

NORTHEAST CORVAIR COUNCIL
2012 CORSA CONVENTION AT STURBRIDGE
TASK TRACKING LIST
AutoX

No.	Start M/D/Y	Finish M/D/Y	Requirement	Coordination/Notes	Committee	Chair	Action	Completed M/D/Y
1	2/15/2011	3/30/2011	Become familiar with CORSA autocross rules and Lessons Learned document.		Competition	John Egerton	Ray Zabinski Ken Klingaman John Egerton	Ken-4/1/11 John -4/21/11
2	2/25/2011	3/31/2011	Initial contact for purpose of securing site. Stafford Motor Speedway.		Competition	John Egerton	Ray Zabinski	Bob-4/1/11 John 4/20/11
3	4/1/2011	8/1/2011	Secure autocross site. Lock down site and date.		Competition	John Egerton	Ray Zabinski	
4	4/1/2011	8/1/2011	Determine track's minimum insurance requirements.		Competition	John Egerton	Ray Zabinski	
5	4/1/2011	8/1/2011	Check local and track safety requirements		Competition	John Egerton	Ray Zabinski	
6	8/1/2011	8/15/2011	Inform Financial Committee Chairman of insurance requirements.	Inform Executive Committee of insurance needs and status.	Competition	John Egerton	Executive Committee	
7	8/1/2012	12/15/2011	Decide one or two laps		Competition	John Egerton	Ray Zabinski	
8	1/1/2012	1/1/2012	Establish coordination with CORSA National Committee Chairman.		Competition	John Egerton	Ray Zabinski	
9	8/1/2011	1/15/2012	Design and submit scale drawing to CORSA AX Ch		Competition	John Egerton	Ray Zabinski	
10	1/15/2012	4/15/2012	Source Timers, Cones, etc		Competition	John Egerton	Ray Zabinski	
11	3/24/2012	6/21/2012	Prepare, print & distribute participant instructions.		Competition	John Egerton	Ray Zabinski	
12	6/24/2012	6/24/2012	AX on-site inspection. (1 month before event date).		Competition	John Egerton	Ray Zabinski	
13	4/15/2012	7/14/2012	Acquire Timers, Cones etc		Competition	John Egerton	Ray Zabinski	
14	7/10/2012	7/14/2012	Confirm Functional Chiefs, ambulance, etc as required, Confirm Timers Cones etc at hand.		Competition	John Egerton	Ray Zabinski	
15	7/24/2012	7/24/2012	Set-up course, Set-up timing. Conduct course safety inspection.		Competition	John Egerton	Ray Zabinski	
16	7/24/2012	7/25/2012	Conduct Tech Inspection.		Competition	John Egerton	Ray Zabinski	
17	7/25/2012	7/25/2012	AUTOCROSS EVENT DATE.		Competition	John Egerton	Ray Zabinski	
18	7/24/2012	7/25/2012	Results to Trophy Chairman and Scoring.		Competition	John Egerton	Ray Zabinski	
19	8/4/2012	8/5/2012	After Action Debrief to Executive Chairman		Competition	John Egerton	Ray Zabinski	

NORTHEAST CORVAIR COUNCIL
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 TASK TRACKING LIST
 Banqu

No.	Start M/D/Y	Finish M/D/Y	Requirement	Coordination/Notes	Committee	Chair	Action	Completed M/D/Y
1	12/1/2011	12/31/2011	Determine menu for banquet.	Provide menu recommendation to Executive Committee for approval.	Member Events		Bob Scheidel	
2	12/1/2011	12/31/2011	Develop and settle upon menu choices for banquet.		Member Events		Bob Scheidel	
3	1/1/2012	1/1/2012	Email banquet menu choices to Publicity Chairman.	Choices to be included on registration form.	Member Events		Bob Scheidel	
4	2/15/2012	7/24/2012	Set up procedures for banquet ticket exchange.	Coordinate with Ron Manwaring for banquet room layout. (Table numbers, etc.)	Member Events		Bob Scheidel	
5	7/25/2012	7/27/2012	Post time and location for ticket exchange.		Member Events		Bob Scheidel	
6	7/27/2012	7/27/2012	Conduct ticket exchange for groups. 9AM - 11AM		Member Events		Bob Scheidel	
7	7/27/2012	7/27/2012	Conduct ticket exchange for individuals. Noon- 3PM		Member Events		Bob Scheidel	
8	7/28/2012	7/28/2012	BANQUET EVENT DATE		Member Events		Bob Scheidel	
9	7/20/2012	7/20/2012	Confirm headcounts to hotel five days prior to banquet date.		Member Events		Bob Scheidel	

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TASK TRACKING LIST
Car Display

