirement.

The amount of skill, time, and effort to properly support the club repeater system can be considerable depending on what the club wants it to do. The Project Manager is encouraged to consider building and/or maintaining a team of technically oriented members to assist with the workload. Not only does it cut down on the amount of time required of you as a single individual, but it allows others to grow technically in the hobby. Today's repeater skills go far beyond just the RF deck these days. Internet connectivity, digital modes, and mode to mode gateways are only a few of the newer technologies affecting repeaters today. Duplexer tuning, amplifiers, RF linking, propagation, antenna maintenance, coax selection, pre-amps, repeater controllers, tower climbing, and a dozen or more other "old school" technical requirements still apply however. There is more than enough to go around for a half-dozen helpers.

Bylaws

- 3.10.8 Shall be the Technical Advisor to the Board of Directors.
- 3.10.8 Responsible to the Board of Directors for all of the club's technical equipment.
- 3.10.8 Shall appoint members of the Technical Committee and direct their efforts.
- 3.10.8 Responsible for maintaining the club's membership in and frequency coordination with the WWARA.
- 3.10.8 Perform other duties incident to the office of Project Manager
- 3.10.8 Exercise other powers and perform duties as assigned by the Board of Directors.

General Duties

- 1) Read and fulfill the duties specified in the Bylaws.
- 2) On an annual basis, reach out to the club to see what new technologies and/or capabilities the membership is interested in. Make a list and present it to the club and get input to prioritize the club's desires. Identify any needed hardware, expertise, or learning needed to make it happen. Formulate plans to move forward once you have membership and Board concurrence.
- 3) Maintain an inventory of all of the Club's technical equipment including repeater system components, antennas, spare repeater system parts, test equipment, etc. Update it annually in January and forward a copy to the Quartermaster and Secretary.
- 4) Interact with the club membership. Learn who has technical background that might be of assistance in maintaining the repeater system or otherwise being a member of the Technical Committee. Pick people who can work together and can work with you.
- 5) Ensure all members of the Technical Committee – particularly those who work on the repeater, remain in regular contact with each other and let everyone know when changes are made to the system. Make sure the left hand knows what the right is doing! Maintain and use the club's Technical Committee mailing list.

Nominating Committee Chair

Introduction

The Nominating Committee performs the annual task of reviewing potential and prospective volunteers to fill the available offices on the Board of Directors each year.

This Committee is required by the Bylaws and is appointed each year by the Club President. In addition to finding qualified candidates to volunteer for office, the Committee is also charged with selecting one member to be awarded the “Ham of the Year” award.

In 2012 then-chairman Jess Ray created a set of procedures that outline how the nominating committee should go about its work. Much like this guide, it is a step-by-step outline that works well to minimize the need to “re-learn” how to do things each year.

Bylaws / Documents

Snohomish County Hams Club – Nominating Committee Procedures

General Duties

- 1) The members appointed to the Nominating Committee shall select a chairperson.
- 2) The chairperson will organize and schedule meetings
- 3) Guide the committee in the performance of its duties in accordance with the Nominating Committee Procedures
- 4) Provide reports as needed to the Board of Directors
- 5) Provide the final proposed slate of Officer and Board Member candidates to the Board of Directors for approval.
- 6) Coordinate the conduct of elections in accordance with the Nominating Committee Procedures and the Bylaws.

Quartermaster

Introduction

The Quartermaster is one of those positions that are very important but not necessarily glamorous. Like the Project Manager, the Quartermaster is not a member of the Board of Directors. Per the Bylaws, the Secretary is RESPONSIBLE for maintaining an inventory of all of the club's property. In practice, the Quarter master actually DOES this.

The duties of the Quartermaster are pretty straightforward and easy to keep on top of if you have a good set of procedures and expectations that you have members follow when using club property. Most of the time there are not very many items that come and go on a regular basis. It is a great position where you can be of great service to the club without having to attend Board Meetings!

Bylaws

3.10.9 Appointed by President and approved by Board of Directors.

3.10.9 Responsible for proper storage, identification, inventory, maintenance, and cleaning of club equipment and supplies.

3.10.9 Log check-ins, check-outs, and keep log of keys.

General Duties

- 1) Create and/or maintain a list of club physical property. Typically the Quartermaster's focus on physical property such as (but not limited to):
- 2) Tower trailer and supporting gear
- 3) Storage trailer and associated contents
 - a. Antennas
 - b. Picnic supplies
 - c. Generator
 - d. Tents
- 4) Spare repeater equipment (coordinate with Project Manager for repeater-related inventory)
- 5) Provide the club Secretary an updated copy of inventory annually or as requested.
- 6) Maintain keys for club storage trailer and tower trailer.
- 7) Check in and out club property as approved by the Board for club events.

Club E-mail List Moderator

The Snohomish County Hams Club maintains as part of its website several email distribution lists, also commonly referred to as “reflectors.” Depending on the email list, these “reflectors” are used for one or two-way communications between club members.

Moderated lists

All email lists are moderated. The intent of moderation is NOT to censor communications of club members. All email lists are (within reason) open for the free flow and exchange of ideas and information. Moderation is used for two primary purposes:

- 1) Prevent unintended email spam from being sent to club members via the list (virus attacks, etc)
- 2) Intercept emails of a personal nature that may have been intended for a single recipient from going to the list.

List Moderators are individuals who are setup to approve or reject emails sent to the various club email lists. A moderator may be setup to perform moderator duties for one or multiple lists, as desired.

It is desired to have a minimum of 2-3 moderators for each email list. At least one moderator should NOT be a member of the Board of Directors.

As of this writing there are 5 mailing lists.

schc-announce

This is a one-way list that every club member is subscribed to. It is used only for important announcements by the President or Board of Directors. It was created in response to a very few number of members who didn't like the volume of email on the two-way primary club email reflector (schc-members). It is almost never used.

Board Members may send email to the list by addressing it to schc-announce@wa7law.org

schc-members

This is a two-way list that every club member is subscribed to. It is the main list that all club members hold discussions on. Topics are encouraged to remain amateur-radio related, but occasionally can get chatty – normally around Field Day or when expressing well-wishes for club members.

Club members may send email to the list by addressing it to schc-members@wa7law.org

schc-repeater

This is a two-way list that may be subscribed to by request. This list is dedicated to those club members who wish to support the ongoing maintenance and improvement of the Club's repeater system. It is used to allow for two-way discussions between list members without adding extra emails to the main club list (schc-members).

Club members may send email to the list by addressing it to schc-repeater@wa7law.org

schc-tower

This is a two-way list that was used during the period when we obtained donation of the tower trailer. Following the donation a number of club members worked together to refurbish the tower trailer, and this list was used for those discussions. It is unused at this time and with Board agreement can be removed.

Club members may send email to the list by addressing it to schc-tower@wa7law.org

tech-group

This is a two-way list that may be subscribed to by request. This list is dedicated to those club members who wish to work together on technical DIY projects coordinated by Curt Green. It is used to allow for two-way discussions between list members without adding extra emails to the main club list (schc-members).

