

SCWWMM Guild Board of Directors Responsibilities - 2023

President	Tim Draayom
<i>Executive Board Member</i>	
Shop Administrator - Gary Quinter	
Safety Administrator - George Kreick	
Maintenance Administrator - Fran DiTommaso	
Guild/Community Relations Administrator - Larry Manning	
Approval of Pending Listserv Messages	
Chair Space Efficiency Committee	
Turners Advisory Committee Liaison	
Board Meetings, General Meetings, Monthly Coffees & B.O.S.	
Primary C/A Interface	
Revenue Committee - Mike Thomas	
Financial Transaction Audit	

Vice President	Bob Bass
<i>Executive Board Member</i>	
Secondary Interface to C/A & Back-Up to President	
SIG Liasion	
Carvers - Mark Parsons	
Railroad - Doug Scott	
Technology - Jay Hubelbank	
Turners - Fran DiTommaso	
WoodChicks - Peggy Randall	
Secondary Approval of Pending Listserv Messages	
Chair P-Card Committee	
Events - Open House & Volunteer Appreciation Picnic & Sidewalk Sales	
SunSations Monthly Articles - Assure SIG leaders publish also	
Maintenance of OPS Manual & Bylaws	
Financial Transaction Auditing	
New BoD Member Orientation (Past President alternate)	

Secretary	Sue Gordon
<i>Executive Board Member</i>	
Guild Recordkeeping & Meeting Minutes	
Ops Manual Organization & Formatting	
Maintaining Organizational Charts	
P-Card Administration	
Resource Room Organization	
Maintenance & Control of Guild Forms	

SCWWMM Guild Board of Directors Responsibilities - 2023

Treasurer	Mike Thomas
<i>Executive Board Member</i>	
Finance Committee	
Budget Preparation & Reserve Planning	
Membership Management (new and renewal)	
Badges	
Primary Interface to CA Treasury	
Guild Master Calendar	
Equipment Inventory	
Front Office Mailboxes	
Residential Mailbox Repair and Installation	
Reservation System	
Signing Authority/Licenses/Passwords	
Publications: PLANK Editor	
New Member Registration/Scheduling	

Member-at-Large	Matt Greene
<i>Manager & Mentor Director</i>	
Shop Management:	
Shop Managers, Asst. Shop Managers & Mentors	
Recruiting, Managing, Training & Scheduling	
P-Card "Red Apron" Training	

Member-at-Large	Chad Eastwood
<i>Equipment and Supplies Director</i>	
Major Equipment Acquisition	
Tool Room Operations - Don Foulke	
Tool Room Monitors - Sharon Houseal	
Tool Room Provisioning - Bill Seitz	
Chair-Equipment Procurement Committee	
Lumber Room Administration - Mark Seipel	

Member-at-Large	Charlie Bess
<i>Advanced Training Director</i>	
Guild Training Programs:	
Advanced Training Instructor Recruiting & Scheduling	
Systems - software and computers	

SCWWMM Guild Board of Directors Responsibilities - 2023

Member-at-Large	Ed Fiantaca
<i>Cluster and Practicum Training Director</i>	
Guild Training Programs:	
Cluster & Practicum Class Remediation Scheduling	
Cluster & Practicum Instructor Recruiting, Training & Scheduling	
Cluster Student Scheduling - Mike Thomas	
Practicum Student Scheduling - Mike Thomas	
Continuing Education - Mitch Hubelbank	

Member-at-Large	Cathy Van Roten
<i>Shop Operations & Concessions Director</i>	
Front Desk:	
Front Desk Coordinator - Pam Rief	
Front Desk Scheduler - Maggie Truche	
Guild Concessions:	
Residential Mail Box Repair & Install. - Mike Thomas/Ray Michielini	
Guild Products - Judy Jones	
Furniture Repair - Neal White	
Special Projects - Ken Kremer	
Storage Locker Rental - Charlie Lemons	