No.	Start M/D/Y	Finish M/D/Y	Requirement	Coordination/Notes	Committee	Chair	Action	Completed M/D/Y
1	2/15/2011	3/30/2011	Become knowledgeable with CORSA Car Display rules and classes.		Show Operations	Bill Cohen	David Main	
2	2/15/2011	4/1/2012	Determine if Car Display will be People's Choice or formally judged.		Show Operations	Bill Cohen	David Main	
3	2/15/2011	4/1/2012	Establish rules for car classes and awards. What kind of classes? Early/Late? Strangest custom cars?		Show Operations	Bill Cohen	David Main	
4	6/20/2011	2/1/2012	Inform webmaster and Registrar of exact date/time/place of Car Display		Show Operations	Bill Cohen	David Main	
5	1/1/2012	4/1/2012	Select location for car display.	Coordinate with Ron Manwaring.	Show Operations	Bill Cohen	David Main	
6	3/22/2012	7/22/2012	Recruit volunteers to help park the show cars. (To show drivers where to park).	Coordinate parking with Bruce Carlton.	Show Operations	Bill Cohen	David Main	
7	4/1/2012	6/15/2012	Review and finalize location for car display. (Consider number of incoming registrations).		Show Operations	Bill Cohen	David Main	
8	4/1/2012	7/1/2012	If necessary recruit volunteers to judge cars.	Not required if using People's Choice	Show Operations	Bill Cohen	David Main	
9	4/1/2012	7/1/2012	Prepare car display judging forms.		Show Operations	Bill Cohen	David Main	
10	7/28/2012	7/28/2012	CAR DISPLAY EVENT DATE		Show Operations	Bill Cohen	David Main	
11	7/28/2012	7/28/2012	Results to Trophy Chairman and Scoring.	Provide results IMMEDIATELY because Car Show Date is same as Banquet Date!	Show Operations	Bill Cohen	David Main	
12	8/4/2012	8/5/2012	After Action Debrief to Executive Chairman		Show Operations	Bill Cohen	David Main	

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 TASK TRACKING LIST
 Clam Bake

No.	Start M/D/Y	Finish M/D/Y	Requirement	Coordination/Notes	Committee	Chair	Action	Completed M/D/Y
1	Pending	Pending	New England Clam Bake. Catering of clam bake with hotel. Due date for arrangements depend on hotel contract.		Member Events			
2	7/20/2012	7/20/2012	Give headcounts to hotel five days prior to banquet date. Clam Bake to be scheduled for July 25.		Member Events			
3	7/26/2012	7/26/2012	CLAM BAKE EVENT DATE		Member Events			

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 TASK TRACKING LIST
 Concours

No.	Start M/D/Y	Finish M/D/Y	Requirement	Coordination/Notes	Committee	Chair	Action	Completed M/D/Y
1	2/15/2011	3/30/2011	Become knowledgeable with CORSA Concours rules and classes.		Show Operations	Bill Cohen	Bill Cohen	
2	2/15/2011	4/1/2012	Refer to CORSA Concours rules for instructions on combining classes, etc.		Show Operations	Bill Cohen	Bill Cohen	
3	6/20/2011	2/1/2012	Inform webmaster and Registrar of exact date/time/place of Concours		Show Operations	Bill Cohen	Bill Cohen	
4	1/1/2012	4/1/2012	Select location for Concours.	Coordinate with Ron Manwaring.	Show Operations	Bill Cohen	Bill Cohen	
5	1/1/2012	1/1/2012	Establish coordination with CORSA National Committee Chairman.		Show Operations	Bill Cohen	Bill Cohen	
6	3/22/2012	7/22/2012	Recruit volunteers to help park the show cars. (To show drivers where to park).	Coordinate parking with Bruce Carlton.	Show Operations	Bill Cohen	Bill Cohen	
7	4/1/2012	6/15/2012	Review and finalize location for Concours. (Consider number of incoming registrations).		Show Operations	Bill Cohen	Bill Cohen	
8	4/1/2012	7/1/2012	Recruit volunteers to judge cars.		Show Operations	Bill Cohen	Bill Cohen	
9	4/1/2012	7/1/2012	Prepare Concours judging forms.		Show Operations	Bill Cohen	Bill Cohen	
10	7/27/2012	7/27/2012	CONCOURS EVENT DATE		Show Operations	Bill Cohen	Bill Cohen	
11	7/28/2012	7/28/2012	Results to Trophy Chairman and Scoring.		Show Operations	Bill Cohen	Bill Cohen	
12	8/4/2012	8/5/2012	After Action Debrief to Executive Chairman		Show Operations	Bill Cohen	Bill Cohen	

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 TASK TRACKING LIST
 BOD Mtg

No.	Start M/D/Y	Finish M/D/Y	Requirement	Coordination/Notes	Committee	Chair	Action	Completed M/D/Y
1	1/1/2012	3/31/2012	Identify supplies and equipment necessary for the CORSA Board Meeting.		Executive	Ray Bombardier	Ray Bombardier	
2	1/1/2012	3/31/2012	Identify room for CORSA Board Meeting		Executive	Ray Bombardier	Ron Manwaring	
3	1/1/2012	3/31/2012	Confirm meeting room with Hotel Mgt. Room number & setups		Executive	Ray Bombardier	Ron Manwaring	
4	6/15/2012	7/1/2012	Re-confirm meeting room with Hotel Mgt. Room number & setups.		Executive	Ray Bombardier	Ron Manwaring	
5	7/24/2012	7/24/2012	BOARD OF DIRECTORS MEETING DATE		Executive	Ray Bombardier	Ron Manwaring	

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 TASK TRACKING LIST
 Membership Meeting

No.	Start M/D/Y	Finish M/D/Y	Requirement	Coordination/Notes	Committee	Chair	Action	Completed M/D/Y
1	1/1/2012	3/31/2012	CORSA General Membership Meeting & Ice Cream Social. Identify meeting room.		Member Events		Ron Manwaring	
2	1/1/2012	3/31/2012	Membership Meeting & Ice Cream Social. Confirm meeting room & setups with hotel.		Member Events		Ron Manwaring	
3	6/15/2012	7/1/2012	Re-confirm meeting room with Hotel Mgt. Room number & setups.		Member Events		Ron Manwaring	
4	6/15/2012	7/1/2012	CORSA General Membership Meeting & Ice Cream Social. Re-confirm meeting room & setups with Hotel Mgt.		Member Events		Ron Manwaring	
5	7/27/2012	7/27/2012	CORSA GENERAL MEMBERSHIP MEETING & ICE CREAM SOCIAL EVENT DATE		Member Events		Ron Manwaring	