Club members may send email to the list by addressing it to tech-group@wa7law.org

Performing Moderator duties

- To perform email Moderator duties, a moderator must first be setup by a site administrator.
- When a club member posts an email to one of the lists, all moderators will receive an automated email from the list. A Moderator may take one of the following actions after reviewing the content of the member-sent email:
 - Click the ACCEPT link in the email to approve the email for distribution to the list
 - Alternately you can also ACCEPT an email for distribution by clicking REPLY and then SEND. There is no need to add any text to the reply. A blank reply back to the list is treated as an ACCEPT message.
 - Click the REJECT link in the email to reject the email from the distribution list.
- Once an email has been accepted by one moderator, the actions of all other moderators are ignored.
 - If an email was REJECTED by the first moderator, any other moderator may not subsequently ACCEPT the email. If it was REJECTED in error, it must be resent.
 - If an email is REJECTED, the original sender will be notified. It is not possible to “anonymously” REJECT an email.
 - If an email was ACCEPTED by the first moderator, any other moderator may not subsequently REJECT the email. If it was ACCEPTED in error, it is too late.
- If a question arises whether to ACCEPT an email or not, consult the Club President or other moderators for input.

Club QSL Manager

Introduction

The Club QSL Manager is the caretaker for sending and receiving QSL, or contact records that are requested from the club. Often QSL cards or electronic acknowledgements are requested by members who are pursuing awards, contacting special event stations, or who simply want to document their amateur radio achievements.

Possible Duties

- 1) Receive QSL card requests sent in by postal mail (Cards sent to PO Box and picked up by Secretary)
- 2) Send hardcopy QSL card requests when desired.
- 3) Maintain a hardcopy archive of received club QSL cards.
- 4) Request and track funds spent on postage and card stock for all other club events which may require QSL's.
- 5) Assist with setup and/or maintaining online QSL tools as desired by the club for performing electronic QSL requests. Currently LOTW but not eQSL
- 6) Maintain any Electronic Keys required by the online QSL services and a copy maintained by Club Secretary.
- 7) Maintain any electronic log (ACLogADIF) and Contest (Cabrillo) logs sent to any organization for scoring.
- 8) Collect all physical and electronic logs after each Club event where QSL'ing may be required.
- 9) With cooperation of the Trustee, maintain the QRZ.com page for WA7LAW for current information about Club activities and QSL information.

Membership Committee Chair

Introduction

The Membership Chairperson is a very important position within the club that for a long time has gone unfilled, primarily because it has been hard to define exactly what a Membership Chair could or should do. In many respects it is a position whose duties depends largely on your individual skills and/or desires.

The core need of the Membership Chair is that you are a “people person.” Some of the possibilities for the Membership Chair are listed below.

Possible Duties

- 1) Be social with club members. Being social gives you many opportunities to hear what is on members’ minds and going on in their lives. Possible uses of this:
- 2) Recruit others to work with you on the Membership committee to do one or more of the below activities.
- 3) Serve as a focal point to pass around greeting cards for members who are ill or celebrating particular milestones.
- 4) Relay topics of interest club members have to members of the Board to take action on. (Example: Some members may have an interest to participate as a club in a new or different operating event.)
- 5) Solicit suggestions from club members for those who deserve to be recognized at the club’s year-end awards.
- 6) Participate (if desired) in creating and/or presenting year-end member recognition awards.
- 7) Recognize club members at meetings who have become new hams, new club members, or have recently upgraded their license class or skills.
- 8) Help maintain the club website.
- 9) Help maintain the club annual activity calendar.
- 10) Send mailings to amateurs who are new to the hobby and/or have upgraded their licenses. Dave Williamson in the past has done this and has sample letter materials and has sent club brochures.**

These are only a few possibilities of what could be done. It really is up to you. The goal of this position is to make sure we don’t take our lives in the club too seriously and that we all have a good time. Most everything else in life is serious enough as it is – members should enjoy their time at club functions. You can make it happen!

Field Day Coordinator

Introduction

Field Day is the Snohomish County Hams Club's biggest event. It is held the 4th weekend in June every year and is a combination operating event, public display, and field deployment exercise.

Field Day Coordinator is a job that is best served by someone who is organized and has good communication skills. Do NOT try to do everything yourself. Club members are used to pitching in. It will happen.

So much has been done over the years that there is a totally separate Field Day Coordinator's Guide for the topic. If you want to save your sanity, read it!

Ideally the Field Day Coordinator should be identified no later than January. Getting the park or facility reserved should happen as soon as possible after the first of the year, and the sooner you start the easier it is. Waiting until after March to get things going should be avoided at all costs – you have been warned!

Aside from the extreme cautions above, coordinating Field Day CAN be fun and very rewarding. Normally you don't feel the reward until afterwards, but your mileage may vary. It is simply amazing year after year how things come together to make it all happen, and having club members new and old express their appreciation for your hard work makes it all worthwhile.

Bylaws / Documents

Snohomish County Hams Club – A Field Day Coordinator's Guide

General Duties

- 1) Coordinate getting the park / facility permit for the Field Day location.
- 2) Schedule Field Day meetings as needed.
- 3) Request funds and/or other support from the Board as needed.
- 4) Solicit volunteers for the many activities that need to be done – GOTA tent, transportation of antennas/towers/trailers to and from the site, BBQ master, pot-luck coordinator, etc.
- 5) Work with members to plan antenna / site layout.
- 6) Work with members to plan / schedule radio operations.
- 7) Appoint a safety czar
- 8) Other items as outlined in the Field Day Coordinator's Guide.

Educational Coordinator

Introduction

One of the key goals in Amateur Radio is to ensure the future of the hobby. The Education Coordinator is critical to this goal. The Snohomish County Hams Club puts on regular classes to help those who are interested to earn their FCC Amateur Radio license.

Most often this is done through periodic classes offered by the club. The Education Coordinator orchestrates these events.

Currently the club uses a “license in a weekend” format that allows an interested individual to earn their Technician (and possibly their General) license through these classes.

The Education Coordinator position is best filled by someone who is organized and has an interest in education. Some background in training is recommended.

Get input from Jim Ludden, Jim Blake

Bylaws / Documents

Snohomish County Hams Club – Education Program Guidelines

General Duties

- 1) Serve as the Club’s central point of contact for those wishing to earn their Amateur Radio license.
- 2) Interact with the public, government agencies, emergency response organizations, and others who have a desire to schedule classes.
- 3) Arrange or coordinate use of facilities for classes.
- 4) Coordinate scheduling of classes and instructors.
- 5) Work with others to publish class schedules as needed.
- 6) Coordinate VE testing sessions at the conclusion of classes.
- 7) Keep records of funds spent and collected, and forward to Treasurer and Secretary as required.
- 8) Give Education Committee report at club general meetings.
- 9) Keep Board of Directors apprised of any needs for the Education Program.

VE Committee Chair

The Snohomish County Hams Club has an outstanding Volunteer Examiner program that is known throughout the region for having reliable and regularly scheduled Exam sessions. These VE sessions have been held on the 4th Saturday of every month except December for decades and have brought thousands of new Amateur Radio operators into the hobby.

