

MEETING MINUTES

Meeting held on March 18, 2017

Attendees:

8 board members

Not Attending:

Jemal Mfundshi, James & Doris Casselton, Sean Vanderheiden, Erik VanDyke

Distribution: All Present

Item Description

New Business Information Items:

Going forward the meeting minutes will reflect the Meeting Agenda format and the follow of discussion during the meeting.

Secretary:

Meeting minutes from the last board meeting were presented and discussed. The minutes were held over to the April meeting to allow updating of the information and format of the minutes.

President:

DCC Event 1:	The went very well. There was a great deal learned about how to run the event and what needs to be changed for the upcoming events.
Audi Club NW in May:	Discussed the proposed fee of \$1000.00 to be received by BCA and how to disburse to BCA volunteers for the event. Is camping available at the airport, waiting for an answer from ACNW Issue of whether a non-profit can reimburse volunteer expenses Discussed the option of blocking out motel rooms. To be determined at next meeting. Email will be sent to members to determine who will be volunteering for the event. Fee from ACNW to BCA cannot be a reimbursement. Fee must go to the treasurer and then disburse to the volunteers. How to disburse was held over to the next board meeting. Given the size of the course area will be BCA be able to use ACNW cones. Setup of the course will start on Saturday at noon.
May Kickoff Party:	The options of providing movies and food by BCA for the event were discussed.



BRIDGE CITY AUTOSPORTS

Another entertainment option of a raffle was discussed.
Looking at the option of event sponsor for the party.
Board to start working on ideas for the event and discussing with event team.
Event Team and PR team to spearhead the event. Andres and others to make up the event team.

July 3rd Event: This is an optional event that BCA would hold as a DCC. The event would take place on a Monday. Further discussion to take place.

WMC Helmets: Loan BCA helmets to club for their next weekend event. Proposed to the board and approved.

Cascade Club is to be approached about 2005 helmets they no longer use. Proposed to board and approved.

Vice President:

Website: BCA facebook page has people adding advertising. Non approved advertisers to be discouraged from adding to the facebook page.

Flow Chart: Need to have a person with overall control of the event as it takes place.
A flow chart of each event should be produced to help run the event.
It was proposed that a Chair and Co-chair be in-charge of events. The two people can alternate responsibilities for each event. Todd and Ryan were proposed and approved by the board.
Todd and Ryan will put together the Flow Chart.

Treasurer:

Financial Status: Handouts were provided to the board for review and discussion.
March and April expenses were reviewed and discussed.
There are two remaining \$250.00 payments to the BCA Accountant.
2016 & 2017 accounts payable were presented to the board and discussed.
AXware timing software fees were discussed.

Safety:

Annual Tech: The annual tech event had a good turnout.
Helmet stickers with a date included was discussed and approved for the next annual tech event.
It was determined that a tech inspection line of cars would be more effective at future events.
Will need additional tech staff at future events.

Advertising/Sales:

What is BCA offering sponsors to be part of the events was discussed.
Options, sticker on the Bus
banner at events
advertisement on the website

Look for sponsors for the event lunches. Approach local companies like Discount Tire, Baxter Auto Parts and others.

Course Coordinators:

Event Issues: Use of catering service for each event and the costs.
Dallasport, Cowboys costs of \$675.00 to 900.00 for Saturday
Contact Cowboys to find out how they handle food service during bad weather.
Provide lunch tickets to people who paid as part of registration and offer cash payment for walkups.
Events costs of Insurance, Track fee, Food fees at events were discussed to determine how BCA determined the price to present at registration. These fees are also paid at the event or before and not billed to BCA.
Sanitation cost for the Dallasport event is billed to BCA
Lunch for the Dallasport on Saturday was proposed to the board and approved.
A discussion of what to do for indoor space for lunch if the weather is bad. Local businesses will be researched for availability of indoor space.
Dallasport will be a two-course event on the points day. The morning course will be modified and reversed for the afternoon.
The morning course and afternoon course times will be added together to determine rankings. Proposed to the board and approved.

Event 1 Review: Overall the event was done well and started on time.
Jemal did a great job with the drivers meeting.
Registration went well with one issue. The course map with work, run, rest was not done correctly.
Work assignment sheets were done at registration.
Need of delegating work needs for the event team.
Corner worker need to have one experienced person as part of each team.

Equipment:

Needs: Additional clip boards added to the bus.
Timers add start and finish gates need to be set up correctly.
A tracking devise for the bus was recommended and presented to the board. The board approved the purchase of the tracking devise.

Web Design:

Update: The site is being update with new information and photos.
Blog is ready for adding of information about BCA.
Facebook page is live. All involved please like and forward the page.
The addition of an Instagram account was discussed. This was presented to the board and approved.
Basecamp account is being reviewed for reinstatement.

Instuctional Program:

DCC: Registration went well, with the exception of, time management which will be worked on for future events.
Course setup ran well.



Need to work on a better method for matching students to instructors.
Start planning for what is needed for next years event.
Discussed finishing registration on the BCA site. Provide student information about requirements and also the skill level they bring to the event. This will help in matching instructors to the students.

General Information:

Issues: Board members and teams to put together in writing their vision of BCA going forward and present to the board.

Old Business Information:

A general discussion was held by the all present about the how the newly formed club is moving forward with all the events scheduled. The club Operation Status as presently configured was reviewed and following presented.

- President;** Ryan Davis
Vice President; Todd Averitt
Treasurer; Todd Averitt (interim)
Secretary; Eric Hoff (James Feb. Interim)

The following groups of Safety, Advertising/Sales, Course Coordinator, Equipment Coordinator, Training Coordinator and Web Designer have people assigned. Each group was asked to write an outline of what they do. Chris discussed how the groups can work together and how working together will better define each groups work.