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 Crftrs

No.	Start M/D/Y	Finish M/D/Y	Requirement	Coordination/Notes	Committee	Chair	Action	Completed M/D/Y
1	1/1/2012	3/31/2012	Identify supplies and equipment necessary for Crafters.	Coordinate with Ron Manwaring	Financial	Tom Ludwig	Cathy McCafferty	
2	1/1/2012	3/31/2012	Identify rooms for Crafters.	Coordinate with Ron Manwaring	Financial	Tom Ludwig	Cathy McCafferty	
3	1/1/2012	3/31/2012	Confirm rooms for Crafters with Hotel Mgt. Room number & setups.	Coordinate with Ron Manwaring	Financial	Tom Ludwig	Cathy McCafferty	
4	6/15/2012	7/1/2012	Re-confirm rooms for Crafters with Hotel Mgt. Room number & setups.	Coordinate with Ron Manwaring	Financial	Tom Ludwig	Cathy McCafferty	
5	7/26/2012	7/28/2012	CRAFTER EXHIBITS		Financial	Tom Ludwig	Cathy McCafferty	

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 TASK TRACKING LIST
 Guest Spkr

No.	Start M/D/Y	Finish M/D/Y	Requirement	Coordination/Notes	Committee	Chair	Action	Completed M/D/Y
1	2/1/2011	4/30/2011	Guest Speaker. Begin soliciting potential guest speakers.		Executive Committee	Ray Bombardier	Ray Bombardier	Bombardier 01/01/2011
2	5/1/2011	4/1/2012	Guest Speaker. Obtain guest speaker.	Mr Richard Lentinello, Executive Editor of Hemming's <i>Classic Cars</i> magazine.	Executive Committee	Ray Bombardier	Ray Bombardier	Bombardier 05/20/2011
3	7/1/2012	7/28/2012	Ensure that Guest Speaker has transportation to the Convention site. (Ride from Airport, etc.)		Executive Committee	Ray Bombardier		

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 Hospitality

No.	Start M/D/Y	Finish M/D/Y	Requirement	Coordination/Notes	Committee	Chair	Action	Completed M/D/Y
1	1/1/2012	3/31/2012	Identify room for Hospitality Room	Coordinate with Ron Manwaring	Hospitality	Bob & Elaine Sedani	Bob & Elaine Sedani	
2	1/1/2012	4/31/2012	Select and obtain supplies of door prizes to be given away.		Hospitality	Bob & Elaine Sedani	Bob & Elaine Sedani	
3	1/1/2012	6/30/2012	Recruit volunteers to staff the hospitality room.		Hospitality	Bob & Elaine Sedani	Kathy Bombardier	
4	5/1/2012	6/1/2012	Arrange room setup for hospitality room.	Coordinate with Ron Manwaring	Hospitality	Bob & Elaine Sedani	Bob & Elaine Sedani	
5	3/1/2012	6/30/2012	Schedule days & hours for volunteer staff of hospitality room.		Hospitality	Bob & Elaine Sedani	Kathy Bombardier	
6	1/1/2012	5/1/2012	Solicit donations in-kind for hospitality room. (For snacks, drinks, etc from local vendors).		Hospitality	Bob & Elaine Sedani	Bob & Elaine Sedani	

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 Ice Crm

No.	Start M/D/Y	Finish M/D/Y	Requirement	Coordination/Notes	Committee	Chair	Action	Completed M/D/Y
1	Pending	Pending	Ice Cream Social. Catering of ice cream social with hotel. Due date for arrangements depend on hotel contract.		Member Events			

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 Ladies

No.	Start M/D/Y	Finish M/D/Y	Requirement	Coordination/Notes	Committee	Chair	Action	Completed M/D/Y
1	3/1/2011	9/1/2011	Ladies & Youth Activity Coordination. Specify activities to be held at Convention. Need to know for publicity purposes.		Member Events			

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 Grp Mtgs

No.	Start M/D/Y	Finish M/D/Y	Requirement	Coordination/Notes	Committee	Chair	Action	Completed M/D/Y
1	9/1/2011	9/15/2011	Meeting Groups. (Virtual Vairs, Air Vairs, V8 Vairs, etc.) Send invitations to meeting groups. Request RSVP for meeting rooms.	Invitation should ask groups to specify the supplies and equipment they will need.	Member Events		Allan Lacki	Lacki 09/18/2012
2	1/1/2012	1/1/2012	Meeting Groups. Deadline for RSVPs for meeting group meetings.		Member Events		Allan Lacki	
3	1/1/2012	3/31/2012	Identify supplies and equipment necessary for the Group Meetings.		Member Events		Allan Lacki	
4	1/1/2012	3/31/2012	Identify meeting rooms for Group Meetings.		Member Events		Ron Manwaring	
5	1/1/2012	3/31/2012	Confirm meeting room with Hotel Mgt. Room number & setups		Member Events		Ron Manwaring	
6	6/15/2012	7/1/2012	Re-confirm meeting room with Hotel Mgt. Room number & setups.		Member Events		Ron Manwaring	