In addition to the regularly scheduled sessions, our VEs also regularly provide testing at the conclusion of the many classes we hold on an as-scheduled basis.

The VE Committee Chair, better known as our VE Coordinator, is the central organizer for our VE team. As such he/she performs the following duties:

- 1) Maintains a pool of available and qualified Volunteer Examiners (VEs). Each VE must be accredited with the ARRL VE program.
- 2) Solicit VE attendance at the Club's regular and ad-hoc VE testing sessions.
- 3) Interacts with the Board as needed regarding the VE program.
- 4) Acts as the primary interface with ARRL for the club's VE program.
- 5) Provides a monthly VE report to the membership at the Club's General Meeting
- 6) Forwards testing fees to ARRL and provides report of same to the club during the Monthly VE report.

Public Service Officer

Introduction

The Public Service Officer (PSO) is appointed by the President and approved by the Board of Directors. It is not a Board Member position and is not required to attend Board meetings.

The Public Service Officer serves as the central point of contact between the club and the public concerning the Club's participation in supporting Community events.

Many Amateur Radio organizations such as ARES, RACES, and clubs perform tasks such safety observers and communicators for parades, marathons, and other public events.

Bylaws

4.1.4 Public Service Committee

Possible Duties

- 1) Educate club members regarding the availability and types of Public Service Opportunities.
- 2) Serve as the point of contact (POC) for organizations wishing to have Amateur Radio support for their community event(s).
- 3) Coordinate with PSOs in other county or regional Amateur Radio organizations. Communicate their event needs to club members to connect interested members to public service opportunities.
- 4) Establish and/or maintain on the Club website a list of regular Public Service Events that Amateur Radio operators support.

Other Key People

Meeting room scheduling

At the time of this writing, club member Dr. Tom Hutchison is kind enough through his contacts at Providence to arrange for the use of one of their conference rooms for our club meetings. This should be followed up annually by the club secretary. Historically, Dr. Tom has arranged to have us scheduled in October/November for the following year.

Weekly Net coordinator

The Snohomish County Hams Club holds a weekly check-in net on Sunday evenings at 7:00pm on the club's WA7LAW repeater. Additionally the club may hold other regular nets from time to time such as the digital net on Wednesdays on the club's UHF repeater.

The content of this section is written as it applies to the long-running FM Voice check-in net on Sunday evenings. These guidelines can also be applied to other nets that the club may hold, and may be coordinated by the same or additional Weekly Net Coordinators. (Example: The FM Voice Sunday weekly net may have a different Net Coordinator and Net Control Operators than a weekly digital net, or they may be the same individuals.)

The Weekly Net Coordinator is a non-board position that solicits and coordinates the activities of voluntary Net Control Operators for these weekly nets. The following guidelines should serve as a base example of how the Net Coordinator (and related Net Control Operator) duties should be managed. A Weekly Net Coordinator performs the following:

- 1) Solicits volunteers to serve as Net Control Operators. It is helpful if the Weekly Net Coordinator has Net Control experience.
- 2) Create and maintain a rotation calendar for all Net Control Operators for each Net. It is recommended that a Primary and Alternate Net Control be assigned for each week's net.
- 3) Ensure all Net Control Operators have contact information for all other Net Control Operators in order to arrange for the Alternate Net Control to fill in if they are unable to fulfill their scheduled shift.
- 4) Publish the Net Control Operator Calendar regularly and at minimum 1 month in advance. Semi-annually is recommended.
- 5) Maintain the Weekly Net Preamble. Coordinate with Net Control Operators and the Board of Directors for revisions to the Net Control Operator's script(s).
- 6) Work with Net Control Operators to create documentation and/or tools to make the Net Control Operator's duties easier to manage – i.e. – check-in sheets that have member call signs and/or names. (optional, but recommended)

Net Control Operator(s)

The Snohomish County Hams Club holds one or more check-in “Nets” on a regular basis. A “Net” is essentially a structured conversation typically on a repeater between 3 or more individuals. The higher the number of individuals in this “Net”, or conversation, the more difficult it becomes to hold an orderly and meaningful conversation.

The duty of the Net Control Operator is to assist with bringing order to these conversations, or “Nets.” This is done typically by using a “Preamble” or Net control “script” to guide the activities of the Net. The content of the net control script introduces members and newcomers to the net and outlines how the Net will operate. Typically the Net Control Operator will ask for check-ins in a certain order – usually by call sign – to minimize everyone trying to “check in” at the same time and “doubling” with each other. After everyone has checked in, the Net Control Operator will go back through the list of checked-in members for their reports, or “traffic”. In the case of the club’s regular Sunday Evening Net, this is simply an opportunity for each person checking in on the Net to share what has happened in their life over the last week or so since their last check-in. Other nets (like Emergency Services) will ask for other traffic, such as weather or damage reports. The type of Net usually dictates what type of information is shared.

Net Control Operators should be organized, be patient, and have a willingness to mentor others. It is not unusual to have new Hams “stumble” a few times during the Nets. Often the Club’s Net is their first time being on the radio. It may take them some time to “get the hang” of how to properly check-in, how to key up, or other things that “old timers” consider second nature. Be encouraging and constructive, and not an asshole. It only takes one bad experience to drive someone out of the hobby. If you have longer-term problems or a club member or visitor is being just plain difficult, mention it to one of the Officers or Board Members, to handle. Don’t lose your cool on the air. People look to you to be consistent, fair, and organized.

Appendix A: Club Calendar of Key Events

Below is a list of key items of Board responsibility that need to be handled annually. Most of these are (or should be) identified in previous sections under existing Officer or Board Member positions.

January

- Provide information for Budget (Treasurer)
- Develop / refine / approve Budget (Board of Directors)
- Selection of Field Day chairperson
- Field Day site identification – start permit processing. Park sites and venues start scheduling in January for the year.
- Bank account updates
- Update club website with new officers / board members (Webmaster)
- Update club pamphlets / publications with new officers / board members (Board of Directors)
- Monthly VE update to ARRL
- 7QP site selection / permit
- Transfer \$200 from General Fund to Repeater Maintenance account (Treasurer) – need to record which month/year minutes this was approved
- Transfer 1/20th of Life Membership account to General Fund (Treasurer) – need to record which month/year minutes this was approved
- Update ARRL Club Affiliation information. Annual report to ARRL (Secretary)
- Renew ARRL Special Service Club status (Secretary)
- Provide information as needed to support annual audit (Treasurer)
- Renew WA7LAW.ORG domain name registration and update contact information (Treasurer)
- File annual report to Secretary of State (Secretary) – technically this is not due until May, but Secretary of State's records should be updated as soon as possible after each election in order to show current Officers and Board Members of record.
- Renew any "Honorary" memberships, if any (Board of Directors)
- Select / renew Committee Chairs (President / Board of Directors)
- Fill other leadership positions (Quartermaster, Project Manager, Public Service Officer, etc) – (President / Board of Directors)

February

- Monthly VE update to ARRL
- Start planning / Site selection for 7QP – Find/select coordinator

