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| **Location: Country Inn and Suites** | **January 4th, 2018** | **19:00 hours – underway at 19:07 and ended at 21:11** |

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| **Attendance (names in attendance required):Ryan, Todd, Mina, Andres, Jemal; John, Sean** |

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| **President -** Ryan Davis --- Call meeting to order/Guest Intro – guest was John Juhring ; | **19:07** |

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| **Secretary** – Todd Averitt, acting for this meeting; Mina Ingraham, from this meeting | | **Time** |
| December Minutes review (from Todd) | Approval vote motion to approve by Todd seconded by Ryan, and they were ratified unanimously. | 19:10 |

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| **Treasurer** – Todd Averitt | | **Time** |
| Financial status | Approval of 2018 Budget. Proposed budget is attached to meeting materials. Immediate upcoming bills/debts-see December Financial Status, also attached to meeting materials.  -draft document is a forecast. Carries over debt. Draft document incorporated by this reference as if herein repeated in full. Data are broken down several ways.  John asked – were we profitable other than expenses for purchasing equipment?  Todd: There are several major expenses; new budget anticipates about 10k fewer expenses.  -some discussion of increased expenses at PIR next year;  -next expense is Feb 1 – NW Insurance. We’ll probably want to pay PIR also.  -run down of some debts to individuals; in the proposed documents;  **Discussion ended at approx.. 19:23** | 19:10 |
| Sped-Away update | Discuss deal to make Sped Away making them our official store - 20% residual on every BCA logo item sold with 10% discounts for BCA members on all other items. Main advertising can be done thru MSR and/or our website. Prefer Don uses his site for all the detailed orders. Orders can be picked up from Don and brought to each event or Don can bring them if he is in attendance.  -Todd – how do we want to market logo’d items? Discussion  -nothing spent to get it done;  -bought through them Sped Away, then BCA gets the check; doesn’t involve club expenditure.  -Ryan: best way to sell stuff: tie it in through MSR (prompt every time someone registers for an event). MSR can track inventory, so nothing sold that’s not in inventory. Sold items would be brought to the event. But – it’s stuff that has to be carried around.  Todd: can you tie in MSR to Don’s site? Answer – no.  Ryan: doesn’t like the 20% residual, thinks it’s too low.  -discussion of what is a reasonable margin, and how to obtain better margin? Todd notes the downside of a higher margin is unsold inventory;  Ryan: more research needed to determine if there’s a better margin elsewhere. Todd notes that it’s not really a profit center – it’s really more advertising.  Andres asked re: how shipping is handled? Who ships if it’s not sent to us for pickup and delivery to events?  -Sped Away handles or would handle shipping;  -Two colors with printing back on front – 12 a shirt is cost.  -Jemal notes we could just do a one year agreement.  -MSR inventory would be done by us buying stuff in advance, and having it on hand.  -possibility of having companies pay to be on back of BCA shirts; free advertising possibly for Sped Away to increase margin or decrease costs?  Todd – will see about drafting a k that we could discuss amongst ourselves, and circulate it to Don at Sped Away. – will try for one week from today.  **Discussion ended: 19:37** | 19:23 |

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| **President** – Ryan Davis | | **Time** |
| Bus Update | Need to get on Jim to finish up  -Bus runs.  -still waiting on Jim;  -Ryan will try to get a response from Jim; no club money in it at the moment;  **Discussion ended 19:40** | 19:37 |
| Evergreen Aviation Museum | Updates. Anyone able to visit site?  -McMinnville  Ryan – no pressing reason to visit the site at this time;  Ryan has an email to Carla. No tent camping on site. RV on site is ok. Some discussion of places to stay;  -Hotels nearby;  **Discussion ended: 19:44** | 19:40 |
| 2018 Schedule | Final Review Option 1: selected with a minor change. Schedule verified with PIR for the October 13th added. Any other dates or additions which need discussion?  Discussion: some small adjustments made. The draft schedule can be attached to these notes;  -Dallesport and Sanderson and McMinnville? are the out of town events.  -Subiefest – there is a scheduling conflict; some staff needed at hillclimb, but there is not that much crossover between Subiefest people and hillclimb people;  -Some HOD instruct / practice autocrosst / fun days;  -Dallesport not set in stone yet; Ryan will follow up with Chuck on that.  -DB limits not a factor.  **Discussion ended: 19:53** | 19:44 |