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 Model Car

No.	Start M/D/Y	Finish M/D/Y	Requirement	Coordination/Notes	Committee	Chair	Action	Completed M/D/Y
1	1/1/2011	6/1/2011	Become knowledgeable with CORSA Model Car rules and classes.		Member Events		Tim Schwartz	Schwartz 04/01/2011
2	6/1/2011	1/1/2012	Establish coordination with CORSA National Committee Chairman.		Member Events		Tim Schwartz	
3	1/1/2012	3/31/2012	Identify room for Model Car Display.		Member Events		Ron Manwaring	
4	1/1/2012	3/31/2012	Confirm meeting room with Hotel Mgt. Room number & setups.		Member Events		Ron Manwaring	
5	1/1/2012	6/30/2012	Obtain volunteers to judge Model Cars.		Member Events		Tim Schwartz	
6	2/15/2012	6/1/2012	Identify the type and size of display cases and procure same.	Possible obtain form hotel Coordinate with Ron Manwaring.	Member Events		Tim Schwartz	
7	2/15/2012	6/30/2012	Write and publicize a procedure pick up of models after judging.		Member Events		Tim Schwartz	
8	6/15/2012	7/1/2012	Re-confirm meeting room with Hotel Mgt. Room number & setups.		Executive		Ron Manwaring	
9	7/25/2012	7/26/2013	Receive models and set up display.		Member Events		Tim Schwartz	
10	7/27/2012	7/27/2012	MODEL CAR SHOW EVENT DATE.		Member Events		Tim Schwartz	
11	7/27/2012	7/27/2012	Results to Trophy Chairman and Scoring.	Results need by 4:30 PM Friday July 27 for posting at Ice Cream Social.	Member Events		Tim Schwartz	
12	8/4/2012	8/5/2012	After Action Debrief to Executive Chairman.		Member Events		Tim Schwartz	

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 Saturday

No.	Start M/D/Y	Finish M/D/Y	Requirement	Coordination/Notes	Committee	Chair	Action	Completed M/D/Y
1	2/15/2011	4/30/2011	Prepare draft list of possible games. A couple dozen. Slow drags, fanbelt toss, etc.		Member Events			
2	5/1/2011	6/15/2011	Finalize list of parking lot games to be held. (Concurrent with scouting trip).		Member Events			
3	5/1/2011	6/15/2011	Scout hotel grounds to determine feasibility of each kind of game. Slow drags, fanbelt toss, etc.		Member Events			
4	1/1/2012	3/31/2012	Identify hotel patios, parking lots and meeting rooms for Valve Cover Races and other entertainment events.	Coordinate with Ron Manwaring	Member Events		Ron Manwaring	
5	1/1/2012	3/31/2012	Confirm hotel patios, parking lots and meeting rooms with Hotel Mgt. Room number & setups.	Coordinate with Ron Manwaring	Member Events		Ron Manwaring	
6	8/4/2012	8/5/2012	After Action Debrief to Executive Chairman.		Member Events		Entertainment leaders	

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 Valve Cover

No.	Start M/D/Y	Finish M/D/Y	Requirement	Coordination/Notes	Committee	Chair	Action	Completed M/D/Y
1	7/25/2012	7/28/2012	Transport & set up valve cover racing track		Member Events		Wayne Cox	
2	7/28/2012	7/28/2012	VALVE COVER RACE EVENT DATE. Set up and officiate the valve cover races.		Member Events		Wayne Cox	
3	7/28/2012	7/28/2012	Compile results for all entertainment events by 4:30 PM, (Same day).		Member Events		Wayne Cox	

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 Partic Mtgs

No.	Start M/D/Y	Finish M/D/Y	Requirement	Coordination/Notes	Committee	Chair	Action	Completed M/D/Y
1	1/1/2012	1/1/2012	Participant Meetings. (For Cole Award, Judges, etc.). . Deadline for RSVPs for meeting group meetings.		Member Events			
2	1/1/2012	3/31/2012	Identify supplies and equipment necessary to conduct Participant Meetings.		Member Events			
3	1/1/2012	3/31/2012	Identify meeting room for Participant Meetings.		Member Events		Ron Manwaring	
4	1/1/2012	3/31/2012	Confirm meeting room with Hotel Mgt. Room number & setups		Member Events		Ron Manwaring	
5	6/15/2012	7/1/2012	Re-confirm meeting room with Hotel Mgt. Room number & setups.		Member Events		Ron Manwaring	