March

- Monthly VE update to ARRL

April

- Monthly VE update to ARRL

May

- 7QP Contest – 1st Saturday in May
- Monthly VE update to ARRL

June

- Monthly VE update to ARRL

- Field Day

July

- Start planning for WA7LAW Salmon Run
- Renew WA7LAW website hosting account (Treasurer)
- Monthly VE update to ARRL

August

- Monthly VE update to ARRL

September

- Elections
- Salmon Run Contest
- Renew Club Liability Insurance (Treasurer)
- Monthly VE update to ARRL
- Salmon Run

October

- Pay PO Box rental (Everett Post Office – Treasurer)
- Monthly VE update to ARRL
- Meeting Room Scheduling for next year (Dr Tom / Providence)

November

- Monthly VE update to ARRL
- Renew WA7LAW VHF Repeater coordination with WWARA (2020 and every 5 years)- Program Manager
- Renew WA7LAW UHF Repeater coordination with WWARA (2020 and every 5 years)- Program Manager
- Solicit volunteers from Club for annual financial audit (Treasurer)

December

- Christmas Party
- Monthly VE update to ARRL

Appendix B: Decisions of Significance

Purpose

In the course of normal business, the Board of Directors will make certain decisions that commit funds, set as policy, or otherwise establish a decision that should be followed and carried forward by future administrations. Each of these decisions should be recorded in the Board and/or General Meeting Minutes.

While it is highly recommended that new Officers and Board Members read through previous Board and General Meeting minutes, it is recognized that reading through several years of minutes to determine what “rules” and decisions are current is not necessarily reasonable or likely.

The purpose of this Appendix is to provide a “Living Summary” of decisions made by the Board and/or General Membership that affect or alter the management of the club, its funds or assets, or alter existing policies or procedures. Each time such a decision is made, the summary of that decision should be entered below with the date it was enacted and a reference to the Month/Year and type of Meeting minutes (Board/General) that the official text of the motion was made in.

This summary is NOT to serve as the “official determination” of any rule. It is ONLY to be used as a summary to help Officers and Board Members more quickly find the authoritative month and year of the minutes that the decision was recorded in. In any disagreement between this summary and the official meeting minutes, the minutes of record shall prevail.

Decisions of Significance

| Item # | Decision / Act of Significance | Type of Minutes | Month/Year |
|--------|---|-----------------|------------|
| 1 | Approved Tom Hutchison for life membership | Board | Aug 2010 |
| 2 | Board approved bylaw changes to be voted on by membership | Board | Dec 2010 |
| 3 | Appointment of Steve Burling as Tech Director to replace Jon Fortier | Board | Feb 2011` |
| 4 | Steve Burling authorized to explore replacement repeater controller options | Board | Feb 2011 |
| 5 | Membership chair given the authority to approve or deny membership applications based on "moral turpitude" standards. Also given power to revoke membership based on the same standards. | Board | April 2011 |
| 6 | Treasurer directed to open new club bank accounts at BECU and to add Trustee as 2 nd signor. Also approved to obtain club debit card for use by Treasurer. | | Sept 2011 |
| 7 | Board approved bylaw changes to be voted on by membership | | Sept 2011 |
| 8 | Steve Burling appointed to fill remainder of term for open Director position vacated by Dave Crosby. | | Nov 2011 |
| 9 | Last CD matured at old bank and transferred to new BECU accounts | | Jan 2012 |
| 10 | Initial proposal of Loren's KK7M Endowment fund for the repeater. Important discussion items of this issue in minutes. Decision to seek legal input. | Board | Feb 2012 |
| 11 | Board approved development of new club website | Board | March 2012 |
| 12 | Initial discussions of club storage project (trailer or storage unit). D. Williamson approved as quartermaster to start an inventory of club property. | Board | March 2012 |
| 13 | Club name tags approved | Board | March 2012 |
| 14 | Board approved discontinuing phone line for unused autopatch | Board | April 2012 |
| 15 | Treasurer opened IRS online account and posted E990. ID and password to be kept with Secretary and Trustee. | Board | April 2012 |
| 16 | Full suite of N3FJP software for logging and other activities now owned by club. Serial numbers to be kept on record by Secretary and Trustee | Board | May 2012 |
| 17 | Storage committee/trailer committee formed – Jim Ludden chair. Board recommended putting plaque on it naming all donors. | Board | Sept 2012 |
| 18 | Board reviewed and approved Education Coordinator guide | Board | Sept 2012 |
| 19 | Board established repeater emergency / maintenance fund dedicating an initial \$1000 and an additional \$200 each year to be transferred from the general fund. To be used to cover catastrophic emergencies with additional guidelines to be set in the future. This is separate from the KK7M Repeater Endowment. | Board | Sept 2012 |
| 20 | Board approved \$500 for education program expenses | Board | Oct 2012 |
| 21 | Dave Cornell volunteered to take over QSL manager role | Board | Jan 2013 |
| 22 | 1000 QSL cards for club donated by Jess Ray – AD7PZ | Board | Feb 2013 |
| 23 | Executive session | Board | Feb 2013 |
| 24 | Board approved transfer of club's email activities from yahoo to new list(s) via website. | Board | March 2013 |
| 25 | Sharon Elward KF7YVW approved by Board as Treasurer to replace Pamela Maring following resignation for personal reasons. | Board | July 2013 |
| 26 | County Executive John Lovick visited WA7LAW Field Day site with favorable comments | | July 2013 |
| 27 | Board formally adopted resolution to move 1/20 th of funds in life member account each year to the general fund. Duty assigned to Treasurer to be carried out annually. | | July 2013 |
| 28 | Notes regarding Education program and former coordinator Grant Hopper | Board | Aug 2013 |
| 29 | Formal adoption of 1/20 th of Life member funds to be transferred annually | Board | Oct 2013 |