Meetings; Meetings will be held at The Guesthouse Inn, 8855 SW Citizens Drive, Wilsonville, Oregon on the 3rd Saturday of each month. Ryan has reserved the conference room for the remainder of 2017 at a cost of \$70.00 per meeting.

Club Needs; cones; 50-6", 150-18', 4=36", 8 helmets , bar code scanner, flags, signage boards and more. Groups working on the items they need. If possible board members step up to purchase needed items.

Continuing to work on list. An inventory is being assembled. Pete and Garth are working on cones. Helmets have arrived.

Sponsors; The thanks all who have contributed but there is a need for additional sponsors, board members need to recruit sponsors. There will be discounts from sponsors for products purchased from



them. The club will work with the sponsors to provide recognition for them at club events and on the web site.

Events; The following event has either confirmed dates or waiting to be confirmed. There are 9 points events scheduled with 7 of the event counted for a class championship.

Drivers Skill School	March 4 th
Autocross #1	March 5 th
Dallesport (2 events)	To be confirmed (TBC) Approved, one day for points & one day for fun Saturday to be points day for 1 st event & Sunday for 2 nd event
PIR (6)	See club website for dates, including July 3 rd
Packwood	2 day event TBC
Bible Creek	TBC cost @ \$1500/day, no cost to BCA
NW Subaru	Aug. 19 th
Maryhill Hillclimb	August 5 th w/ no discount on fee
NWAA Packwood Event	BCA runs autocross event 40 people to break even \$100.00 / non-member \$90.00 / member
Triple Threat (NWAA co-host)	TBC Three day event starting on Friday 160-180 participants
Oregon Shootout (ACCO/WMC)	Oct. 22 & 23 @ Oregon State Fairgrounds 2 courses
Drivers Skill School	Looking @ 2 nd date in fall
NW Audi	November event, BCA hosts autocross
HOD	BCA exploring hosting Thursday autocross
Street Survival (Tire Rack)	March 12 th & Oct. 1 st Need instructors, take test online ½ day classroom, ½ day vehicle

Web; The site is up and running and presently has the full schedule. Chris is updating and modifying the site to make it perform better.

Club and event rules are presently on the site.

19 have registered for the upcoming DCC.

A Facebook page is being created.

Classing; Classing is done per PNWRSCCA and works on a “relative performance factor”. See the website for an explanation on how to class your car. This new system allows for different cars to be time equalized in relationship to performance.



Car Classings; See appendix A for specific cars in classes.
There will be a 3 ring binder of SCCA rules.

The club is looking at a junior class to allow the children of participating parents to race.

Goals; The overall goal of the club is to provide an enjoyable and fun environment for participants. The club looks to provide instruction for new attendees as well those attend on a regular basis. This year the focus will be on getting the club up and running.

Safety; A tech inspection sheet is being put together and will be sent out for review. A one time annual tech inspection is proposed with each car having a completed tech form on file. The idea to have less time spent at each event teching each car. BCA will accept tech inspections done by ORPCA and other recognized organizations.

Each event will have a drivers meeting with a discussion about safety rules. Any other announcements will be done at the drivers meeting.

SCCA safety rules are to reviewed by the BCA safety group for cars and karts and a report submitted to the board.

Board discussed and approved the following Safety related issues.

- SCCA rules requirement for minimum age with drivers permit.

- BCA to approval of 8 to 13 years age for carts (see BCA rules)

- Use of "M" class helmets

- Passengers

 - Under 16 to be approved by Safety

 - 16 and older can ride with registered participant

Annual Tech scheduled for 3-4-17 & 3-5-17

Kart Rules being worked on. Conditions can/will be called the day of the event.

50ft. rule to be determined using the best judgement of the Safety Team.

Sound level (db level) for Packwood, PIR and other venues to follow event allowed levels. DB level requirements to be checked for each event. Need a DB meter. Add these requirements to the Rules and Regulations.

General; Club registration has been approved by the IRS and waiting on the Oregon Department of Justice. Insurance has been acquired for the club. Insurance company will provide waivers for BCA use at events.

ORM system will open for use shortly.

Business license application is in progress.

Tom Kotzian voted in as a Lifetime Member by unanimous vote.

By-laws accepted by unanimous vote.

Rules and Regulations accepted by unanimous vote.

2016/2017 Forecast Budget approved.

CPA, Lee Owen was proposed (\$750.00 annual fee) and approved.



Course Design; Ryan to meet with team to put design program together. Organizing committee for the design for each event. Need list of people who will design courses for each event. People who want to participate to contact Andrus.

First will be done by Erik.

Purchases; The board approved the following purchases.
\$1500.00 allowance for the purchase of safety cones.
\$800.00 allowance for the purchase of 8 "M" class helmets.

Reach out to other car clubs and groups for new events.
Possible participation with the NW Porsche Club and TriCities.

Event Passes; Passes for events are available on the website and are purchased online. They range in cost from \$30.00 to \$45.00 depending on how many events you would like to participate in.

Events; At the end of each event there is will be a need to get the participants to help with the general clean of the event site. This issues needs to the discussed will all participants.

General; Annual members will have voting rights in the club.

The meeting adjourned approx. 2:15 pm. The next meeting will be the 3rd Saturday of each month.

The minutes noted are intended to be a true and accurate recording of the discussions, which took place. If there are errors and/or omissions, please notify the Recorder within seven days or the minutes shall stand as written.

Eric Hoff, Recorder