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Public Affairs

No.	Start M/D/Y	Finish M/D/Y	Requirement	Coordination/Notes	Committee	Chair	Action	Completed M/D/Y
1	2/15/2011	3/30/2011	Reserve a table for NECC publicity at the 2011 Denver Convention.		Public Affairs	Allan Lacki	Allan Lacki	Lacki 04/15/2011
2	2/15/2011	5/31/2011	Write and submit calendar ad for the CORSA Communique, starting with July 2011 issue.	Coordinate with Mike McGowan.	Public Affairs	Allan Lacki	Allan Lacki	Lacki 07/08/2011
3	2/15/2011	2/15/2012	Develop Publicity Plan	Include dates for Communique submissions.	Public Affairs	Allan Lacki	Allan Lacki	Lacki 6/25/2011
4	3/22/2011	4/1/2011	Design convention logo.		Public Affairs	Allan Lacki	Rodolfo Garcia	Scalera 6/25/2011
5	3/22/2011	7/22/2012	Solicit sponsors & advertisers		Public Affairs	Allan Lacki	Dave McMillan	
6	4/1/2011	4/1/2011	Provide convention logo to Executive committee for review.		Public Affairs	Allan Lacki	Rodolfo Garcia	Scalera 6/25/2011
7	4/15/2011	4/15/2011	Provide convention logo to CORSA for review.		Public Affairs	Allan Lacki	Brian O'Neill	O'Neill 07/27/2011
8	4/30/2011	6/30/2011	Obtain a batch of Sturbridge tourism brochures for distribution at the 2011 Denver Convention.		Public Affairs	Allan Lacki	Ken Schiffner	Schiffner 6/25/2011
9	4/30/2011	6/30/2011	Prepare NECC banner for NECC publicity table at the 2011 Denver Convention.		Public Affairs	Allan Lacki	Brian O'Neill	O'Neill 07/24/2011
10	4/30/2011	6/30/2011	Prepare NECC Racing brochures for distribution at the 2011 Denver Convention.		Public Affairs	Allan Lacki	Allan Lacki	Lacki 07/08/2011
11	4/30/2011	6/30/2011	Prepare Sturbridge Convention brochures for distribution at the 2011 Denver Convention.		Public Affairs	Allan Lacki	Allan Lacki	Lacki 07/08/2011
12	4/30/2011	6/30/2011	Obtain volunteers to staff the NECC publicity table at the 2011 Denver Convention.		Public Affairs	Allan Lacki	Ken Schiffner	Schiffner 07/08/2011
13	5/15/2011	5/30/2011	Finalize convention logo. (Receive approvals from Executive Committee & CORSA).		Public Affairs	Allan Lacki	Executive Committee & CORSA	O'Neill 07/27/2011
14	5/20/2011	2/1/2012	Design website. (Don't publish it yet).		Public Affairs	Allan Lacki	Allan Lacki	Lacki 07/23/2011

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No.	Start M/D/Y	Finish M/D/Y	Requirement	Coordination/Notes	Committee	Chair	Action	Completed M/D/Y
15	5/30/2011	6/15/2011	Provide approved logo to convention booklet editor.		Public Affairs	Allan Lacki	Dave McMillan	Scalera 6/25/2011
16	7/26/2011	7/30/2011	2011 DENVER CONVENTION WEEK. Staff the NECC Publicity table.		Public Affairs	Allan Lacki		Schiffner 07/29/2011
17	9/1/2011	6/30/2012	Author & publish convention booklet		Public Affairs	Allan Lacki	Dave McMillan	
18	1/1/2012	1/1/2012	Receive banquet menu choices from Banquet Chairman.	Coordinate with Ron Manwaring.	Public Affairs	Allan Lacki	Allan Lacki	
19	1/1/2012	1/15/2012	Design registration form.	Coordinate with Brian O'Neill.	Public Affairs	Allan Lacki	Allan Lacki	
20	1/15/2012	1/15/2012	Transmit registration form to Communique editors by 1/15/2012.	Coordinate with Mike McGowan.	Public Affairs	Allan Lacki	Allan Lacki	
21	1/15/2012	3/1/2012	Add online registration and payment on website.	Online registration: Later is better. Early-birds often change their minds.	Public Affairs	Allan Lacki	Allan Lacki	
22	2/1/2012	2/1/2012	Publish website. (No registration yet).					Lacki 09/18/2011
23	9/1/2012	11/30/2011	Write and submit monthly articles for the CORSA Communique.	Coordinate with Mike McGowan.	Public Affairs	Allan Lacki	Allan Lacki	

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TASK TRACKING LIST
Rgstrn

No.	Start M/D/Y	Finish M/D/Y	Requirement	Coordination/Notes	Committee	Chair	Action	Completed M/D/Y
1	1/9/2011	1/1/2012	Design system for making registrant name tags to include a numbering and indicating events for selected		Financial	Tom Ludwig	Mike Paroz	
2	1/1/2012	3/1/2012	Devise system for making registrations known to other chair-persons.		Financial	Tom Ludwig	Mike Paroz	
3	1/1/2012	3/1/2012	Coordinate online registration with NECC webmaster. SUPERCEDED! CORSA TO PROVIDE ONLINE REGISTRATION.		Financial	Tom Ludwig	Mike Paroz	
4	1/1/2012	3/31/2012	Identify room or lobby space for Registration On-Site. Include electric power & setups.	Coordinate with Ron Manwaring	Financial	Tom Ludwig	Ron Manwaring	
5	1/1/2012	3/31/2012	Confirm room or lobby space with Hotel Mgt. Include electric power & setups.					
6	1/1/2012	4/1/2012	Obtain dash plaques, convention booklets and other materiel from appropriate staff members for registration packages.	Appropriate staff members.	Financial	Tom Ludwig	Mike Paroz	
7	NEW ITEM Added 6/25/2011		Obtain door prizes.	Appropriate staff members.	Financial	Tom Ludwig	Peter Roca	
8	NEW ITEM Added 6/25/2011		Manage a raffle	Appropriate staff members.	Financial	Tom Ludwig	Peter Roca	
9	3/1/2012	6/30/2012	Assemble registration packages for distribution to all registrants at the host hotel.	Make sufficient copies for walk-in registrations.	Financial	Tom Ludwig	Mike Paroz	
10	3/22/2012	7/22/2012	Obtain commitments from volunteers to staff registration tables at the host hotel.		Financial	Tom Ludwig	Mike Paroz	
11	6/15/2012	7/1/2012	Re-confirm meeting room	Coordinate with Ron Manwaring	Financial	Tom Ludwig	Ron Manwaring	
12	7/24/2012	7/28/2012	Distribute registration packages to all registrants at the host hotel.		Financial	Tom Ludwig	Mike Paroz	
13	7/25/2012	7/28/2012	REGISTRATION DAYS	Saturday - last day of convention - close registrations at Noon.	Financial	Tom Ludwig	Mike Paroz	