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|----|---|-------|-------------|
| 30 | Board approved forwarding options for club storage trailer to membership for discussion / approval. | Board | Oct 2013 |
| 31 | Grant Hopper replaced by Jim Ludden as Education Coordinator | Board | Oct 2013 |
| 32 | Appointed Dave Cornell as deputy treasurer to assist while in duties as Secretary for handling of funds / helping Sharon / etc. Added to BECU accounts / etc. | | |
| 33 | 50/50 raffle proceeds through May to purchase new laptops, June-November to Christmas party prizes | Board | Jan 2015 |
| 34 | Board approved application for Yaesu Fusion repeaters pending membership discussion @ Jan membership meeting. | Board | Jan 2015 |
| 35 | General discussion of proposed endowment policy. Formation of investment committee and setup of Scottrade account. | Board | Feb 2015 |
| 36 | Board passed motion to approve By law 2.11.0 Repeater Upgrade Fund Management. Subject to change that "The Policy is subject to modification as voted upon by a majority vote of the Board of Directors." | Board | Feb 2015 |
| 37 | In process discussions on Bakerview Tower, code key oscillators, and donation receipt form letter development. | Board | March 2015 |
| 38 | Board approved the following text to be presented for club vote to amend the bylaws: 5.1.6 REPEATER ENDOWMENT INVESTMENT FUND POLICY. NOTE: This By-law 5.1.6 CAN-NOT ever be changed by any future Board of Directors, and shall be a permanent part of the By-laws and the Snohomish County Hams Club. <i>Only the income (profit) from the previous Club calendar year (not the principal) may be used by the Snohomish County Hams Board to maintain, expand or otherwise enhance WA7LAW Repeater. The principal investments must always remain intact and continue to generate ever increasing usable income. If the previous year's income (profit) is not used, it shall be added to the principal and will no longer be available for use.</i> | Board | May 2015 |
| 39 | Initial investment policy approved by the board. See minutes for policy text. | Board | May 2015 |
| 40 | Scottrade account setup for Repeater Endowment | Board | May 2015 |
| 41 | Approval of transfer of initial funds for Endowment into Scottrade account. Discussion items regarding account setup and management. Some items may need clarification. | Board | May 2015 |
| 42 | Discussion of tax donation receipt letter format for general, specified fund, or endowment donations | Board | May 2015 |
| 43 | Discussion of membership approval of endowment related bylaw items 2.11.0 and 5.1.6. Jess drafting clarification for investment policy. Bonding of committee members discussed but no formal decision. | Board | August 2015 |
| 44 | Processing of agreement between NR30 and SCHC for purchase of a 3 rd Fusion Repeater by NR30 under the Yaesu "club program". Repeater paid for and owned by NR30, but club will retain 1 st rights to purchase if ever sold by NR30. Copy of agreement on file with Secretary. | Board | Oct 2015 |
| 45 | Tom Smith as Exec Financial Advisor to the board recommended changes to the proposed investment bylaws. These changes would somewhat moderate the ability of the membership to make changes (not the board). Instead of forbidding changes, changes will require minimum quorum and super-majority to change. Changes to be submitted to the board soon. | Board | Oct 2015 |
| 46 | Initial discussion of bylaw change to permit life membership to pass to licensed spouse. | Board | Oct 2015 |
| 47 | Board approved bylaw change (2.5.3) for transfer of life membership to be presented to membership at Jan meeting. | Board | Dec 2015 |
| 48 | Bylaw 2.4.0 – Honorary members – reviewed bylaw as a term of "honorary life member" was used in reference to Dave Goldsmith – KF7UZI. Bylaw indicates honorary membership is for one year only and can be renewed. | Board | Dec 2015 |
| 49 | Board discussion and intent to create "to do" lists for each officer position. | Board | Dec 2015 |
| 50 | Special meeting item – Resignation of club secretary Dave Cornell. See meeting | Board | Dec 2015 |

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|----|---|-------|-----------|
| | minutes. Board approved transfer of Secretary duties to Henry Poland and specified a cooperative and orderly turnover. | | |
| 51 | Board approved transfer of \$1000 from general fund to Storage Trailer fund following membership approval in November general meeting and existing fundraising. Membership approved to purchase a 16' enclosed storage trailer for \$3500. Remaining funds to be obtained by fundraising. | Board | Dec 2015 |
| 52 | Board approved \$200 transfer of funds from Endowment fund account to Scottrade for investment purchase | Board | Dec 2015 |
| 53 | Loren Hole resigned from VE Coordinator position, replaced by Jess Ray. Approved by Board and ARRL VE Dept. | Board | Dec 2015 |
| 54 | Discussion to update club brochures and leave officer information off of it | Board | Dec 2015 |
| 55 | Jess Ray submitted resignation from the bylaw committee. Agreed to 15 day extension to server and complete existing / pending work. | Board | Dec 2015 |
| 56 | Approval of committee / appointments (Note, annual approval of Trustee not required per bylaws). | Board | Jan 2016 |
| 57 | General budget discussion for 2016 | Board | Jan 2016 |
| 58 | Jim Blake to perform review / recommendations for bylaw updates | Board | Jan 2016 |
| 59 | Discussion regarding transfer of LIFE membership funds to general fund. Board approved transferring ALL of LIFE membership funds to general fund. | Board | Jan 2016 |
| 60 | Discussion of 501c3 status and review. Board to invite Tom Smith to research / report. | Board | Jan 2016 |
| 61 | Audit performed / report in minutes for 2015. | Board | Jan 2016 |
| 62 | Moved / passed to invest up to \$2000 into a CD. Not indicated why or from which account / etc. | Board | Jan 2016 |
| 63 | Budget passed 7 to 1 for 2016 | Board | Feb 2016 |
| 64 | Amended Jan 2016 Board minutes – type of CD to be determined by the Treasurer | Board | Feb 2016 |
| 65 | Investment committee items – approved SO stock purchase. Approved adding second signer (Don Anderson) to Scottrade account. | Board | Feb 2016 |
| 66 | Discussion of progress on purchased storage trailer remodeling. | Board | Mar 2016 |
| 67 | Tower Trailer transfer complete. Rotor purchased. | Board | Mar 2016 |
| 68 | Investment committee items – approved purchase of more SO for fund | Board | Mar 2016 |
| 69 | Don Anderson added to Scottrade account | Board | Mar 2016 |
| 70 | Approved new budget line item of \$300 to be used for storage and/or tower trailer maintenance. Remaining funds at end of year will be rolled into next year's trailer maintenance budget. | Board | Mar 2016 |
| 71 | Board approved capital purchase of 10-15-20M triplexer and filters for \$400 | Board | Mar 2016 |
| 72 | Members who win the 50/50 and wish to donate to the club will be asked if they have a fund they want to designate the donation for. | Board | Mar 2016 |
| 73 | Board approved Randy Mather and Henry Poland as additional Control Operators. | Board | Mar 2016 |
| 74 | Minimum \$3000 needed to setup Vanguard Fund for Repeater Endowment has been reached. Board approved opening a Vanguard Fund account. | Board | Apr 2016 |
| 75 | Current investment committee members (Loren Hole, Don Anderson, Tom Smith) approved as signers for Vanguard Fund. | Board | Apr 2016 |
| 76 | Endowment fund – S&P 500 account is ready, pulling funds from Scottrade to Vanguard | Board | May 2016 |
| 77 | Keysight tower and spectrum analyzer donation to club | Board | Aug 2016 |
| 78 | Discussion of renewal of club domain name. Approved Minutes. Approved new members. Discussion of Mt. Pacific Bank vs BECU due to better interest. | Board | Sept 2016 |
| 79 | | | |
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Appendix C: ARRL Affiliated Club / Special Service Club Designations

Purpose

The Club has chosen in the past to obtain (and maintain) the status of an ARRL Affiliated Club as well as that of an ARRL Special Service Club. Both designations demonstrate the club's commitment to serving the hobby of Amateur Radio in affiliation with the ARRL national sponsoring organization.

The Affiliated Club designation provides the Club with the following benefits:

- Access to League mailing lists
- Commissions on ARRL renewals processed through the club
- Availability of Club Liability insurance through League-established broker
- Ham Radio Equipment insurance through League-established broker
- ARRL e-Mail forwarding service
- Referrals of prospective radio Amateurs
- More (full list at www.arrl.org/affiliated-club-benefits)

The Special Service Club designation is reserved for those clubs who go the extra mile in promoting Amateur Radio by providing an active education program, engage the public via publicity opportunities, and actively pursue technical and operating activities. As an additional benefit these clubs are given special recognition in QST as well as the ability to appoint local Awards Managers.