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| **Vice President** - Andres Ferrer | | **Time** |
| PDP Event Planning | Who will take charge of these events? What changes would we like to see?  -Discussion of name for event? PDC – Performance Driving Clinic;  -Insurance carrier does not care what the name is.  PDC name proposed by Ryan, seconded Andres, carried.  How to structure the day? How to match up instructors and students? We need someone to take charge and organize;  Todd – has called some people to see if we could organize and plan; suggests a four person committee be formed and get a real plan together, layout, minimize instructor numbers? Student to faculty ratio is a question;  Ryan: suggests that Richard Dodds be consulted – HOD instructor; Todd and Andres agreed.  Note: two PDC’s this year. Second conflicts with Maryhill Hillclimb.  **Discussion Ended: 20:06** | 19:53 |
| MSR to Axware | Andres/Ryan need to plan time to practice populating entries into Axware  -super classing adds an additional layer. Ryan and Andres have the resources but need time.  **Discussion Ended: 20:07** | 20:06 |

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| **Safety** – Jemal Mfundshi, Bill Sessions | | **Time** |
| New site | Any time to go out and take a look at new site (Evergreen)?  -Ryan: still some time before we need to send someone to look at the site  -Ryan: maybe go out a few days in advance and chalk, run, etc – saves time morning of event; | 20:07 |
| Tech Forms | Need to have Tech Inspection forms submitted and approved by board  Jemal is going to follow up re: same;  **Discussion Ended: 20:10** |  |
| BCA Equipment | Persons who use their private vehicles to transport event equipment should be paid the standard Government vehicle mileage reimbursement fee. In order to receive payment an expense report must be filed with our club treasurer.  -approved previously.  **Discussion Ended: 20:11** | 20:10 |

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| **Equipment Coordinators**– Erik VanDyke, Sean Vanderheiden | | **Time** |
| 2018 Needs | Inventory and check through should happen before March (after bus is ready)  Sean – cleaning and inventory pending bus repair;  Printer labels and that sort of stuff – verify;  Ryan said we can use expenditure list as partial inventory;  Todd reminds we absolutely need to see what we have, what’s missing, and some anticipation of needs;  Roof rack and ladder for bus – Ryan has;  -All is contingent on response to bus repairs;  **Discussion Ended 20:16** | 20:10 |
| Discussion | Discussion - A program for use of club equipment by members only, subject to BoD approval. How the board can address and evaluate alternate substitutions, cost benefits, and etc while still adhering to the 501.(c).4 guidelines and requirements.  Needs to be in bylaws for officers, members, and auditors. All BCA equipment needs to be addressed.  John: written request to BoD; voted on by BoD, bearing in mind principles of benefit to club;  -we should review the insurance policies – there are liabilities disclosures;  Mina offered to review policy. Need to verify deadlines for Progressive policy, as well as detour and frolic coverage, i.e. when equipment is borrowed.  **Discussion Ended: 20:28** |  |

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| **New Business (20:28)** | **Assigned to** | **Outcome** |
| Put borrow policy in bylaws?  -discussion - | Todd | Review |
| Todd: Facebook Group memberships; wanting to be sure that FB events are created. Maybe change reminders? Post the finalized schedule ; | Ryan – create FB Events;  -we need to like and comment | Continue as before, except Ryan will do the event creation |
| Review bylaws;  Figure out contact for forms to be sent, etc.  -need to create additional email contacts – in club format? Question mark ;  the forms could have a generic email so that personnel changes don’t need form changes; | All BoD | Review by next meeting;  Comments – To Todd; use Google Docs  Ryan will set it up for comment;  **Discussion Ended: 20:48** |

* **Additional board member discussions / Open for comments/questions from non-board members**

John - raising question of competitors not buying helmets being charged to borrow;

Sean – could you use square for those charges?

Long discussion – maybe peer pressure. Unclear whether goal is a cultural shift – i.e. encourage competitors to bring own helmets, or actual increase in club income;

John asked about annual tech stickers – print at fedex? ;Mina raised the issue of static cling being kind of weak;

-make them bright

John – asked about season competition points system, was it published etc.

-asked about whether there is a minimum number of events to qualify for awards;

-half plus one is the likely rule for next year;

Helmet Rule – follow SCCA rule re**:** eligibility.

**Meeting ended 21:11**