NORTHEAST CORVAIR COUNCIL
2012 CORSA CONVENTION AT STURBRIDGE
TASK TRACKING LIST
Rally

No.	Start M/D/Y	Finish M/D/Y	Requirement	Coordination/Notes	Committee	Chair	Action	Completed M/D/Y
1	2/26/2011	3/31/2011	Become knowledgeable with CORSA Rally rules and classes.		Competition	John Egerton	Dave Delancey	
2	3/31/2011	6/1/2011	Establish coordination with CORSA National Committee Chairman.		Competition	John Egerton	Dave Delancey	
3	4/1/2011	9/1/2011	Produce tentative rally route map.	Must include instructions.	Competition	John Egerton	Dave Delancey	
4	4/1/2011	9/1/2011	Make reservations or gain permissions for start / checkpoint / end locations		Competition	John Egerton	Dave Delancey	
5	9/1/2011	10/1/2011	Provide draft rally route & instructions to CORSA Rally Chairman		Competition	John Egerton	Dave Delancey	
6	10/1/2011	1/1/2012	Obtain concurrence of route & instructions from CORSA Rally Chairman		Competition	John Egerton	Dave Delancey	
7	1/1/2012	3/31/2012	Finalize design & map course for the event		Competition	John Egerton	Dave Delancey	
8	1/1/2012	3/31/2012	Prepare and print rally instructions		Competition	John Egerton	Dave Delancey	
9	1/1/2012	3/31/2012	Identify meeting room for Rally Participant meeting.		Member Events	John Egerton	Ron Manwaring	
10	1/1/2012	3/31/2012	Confirm meeting room with Hotel Mgt. Room number & setups/		Member Events	John Egerton	Ron Manwaring	
11	1/1/2012	3/31/2012	Obtain volunteers to staff the rally checkpoints.		Competition	John Egerton	Dave Delancey	
12	1/1/2012	3/31/2012	Obtain volunteers to score / tabulate rally		Competition	John Egerton	Dave Delancey	
13	6/15/2012	7/1/2012	Re-confirm meeting room with Hotel Mgt. Room number & setups.		Member Events		Ron Manwaring	
14	7/25/2012	7/26/2012	Transport tables, chairs, EZ-ups to start / checkpoint / end locations		Competition	John Egerton	Dave Delancey	
	7/25/2012	7/26/2012	Conduct car classification	Competition	John Egerton	Dave Delancey		
16	7/26/2012	7/26/2012	ROAD RALLY EVENT DATE		Competition	John Egerton	Dave Delancey	
14	7/26/2012	7/27/2012	Results to Trophy Chairman and Scoring.	Results needed NTL 12:00 7/27/12	Competition	John Egerton	Dave Delancey	
18	8/4/2012	8/5/2012	After Action Debrief to Executive Chairman		Competition	John Egerton	Dave Delancey	
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NORTHEAST CORVAIR COUNCIL
 2012 CORSA CONVENTION AT STURBRIDGE
 TASK TRACKING LIST
 TechSess

No.	Start M/D/Y	Finish M/D/Y	Requirement	Coordination/Notes	Committee	Chair	Action	Completed M/D/Y
1	10/1/2011	TBD	Recruit tech session presenters		Member Events		Ken Shiftner	
2	10/1/2011	TBD	Provide Tech session topics and schedule to web master, booklet editor and publicity chairman		Member Events		Ken Shiftner	
3	10/1/2011	TBD	Identify location for tech sessions	Coordinate with Ron Manwaring	Member Events		Ken Shiftner	
4	10/1/2011	TBD	Identify resources needed for tech sessions	Coordinate with Ron Manwaring	Member Events		Ken Shiftner	
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NORTHEAST CORVAIR COUNCIL
 2012 CORSA CONVENTION AT STURBRIDGE
 TASK TRACKING LIST
 Tours

No.	Start M/D/Y	Finish M/D/Y	Requirement	Coordination/Notes	Committee	Chair	Action	Completed M/D/Y
1	3/1/2011	7/1/2011	Have a list of potential tours. Schedule a tour for the day before the convention.		Member Events	Kevin Gaudette	Kevin Gaudette	
2	11/1/2011	12/1/2011	Confirm tour arrangements. (Contracts).		Member Events	Kevin Gaudette	Kevin Gaudette	
3	4/1/2011	4/1/2011	Day Tours. Identify day tours available from Sturbridge area.		Member Events	Kevin Gaudette	Kevin Gaudette	
4	4/1/2011	4/2/2011	Gather schedules, prices, package deals.		Member Events	Kevin Gaudette	Kevin Gaudette	
5	4/2/2011	4/2/2011	Determine dates and times when day tours slot into convention schedule.		Member Events	Kevin Gaudette	Kevin Gaudette	
6	4/2/2011	4/2/2011	Enter into contracts for day tours.		Member Events			
7	4/2/2011	4/3/2011	Inform webmaster and registrar of day tour arrangements.		Member Events			