Annual Renewals

Both club designations must be renewed annually. In order to register or renew as a Special Service Club, the group must also be an Affiliated Club.

Affiliated Club status may be renewed by following the process found at http://www.arrl.org/files/file/Clubs/Club%20Update%20Online_20150806.pdf. In previous ARRL documentation there is reference to filing an "Annual Report". This document replaces that Annual Report.

Special Service Club status may be renewed online at <http://www.arrl.org/ssc-application>

One of the pieces of information needed for the Affiliated Club update was the number of SCHC Club Members who are ARRL members. If this number is not known, it is possible email the ARRL a roster and they can give you that information. For additional questions or help you can contact clubs@arrl.org or our local ARRL Clubs Coordinator – Lynn Burlingame N7CFO at n7cfo@n7cfo.com.

Appendix D: Annual Christmas Party

Purpose

Each year the club holds an annual Christmas Party, typically within the first two weeks of December. The following is general information on how the parties have been organized in the past.

Reserving the venue – We have been fortunate to be allowed to hold our party at the Bakerview Apartment building in Everett for many years. Typically our Trustee Loren Hole has made the reservation request in January or at the latest February. Calendars fill up fast, so it is recommended that you call as soon as they are filling out the building’s annual calendar. Normally we shoot for one of the first two weekends in December to avoid conflicts with family events. Normally we ask for 6pm to 9pm, with the ability to come in at 10am to do setup and decorating. **(verify w/Loren)**

Organization – Beginning around 2014 the 3 Director positions on the Board of Directors were asked to take on responsibility for the club Christmas Party. The primary needs are below. Other items may be needed or desired depending on club expectations:

- 1) Solicit volunteers to organize the food. (Food Committee)
- 2) Solicit / draft a volunteer to serve as M.C., or “Master of Ceremonies”
- 3) Ensure raffle gifts are selected, purchased, and delivered before the Party.
- 4) Ensure decorations, coffee pot, and assorted “soft goods” (paper plates, cups, silverware, etc) are made available from club storage and/or purchased for the party as needed.
- 5) Volunteers for decorating and teardown/cleanup.

Decorating – Typically volunteers are requested to help with setup and teardown. Decorating normally starts at 10am and takes an hour or so depending on how many people help out. Normally we get extra tables from the room where we hold VE testing, add tablecloths and centerpieces with candy canes, string lights and/or garland, etc. The club owns most of the decorations. Flameless battery candles are used and it’s usually a good idea to check the batteries ahead of time. Decorating is normally a relaxed and fun setup time, and we’ve been fortunate to have often times a dozen or more folks helping out. It is normal to need to pick up new tablecloths ahead of time. Normally we’re using the disposable dollar-store variety.

Attendance – The Club Christmas Party is open to all current club members and their invited guests and/or family. A donation is requested of \$5 per person or \$15 for a family of 3 or more. Funds raised are used offset the cost of the main meat dishes and other items provided by the club.

Agenda – It is best to have an agenda to help move things along. Below is a sample.

Snohomish County Hams Club

Christmas Party

| | |
|-----------------|--|
| 6:00pm | Welcome / cover agenda |
| 6:05pm – 6:30pm | Dinner |
| 6:30pm – 6:45 | <ul style="list-style-type: none">• Recognition of outgoing Officers and Board• Introduction of incoming Officers and Board |
| 7:00 | <ul style="list-style-type: none">• Member recognition – Certificates of Appreciation presented by outgoing or current President, or as directed• Reflections of the year’s events? (Westgate Elementary, 7QP, Field Day, Salmon Run, JOTA, Lighthouse)• Optional - Member thoughts – what you liked / didn’t• Optional - Member thoughts – what you would like to see done |
| 7:30pm - End | 50/50 drawing “White Elephant” Gift Exchange |
| End | Raffle Drawing |

M.C. notes

- 1) Remind members frequently through the party to get their 50/50 and raffle tickets. You are the chief salesman.
- 2) Remind members that we also need people to stick around and help tear-down afterwards. It helps a LOT. Many hands make it go a lot more quickly and we’ve been fortunate to have a lot of help. The tablecloths are typically thrown away, but the centerpieces and other decorations are saved and returned to club storage.

Dinner – The Club dinner is a group potluck, with the club providing the meat and drinks. Typically we have had turkey and ham that is purchased by the club and baked/prepared by one or more club member volunteers. Drinks are typically soda, coffee, tea, and / or hot chocolate. No alcohol is served or allowed to be brought in per the Housing Authority. Club members are requested to bring a hot dish, salad, or dessert. It is up to the food committee how (or if) they want to try to strike a balance of the number of hot dishes vs salads / etc.

Starting the Dinner line – It is advisable to come up with some means of choosing an order of having tables get in line for dinner. This prevents a “mad dash” of everyone at the same time. You can assign each table a number, go from one end of the room to the other, send the table with the youngest/oldest licensed ham, etc. Whatever works. When starting people into the line, it is recommended to ask people to make sure don’t go overboard on the “meat” dishes to ensure there is enough for everyone to get through line. After everyone gets through the line the first time, all members are welcome to have as much as they want. It is rare but we have had a few members in the distant past fill their plates with the main course and not leave enough for others. This is VERY rare, but a word ahead of time helps to avoid potential problems.

Member recognition – A number of times in the past few years we have tried to take the opportunity to recognize individual members for their efforts and contributions to the club and each other. The recognition can be for almost anything big or small – whether a member served as coordinator for a club event, or if they simply made a new member feel welcome in the club, or anywhere in between. It is not unusual to recognize our VEs, instructors, event coordinators, outgoing board members, those who have helped members with antenna or radio problems, those who make you feel welcome, etc. It is important to recognize everyone’s contributions big and small where possible. Ideally notes of these accomplishments should be taken during the year to make this part easier. It is also recommended to email the membership and ask who THEY would like to see recognized for their contributions during the year. Certificates are produced using a MS Publisher template and normally have the member’s name, call, and some text on what they are being recognized for.

Raffle Prizes – Each year the club typically sets aside in the budget a fixed amount for purchasing prizes to be raffled off at the Christmas Party. Prizes are normally amateur-radio related. While this may not work as well for spouses and/or guests, we are an amateur radio club. It should be expected. Budget amount is typically in the \$300-\$400 range, and starting back in or around 2014/15, the club started holding a 50/50 raffle at monthly club meetings. Funds raised from the 50/50 from July through November have typically been used to add to the funds for these prizes. Prizes typically are one or more radios (hand-held or mobile), antennas, building kits, ARRL handbook or other publications, etc. Each person who donates their \$5 per person or \$15/family will get one raffle ticket for each \$5 donation. Additional tickets can be purchased for \$5 each. At the end of the Christmas party tickets are drawn to award the winners. Typically the prizes are awarded in order from lowest value to highest value.