SCWMM Guild Board of Directors Responsibilities - 2023

ADMINISTRATORS AND COMMITTEES	
Administrators	Name
Maintenance Administrator	Fran DiTommaso
Safety Administrator	George Kreick
Shop Administrator	Gary Quinter
Guild/Community Relations Administrator	Larry Manning
COMMITTEES	CHAIR
Event Refreshments	Ellen Scott
EventBrite Scheduling	Barry Grundleger
Exotic Wood Orders	Mark Seipel
Front Office Coordinator	Pam Rief
Furniture Repair	Neal White
Guild Products	Judy Jones
Intarsia	Jim Mallett
IT Services	Charlie Bess
Lathe Mentor Scheduling	Larry Gottlieb
Librarian	Niles Bernick
Lumber Room	Mark Seipel
Mailboxes	Mike Thomas
	Ray Michielini
	Jim Brayden
	Warren Danley
	Charlie Lemons
	Jaki Russell
	Skip Russell
New Member Registration/Scheduling	Mike Thomas
Nominating Committee	Dan Stober
P-Card Committee	Bob Bass
Plank	Mike Thomas
Revenue Committee	Mike Thomas
Rules & Safety Committee (RSC)	Gary Quinter
SIG - Carvers	Mark Parsons
SIG - Railroad	Doug Scott
SIG - Technology	Jay Hubelbank
SIG - Turners	Fran DiTommaso
SIG - WoodChicks	Peggy Randall
Security System	Jim Bedient
Space Efficiency Committee	Tim Draayom
Special Projects	Ken Kremer
TAC	Brian Dymont
Tool Box Storage, Lockers & Cubbies	Charlie Lemons
Tool Education	Jay Hubelbank
Tool Room Monitor Scheduling	Sharon Houseal
Tool Room Operations	Don Foulke
Videographer	Mike Farnham
Volgistics Scheduling	Shawn Fogarty

SCWWMM Guild Board of Directors Responsibilities - 2023

BACKUPS		
POSITION	INCUMBENT	BACKUP
BOD - Advanced Training Director	Charlie Bess	Paul Zimmerman
BOD - Cluster Training Director	Ed Fiantaca	Carl Trovato
BOD - Equipment and Supplies Director	Chad Eastwood	Don Foulke
BOD - Front Desk & Concessions Director	Cathy Van Roten	Neal White/Concessions
		Pam Rief/Front Desk
BOD - Manager & Mentor Director	Matt Greene	Larry Gottlieb
BOD - Practicum Training Director	Ed Fiantaca	Carl Trovato
BOD - President	Tim Draayom	Bob Bass
BOD - Treasurer	Mike Thomas	Dan Stober
BOD - Secretary	Sue Gordon	Any Board Member
BOD - Vice President	Bob Bass	Tim Draayom
Event Refreshments	Ellen Scott	Judy Murray
EventBrite Scheduling	Barry Grundleger	Tom McHardy
Furniture Repair	Neal White	Phil Wolfe
Guild/Community Relations Administrator	Larry Manning	Tim Draayom
Audio Visual		Mike Farnham
		Ed Fiantaca
		Tim Draayom
Security and TV Systems		Jim Bedient/Jim Thompson
Public Relations Manager, Club Fair, Club News, Advertising, Assist on Open House Advertising		
Website Management - New Member, Community, Facebook, YouTube		Mike Thomas
Communications - Computer, PA System		Jim Bedient/Ed Fiantaca
Streaming Club Meetings		
Sunshine		
Guild Products	Judy Jones	Cathy Van Roten
IT Services	Charlie Bess	
Lumber Room	Mark Seipel	Charlie Lemons
Maintenance Administrator	Fran DiTommaso	Brian Dymant
New Member Registration/Scheduling	Mike Thomas	Sue Gordon
Plank Editor	Mike Thomas	Sue Gordon
Safety Administrator	George Kreick	Jim Thompson
Shirt Sales	Larry/Mindy Gottlieb	Larry/Mindy Gottlieb
Shop Administrator	Gary Quinter	Larry Manning
Special Projects	Ken Kremer	Tom Kelly
TAC Chair	Brian Dymant	Fran DiTommaso
Tool Room Monitors	Sharon Houseal	Giles Irwin
Tool Room Operations	Don Foulke	Matt Greene
Tool Room Provisioning	Bill Seitz	Don Foulke
Volgistics Scheduling	Shawn Fogarty	Larry Gottlieb