NORTHEAST CORVAIR COUNCIL
 2012 CORSA CONVENTION AT STURBRIDGE
 TASK TRACKING LIST
 Vendors

No.	Start M/D/Y	Finish M/D/Y	Requirement	Coordination/Notes	Committee	Chair	Action	Completed M/D/Y
1	2/15/2011	3/15/2011	Vendor Locations - Indoor. Identify spaces for Vendor Locations - Indoor.	Coordinate with Ron Manwaring	Financial	Tom Ludwig		
2	2/15/2011	3/15/2011	Vendor Locations - Outdoor. Identify spaces for Vendor Locations - Outdoor.	Coordinate with Ron Manwaring	Financial	Tom Ludwig		
3	1/1/2012	3/1/2012	Vendor Locations - Indoor. Floor plan finalized.	Coordinate with Ron Manwaring	Financial	Tom Ludwig		
4	1/1/2012	3/1/2012	Vendor Locations - Outdoor. Floor plan finalized.	Coordinate with Ron Manwaring	Financial	Tom Ludwig		
5	4/1/2011	4/11/2011	Reserve auditorium and parking lots for vending.	Coordinate with Ron Manwaring	Financial	Tom Ludwig		
6	3/22/2011	7/22/2011	Obtain commitments from volunteers to help vendors with set-ups.		Financial	Tom Ludwig		
7	4/1/2011	5/1/2011	Publicize vendor space terms & conditions.		Publicity	Tom Ludwig		
8	4/11/2011	4/21/2011	Reserve room setups for vending. Tables, chairs, electric power, etc.	Coordinate with Ron Manwaring	Financial	Tom Ludwig		

NORTHEAST CORVAIR COUNCIL
 2012 CORSA CONVENTION AT STURBRIDGE
 TASK TRACKING LIST
 Executive

No.	Start M/D/Y	Finish M/D/Y	Requirement	Coordination/Notes	Committee	Chair	Action	Completed M/D/Y
1	3/22/2011	3/24/2011	Consider ideas & suggestions posted in The Conv-2012 Archives and NECC Idea Bank web pages.		Executive Committee	Brian O'Neill	Brian O'Neill	
2	4/1/2011	4/15/2011	Review proposed convention logo.		Executive Committee	Brian O'Neill	Brian O'Neill	O'Neill 06/25/2011
3	4/15/2011	4/30/2011	Inform Publicity Chairman of approval / rejection of proposed logo.		Executive Committee	Brian O'Neill	Brian O'Neill	O'Neill 06/25/2011
4	4/1/2011	4/1/2011	Set convention itinerary. Approve / reject proposed itinerary items.		Executive Committee	Brian O'Neill	Brian O'Neill	
5	4/11/2011	6/10/2011	Banquet. Obtain commitment of guest speaker to appear.		Executive Committee	Brian O'Neill		

NORTHEAST CORVAIR COUNCIL
2012 CORSA CONVENTION AT STURBRIDGE
TASK TRACKING LIST
Operations

No.	Start M/D/Y	Finish M/D/Y	Requirement	Confirm M / D / Y	Re-Confirm M / D / Y	Final Check M / D / Y	Committee	Chair	Action
1	6/1/2011	1/1/2012	Obtain large scale site plan of hotel to include dimensions of parking areas				Operations	Ron Manwaring	Ron Manwaring
2	1/1/2012	3/31/2012	Identify hotel areas for Crafters.				Financial	Tom Ludwig	Cathy McCafferty
3	1/1/2012	3/31/2012	Identify location for Model Car Display.				Member Events		Tim Schwartz
4	1/1/2012	3/31/2012	Identify location for Valve Cover Races.				Member Events		Wayne Cox
5	1/1/2012	4/1/2012	Identify location for Car Display.				Show Operations		
6	1/1/2012	3/1/2012	Identify location for Concours.				Show Operations		Bill Cohen
7	1/1/2012	3/31/2012	Identify room for CORSA Board Meeting.				Executive	Ray Bombardier	Ron Manwaring
8	1/1/2012	3/31/2012	Identify room for CORSA General Membership Meeting & Ice Cream Social.				Member Events		Ron Manwaring
9	1/1/2012	3/31/2012	Identify room for Hospitality Room.				Hospitality	Bob & Elaine Sedani	Bob & Elaine Sedani
10	1/1/2012	3/31/2012	Identify room for Registration On-Site.				Financial	Tom Ludwig	Ron Manwaring
11	1/1/2012	3/31/2012	Identify rooms for Group Meetings.				Member Events		Ron Manwaring
12	1/1/2012	3/31/2012	Identify rooms for Participant Meetings. (Cole Award, Judges, etc.)				Member Events		Ron Manwaring
13	1/1/2012	3/31/2012	Identify spaces for Vendors - Indoor.				Financial	Tom Ludwig	
	1/1/2012	3/31/2012	Identify locations for tech sessions						
15	1/1/2012	3/31/2012	Identify spaces for Vendors - Outdoor.				Financial	Tom Ludwig	
16	2/15/2012	6/1/2012	Identify the type and size of display cases and procure same for Model Cars.				Member Events		Tim Schwartz
17	4/1/2012	5/1/2012	Vendor Locations - Indoor. Floor plan finalized.				Financial	Tom Ludwig	
18	4/1/2012	5/1/2012	Vendor Locations - Outdoor. Floor plan finalized.				Financial	Tom Ludwig	