“White Elephant” Gift Exchange – Club members are invited to participate in the “White Elephant” Gift Exchange if they wish. Participation is entirely voluntary. Those members wishing to participate are asked to purchase a gift typically in the neighborhood of \$20 in value. The gift does not need to be amateur radio related, but normally a good percentage are. Gifts are requested to be wrapped or in a gift bag. Each person bringing a gift is issued a ticket for the Gift Exchange. Gifts are placed on the collection table until that part of the program. Tickets are drawn one at a time and that person is invited to come up to the table to choose a gift or optionally to “steal” a gift that has been already opened by a fellow participant. A gift may only be stolen twice, then it is not available to be stolen again. If a participant has their gift “stolen”, they may choose another from the table. They may not “steal” a gift “back” that has been stolen from them. They may, however, also “steal” from a different participant. The shenanigans of this process can be quite entertaining, and the M.C. is encouraged to help contribute to the fun. After the last participant has opened or stolen their gift, the very FIRST person to open a gift is given a final opportunity to steal if they choose, as they did not have the opportunity at the beginning of the exchange. Occasionally members will bring an extra gift or two. It is up to the M.C. how to award any extras.

50/50 Drawing – Starting in 2014/2015, the club also started holding a 50/50 raffle during the Christmas Party. This is run same as the club meetings. Proceeds from this 50/50 go toward the next year’s party Raffle prizes **(verify this)**.

Other Items

Sound system - In recent years it has been helpful to have a sound system. It does not need to be huge, but even a small one is helpful. Eldon Walstad and John VanDalen have been helpful in this area.

Music – Occasionally we have had club members volunteer to play music during the party. Paul Erickson and David Cornell have been two such people. This may be added if desired and/or member(s) are available and interested.

Appendix E: Website and Domain name management

General information

The club's website and email system are critical elements to the success of the club. The ability to publish SCHC club and amateur radio events and to provide communication of these events to and between members is a key component to keeping the SCHC amateur community active and engaged.

This document is created to serve as an evolving reference for present and future board and club members. It outlines the current setup and implementation of the website and email system and identifies some of the guiding principles (or rules) under which it should be run.

Where applicable, explanations are given on some items to provide background as to why they are (or should be) setup in a certain way.

Revisions

This is by no means cast in stone. This document should be reviewed by incoming officers and board members, and periodically by the board as a whole – particularly when considering changes to the usage of the website and email system. It is highly recommended that when making changes, the original document be left intact and strikeouts and insertions be used. This will allow for maintaining a historical trail of changes, and for future boards to evaluate what changes worked and didn't, and why.

Elements

The SCHC online presence consists of the following 4 elements: (described in more detail later)

1. Domain name – WA7LAW.ORG and WA7LAW.COM
2. Web hosting account – the web services provider where the club's website and email are setup
3. Website – the club's current website
4. E-mail reflector – the mechanism for distributing club-related emails to and/or between members

Purpose

The SCHC online presence exists to support specific goals. It is important that the guidelines and "rules" within this document – and any future changes – are crafted to support these goals.

SCHC Website purpose

- Provide an online identity for the Snohomish County Hams Club
- To serve as a recruiting tool for new members
- To act as a point of distributing club documents to club members.
- To provide amateur radio information to the public and prospective members.
- Publish information regarding the club's WA7LAW repeater
- Publish a schedule of club meetings, events, classes, and VE testing.

SCHC Email reflector purpose

- Provide a means of distributing important club-related communications to members.
- Provide a method to allow club members to socialize and interact with each other on club and amateur radio related topics

Managing the SCHC website and email

Registering / Renewing Domain Names

WA7LAW.ORG and WA7LAW.COM are currently domain names used to “host” the SCHC website and email. WA7LAW.COM is the original domain and for many years hosted the original website. WA7LAW.ORG was obtained in 2010 when problems arose with the .COM website. In the interim the website was revised and placed online using the .ORG domain name. Once the .COM issues were resolved it was updated to point at the new website alongside the .ORG domain name.

Both domain names now point at the same website. In the future the club may choose to “let go” of one or the other of the domains by not renewing it – only one is needed. Whether the club keeps one or both, the domain(s) should be registered in the club’s name. Currently both domain names are registered through GoDaddy.com, although each is under a different account.

The .ORG domain name is under an account created by Rob Salsgiver in 2010, the ID and password for controlling has been published to the board so that changes can be made as needed.

The .COM domain name was originally under an account previously controlled by board member Grant Hopper. That account was subsequently put in the names of two other board members Steve Burling and David Cornell but the ID and password(s) have been lost in the ether. The intention as of November 2016 is to simply let the WA7LAW.COM domain name expire in December, then re-register from scratch using the club-controlled GoDaddy account in January. This will allow the club to re-establish control of the .COM domain name.

SCHC domain names should be managed as follows:

- 1) All domain names should be managed under the same account ID at the same registrar (GoDaddy, in this case)
- 2) The ID and password for the account should be known and available to the Board. At a minimum by the Trustee and the Secretary.
- 3) All domain names used for SCHC should be registered in the club’s name, and not in an individual’s name. Where a first and last name are needed, “Club Trustee” should be used (not the actual name of the Trustee)
- 4) Other officers can be put onto the domain name records if desired, but it creates an additional administrative task that is not necessary. If not kept up to date, you are no better off than just leaving it in the trustee’s name.

Web hosting account

The web hosting account is the company that hosts the SCHC website. Currently this is ICDSOFT. The account is in the club’s name and the ID and password have been published to the board. It is recommended that the same principles discussed under domain names be used in creating and maintaining the web hosting account.

Website

Management of the SCHC website is an important task, and selecting members to help keep it updated is an equally important task. Because the website represents both the club and amateur radio, care should be given as to who is allowed to make updates to the site. Because each individual has different level of writing skill, it is recommended that one or two people with good track records of writing skill be given responsibility for overall editing in order to ensure good, clean copy is published on the website. This will not only allow for a more

professional “finish” on the published website, but also screen contributing members from insensitive “critics” of member writing styles.

The following are recommended roles to manage updates to the website:

- 1) Overall site webmaster
 - a. Makes structural changes to the website
 - b. Updates Wordpress software
 - c. Can manage email or other systems (if needed)
 - d. Adds new functionality to website
- 2) Education coordinator
 - a. Edits and updates class scheduling pages
 - b. Publishes electronic copies of educational materials (uploads files for program)
- 3) Treasurer and Secretary
 - a. Uploads monthly reports
 - b. Update board member bio data
 - c. Uploads other documents for club / board as required
 - d. Update email reflector membership
- 4) Individual members
 - a. Upload SCHC event photos (with moderator approval)
- 5) The rest of this list will evolve over time

E-mail reflector

Management of the club’s email reflector capabilities has been a source of friction for many years. The core elements of these issues are as follows:

- 1) “Loose” management of the email list in the past has allowed members to “flood” other members with emails they didn’t like, resulting in a number of them removing themselves from the list, and the club losing touch with those members. In effect, they were driven away by “spam”.
- 2) “Tight” management of the email list has essentially created one-way communication that has been controlled by only a select few, which has created the perception by some that the board (or select members of the board) are overly controlling of and/or preventing communication between members.
- 3) The result of #1 and #2 is that SCHC’s tools for allowing communication to and between members actually restrict communications, rather than promote it.

Club email capability / requirements

The club’s email capabilities should be structured as follows:

- 1) Provide a reliable means for the club’s officers and board to notify members of club-related meeting notices, event updates, and communications of other important club-related business (i.e. – official club business only).
- 2) Provide an alternate means of communication to and between members regarding club and other amateur radio related topics.

Recommended email system structure

1) Announce Only list / reflector

- a. For official club announcements only
- b. This would be the only official means of issuing notices directly to club members regarding things like meeting notices, Christmas party, operating events, etc, etc.
- c. If notices might generate follow-up questions by members, they may be better sent via item #2 below.
- d. Membership in this list should be considered mandatory for club members.
- e. This would be a one-way communication tool

2) Two-way member reflector

- a. Moderated – any member can post, but posts must be approved before being distributed to the list.
- b. Email content must meet the rules of the list.
- c. Rules of the list should be posted regularly.
- d. Membership in this list should be considered voluntary. Members wishing to avoid topics discussed in this list could easily unsubscribe and no longer receive these emails.

3) Two-way reflector email content (moderator) rules:

- a. Amateur radio related topics only
- b. No commercial sales. Offers for sale of personal amateur radio (or related) property by members is ok on a periodic basis (no “perpetual” yard sales).
- c. Family friendly – no vulgar, obscene, or offensive content or language. Talk like your mother is listening.
- d. Be respectful in your disagreements – target issues, not personalities.
- e. No flame wars.
- f. No politics.

4) Moderators

- a. A minimum of 2 moderators should be available at all times.
- b. At least one moderator should be a non-board member or officer.

The above structure accomplishes the following goals.

- 1) Provide a reliable means of notifying members of official club business.
- 2) Provide members with a means of communicating between themselves on club or amateur radio related topics.
- 3) Allow for separation of these two topics to minimize the potential for “spam” reaching members email boxes.

Ownership / control of club communications

- 1) All online assets of the club should be owned, operated, and controlled by the club.
- 2) Master access for all aspects of the club online assets should be immediately available to the board.
- 3) In the event that a site or email list is compromised by hackers or other system failure, the board or its designees should have the ability to take immediate corrective action, including temporary shutdown of all online activities in order to protect member privacy and the club’s public image.

Accessing the management tools for SCHC online elements

Below are the URLs and sites used to manage the various elements of the SCHC online resources. At all times the master IDs and passwords for each of these accounts should be kept on file with the Club Trustee and Secretary.

Additionally, they may be shared with any board member or other designated club member approved to manage part or parts of the SCHC website or email system(s).

| Online Element / Resource | Company | Management path / login location | Notes |
|----------------------------------|---------------------------|--|---|
| Domain name (WA7LAW.COM) | GoDaddy.com | www.godaddy.com | Grant's account |
| Domain name (WA7LAW.ORG) | GoDaddy.com | www.godaddy.com | Club account |
| Website hosting account | ICDSOFT | http://www.wa7law.org/cp or https://cp.server287.com | Club account |
| Website Editing & management | n/a – website admin login | www.wa7law.org/wp-admin | Login used to edit and update the website via the WordPress template system |
| Email management | ICDSOFT | www.wa7law.org/cp | Club account. Click on "Mailing List" to manage reflectors. |

Appendix F: Fundraising / Handling Dedicated Funds

General

Beginning around 2013 the Club really started moving forward a number of projects that involved substantial fundraising. Some of the projects are listed below:

- 1) Dedicated club-owned laptops for logging during events such as Field Day and 7QP.
- 2) Purchasing a club-owned storage trailer
- 3) Antenna triplexer and bandpass filters for Field Day and other operating events.
- 4) New Yaesu System Fusion repeaters for UHF and VHF.
- 5) Parts for new antenna tower on Bakerview apartments.
- 6) etc

The successful completion of these projects and the receipt of the tower trailer donation have greatly increased the capabilities of the club and the level of enjoyment of putting these and other events together and should pay dividends well into the future.

With the current club membership and attitude, it is likely that additional projects will be identified going forward that will involve more fundraising as well.

Fundraising in General

Fundraising in general has a great deal of responsibility that goes along with it. The basic aspects of fundraising are:

- 1) State what you are fundraising for, and how the funds will be used.
- 2) If the fundraising goal is not met, how will the funds be used? Will they be returned to the donor or used for something else? Will the donor be given a choice?
- 3) If the fundraising goal is exceeded, how will the excess funds be used?
- 4) Is there any form of recognition promised for donors? How will this be fulfilled?

The above items may seem basic, but they are important. The fundamental ability to raise funds is rooted in trust. If you have the trust of your donors, they will donate. Lose that trust and not only do you lose your donors, but you may also lose membership. DO NOT VIOLATE DONORS TRUST. PERIOD. YOU WILL NOT GET A SECOND CHANCE.

Setting Fundraising Goals and Expectations

- Each project should have identified goals and financial targets.
- What are the up-front capital costs needed?
- Are there recurring annual costs that will be incurred? If so, how will that affect the club's annual budget?
- How will excess funds be handled? Will they be returned to the donor, applied elsewhere, will the donor have a choice? Whatever the answers, set expectations up front and make sure you live up to them. Don't vote as a board to redirect funds afterward if they were originally supposed to be returned or handled differently. Whether they donated \$5 or \$500, they may not donate again if they feel they have been lied to. Don't create a long-term problem by shortcutting with a short-sighted solution.

Handling Funds

- All funds that are received as donations should be identified as to which project or fund they are being donated to. If a fund or project is not specifically identified, the funds can be applied to the club's general fund.
- Receipts for donations should acknowledge the donor's choice of where the funds will be applied.
- Fundraising committees should provide monthly reports to the membership and/or board as required.
- Treasurer's report should list fundraising amounts separately from other club funds. It is advised to keep these in separate accounts to avoid confusion of co-mingled funds. Clarity = Trust

Appendix G: Repeater Endowment

General

In February 2012 Loren Hole (KK7M) initially proposed to the board the idea of establishing an endowment fund for the WA7LAW repeater system. The intent was to create an independent funding source that would help to ensure the WA7LAW repeater system would remain available for Amateur Radio operators into the future.

The original intent of the Endowment was (and is) to establish a fund that Loren and others could choose to make donations to that would be invested long-term. The principal of these invested funds could not be used. Only the annual gains from the investment could be used. If the annual gains were not used in a given year, those gains would be “rolled over” to contribute to the principal amount and no longer be available the following year.

The intent is that the principal (and unused gains) would continue growing. As the principal grows, so would the annual gains (depending on market and investment vehicles).

There have been additions to the Club Bylaws to support this Endowment and the corresponding restrictions on the use of funds made as well. Additionally an investment policy and committee were both created to oversee the Repeater Endowment.

Applicable Documents

- Repeater Endowment Investment Policy
- SCHC Bylaws