NORTHEAST CORVAIR COUNCIL
 2012 CORSA CONVENTION AT STURBRIDGE
 TASK TRACKING LIST
 Merchandise

No.	Start M/D/Y	Finish M/D/Y	Requirement	Coordination/Notes	Committee	Chair	Action	Completed M/D/Y
1	3/24/2011	4/23/2011	Select the kinds of merchandise to be sold at the Convention.		Financial	Tom Ludwig	Roy Buckridge	
2	5/30/2011	5/30/2011	Obtain logo from Publicity Committee.		Financial	Tom Ludwig	Roy Buckridge	
3	3/22/2011	7/22/2011	Obtain commitments from volunteers to serve as merchandise sales people.		Financial	Tom Ludwig	Roy Buckridge	
4	6/14/2012	7/14/2012	Schedule days and hours for each volunteer to work the merchandise operation.		Financial	Tom Ludwig	Roy Buckridge	
5	4/23/2011	6/22/2011	Merchandise. Purchase supplies of merchandise to be sold at the Convention.		Financial	Tom Ludwig	Roy Buckridge	
6	3/22/2011	4/1/2011	Reserve space at host hotel for merchandise sales tables.		Financial	Tom Ludwig	Ron Manwaring	
7	6/22/2011	6/23/2011	Inform webmaster & Registrar of items for sale.		Financial	Tom Ludwig	Roy Buckridge	

NORTHEAST CORVAIR COUNCIL
 2012 CORSA CONVENTION AT STURBRIDGE
 TASK TRACKING LIST
 Scoring & Awards

No.	Start M/D/Y	Finish M/D/Y	Requirement	Coordination/Notes	Committee	Chair	Action	Completed M/D/Y
1	5/1/2011	5/1/2011	Obtain convention logo from Publicity Committee		Scoring, Awards & Trophies	John Teixeira		
2	7/28/2011	7/28/2012	Obtain results of Concours from Competition Events chairperson		Scoring, Awards & Trophies	John Teixiera		
3	1/1/2012	4/1/2012	Purchase trophies.	Treasurer will provide funds.				
4	7/12/2012	7/14/2012	Prepare & deliver autocross trophies		Scoring, Awards & Trophies	John Teixiera		
5	7/25/2012	7/25/2012	Obtain results of Autocross from Competition Events chairperson		Scoring, Awards & Trophies	John Teixiera		
6	7/26/2012	7/26/2011	Obtain results of Economy-Run from Competition Events chairperson		Scoring, Awards & Trophies	John Teixiera		
7	7/26/2012	7/12/2012	Prepare & deliver Economy-Run trophies	NLT 6 PM	Scoring, Awards & Trophies	John Teixiera		
8	7/26/2012	7/26/2012	Prepare & deliver Rally trophies	NLT 6 PM	Scoring, Awards & Trophies	John Teixiera		
9	7/26/2012	7/26/2012	Obtain results of Rally from Competition Events chairperson		Scoring, Awards & Trophies	John Teixiera		
10	7/28/2012	7/28/2012	Prepare & deliver concours trophies	NLT 6 PM	Scoring, Awards & Trophies	John Teixiera		
11	9/1/2012	1/1/2012	Identify the types and number of awards to be recognized at the Convention.	Provide recommendation to Executive Committee for approval	Scoring, Awards & Trophies	John Teixiera		

NORTHEAST CORVAIR COUNCIL
 2012 CORSA CONVENTION AT STURBRIDGE
 TASK TRACKING LIST
 Parking

No.	Start M/D/Y	Finish M/D/Y	Requirement	Coordination/Notes	Committee	Chair	Action	Completed M/D/Y
1	1/1/2012	3/31/2012	Select trailer parking area	Coordinate with Ron Manwaring to resolve potential space issues between space for Concours, Car Display and general parking.	Operations	Ron Manwaring	Bruce Carlton	
2	1/1/2012	3/31/2012	Select car parking area	Coordinate with Ron Manwaring to resolve potential space issues between space for Concours, Car display and general parking.	Operations	Ron Manwaring	Bruce Carlton	
3	1/1/2012	5/1/2012	Recruit volunteers to park trailers		Operations	Ron Manwaring	Bruce Carlton	
4	1/1/2012	5/1/2012	Recruit volunteers to park cars		Operations	Ron Manwaring	Bruce Carlton	
5	5/1/2012	5/15/2012	Develop schedule for parking volunteers		Operations	Ron Manwaring	Bruce Carlton	
6	6/24/2012	6/28/2012	Supervise parking operations	Includes Concours, car Display and general parking	Operations	Ron Manwaring	Bruce Carlton	

NORTHEAST CORVAIR COUNCIL
 2012 CORSA CONVENTION AT STURBRIDGE
 TASK TRACKING LIST
 Finance

No.	Start M/D/Y	Finish M/D/Y	Requirement	Coordination/Notes	Committee	Chair	Action	Completed M/D/Y
1	1/1/2011	1/1/1900	Prepare draft convention budget		Finance	Tom Ludwig	Tom Ludwig	2/1/2011
2	2/15/2011	2/15/2011	Provide draft convention budget to executive Committee		Finance	Tom Ludwig	Tom Ludwig	2/15/2011
3	2/15/2011	2/15/2011	Prepare draft convention expense sheet for distribution to committee chairs.		Finance	Tom Ludwig	Tom Ludwig	2/15/2011
4	9/1/2011	9/31/2011	Provide draft convention budget to CORSA Executive Committee and CORSA Convention Coordinator		Finance	Tom Ludwig	Tom Ludwig	
5	10/1/2011	12/31/2011	Receive approval of budget from CORSA Executive Committee		Finance	Tom Ludwig	Tom Ludwig	
6	3/1/2011	7/1/2012	Make changes to budget as situation requires					
7			Process and pay requests for funds from committee chairs.					
8								
9								
10								
11								