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| **Location: Country Inn and Suites** | **March 7, 2019** | **7:00pm** |

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| **Attendance (names in attendance required): Ryan Davis; Andres Ferrer; David and Chloe Pucknell; Sean Vanderheiden; Erik VanDyke (19:21); Michael Pinto; Mina Ingraham (by telephone); not present – Jemal Mfundshi;** |

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| **President -** Ryan Davis --- Call meeting to order/Guest Intro (19:16) |

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| **Secretary** – Mina Ingraham | |
| Previous Minutes review | Review/approve – one typographical error corrected; Michael moves; David seconds. Approved. (19:18) |

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| **Treasurer** – Michael Pinto | |
| Financial status | (19:19) Review – Budget – there is a handout that is incorporated by this reference as if repeated in full. Estimate – we have about $2200-2300 in income coming in, but there are a large number of expenses still to come. Radios – $765; Sean has several expense reports; Web hosting; and we owe PIR $3100 for DSC and AX 1. There is also some cleanup expense coming. Total expenses are around $7700, leaving us with a predicted balance of about $318.29 projected ending balance March 31.. Our taxes have still not been accepted, and we will probably be fined for that. There is also a likely expense for the 501c status change – estimate about $850. Michael – cash flow is somewhat of a problem, at this point. Sean said he is fine with deferring his reimbursement. Additionally, we still owe McMinnville the securing deposit. Ryan – we’re probably ok deferring that for a while. We need to do well with Dallesport, and we need to keep a close monitor of expenses. Ryan – we think that a fair number of these expenses are one-time. Cleanup at PIR from DSC is estimated at about $230. We’re going to need to watch how we park the bus, since we were charged for oil leaking from it. We may want to walk the course after events, too, to keep an eye on things, see what the state of the site is after everyone has run. We need to brief the workers to look for things like oil and fluid leaks, catch what we can in tech, and also be more insistent about getting leaking vehicles out of line despite whatever protestations we may get. |
| 501(c)7 designation change | Status - $850 is the likely expense. Will need to be done no later than June for July 1. |
| BOD elections | Still need to discuss the handling of this, it will come up fast! These need to be done in June, for installation in July. And we need to get it done, for real. We also need an election process that functions rather than just having the two official BoD members vote for everybody. So we need to determine what’s really going to be open, changing composition to 6. Erik moves that we change the BoD official composition to 6. We should try to stagger the elections / terms of office so that we always have three in place, which is the necessary quorum. Ryan – we currently have 8 actual BoD members. Note: Michael Pinto is not going stay on as treasurer past elections. Andres is also not going to stay on. Preliminarily it seems that the rest will stay. Ryan – does anyone want to take over VP and Treasurer? Erik will do VP. Sean will consider treasurer. We can use MSR to run the election. Ryan – we will plan on announcing at the next event about the elections. We can self-nominate. Biggest stress – finding a treasurer. |
| DSC | Actual cost? – we don’t appear to have full actuals at this time. Cost was about $2600 or so. Site and food were the biggest costs, and some small expendables. We made about $1200, back of the napkin estimate. Unclear, based on this info, whether or not it will make sense to have a second DSC this year. It was successful, but the profits really weren’t any greater than a normal event.  (END – 19:53) |

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| **President** – Ryan Davis | |
| Event cleanup | (19:54) Oil, coolant, etc. (see also discuss above – the bus dropped oil, and at least one person tracked oil around track at least twice - .) – projected expense, $230. We could have saved money had we used our own oil dry. Reiterating again that we need to have workers help us monitor leaks, and we should put a drip tray under the bus. |
| Contour Club | July 13 projected date; conflicts with SCCA Nat Tour. We only need a skeleton crew for it. They’ve got 10-15 cars, they expect – they want a cap at 35 to 40. That brings cost to 45-50 per person; people will get lots of runs. We can leave it on them, as to whether we change the course at lunch. We’d open it to them, first, and then open it to BCA members, then whomever finds us on MSR. This is what we have nailed in for this year. The 13th is a Saturday; for another $400 we could have the site on Sunday. Is that something we’d want to do? We need to be sure not to cannibalize our other “away” events. |
| Membership numbers | 102 Members – which is a good number. Close to what WMC has, and they have been around for a long time. Bear in mind the number is higher than it might have been due to DSC memberships, but it’s still pretty solid. (END: 20:07) |

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| **Vice President** - Andres Ferrer | |
| DSC | (20:07) Review - What should we keep, what should we change? Generally, it went well. We had to make some changes to e.g. grid and course for safety reasons; we also had to adapt to the loss of a few instructors. But in general, it went well. Chloe – everyone seemed pleased and she saw new faces, heard no complaints. Improvements? Weather wasn’t great. David – organization and adaptation went pretty well. For improvements – next time he’d change the driver’s meetings to stress safe working of the course. David saw some people making some pretty sketchy cone retrievals. In the afternoon, we didn’t hand out radios since there were no penalties. This is agreed to be a major safety issue and it must not ever happen again. Sean – again, things went about as smoothly as can be expected. We do have some experience with these things too, so it’s not a huge surprise it went well. We did have Todd kind of come in and make some changes at the last minute that were, perhaps, not entirely helpful in that place and at that time. Andres – echoed this point. A reminder that undoing months of planning at the last minute, is not ideal, absent a really compelling reason. Sean – generally, though, things went well. It was hard to put the cones back in the same place because marking the cones was difficult in the rain. Michael - was not present that day, so no input. Erik – hard to incorporate skid pad lessons for an hour – he felt his students got what they were going to get, early in that exercise. On the plus column – we had people headed to cars at 0845, on / ahead of schedule. Mina – students were happy, value was good. Logistics were handled well. Sandwiches were kinda dry. Some issues with staging for the skid pad – they were fixed well and early. Ryan - the best DSC we’ve had. Logistics were good, and problems, as they came up, were fixed well. Stations were good, for the most part, and adjustments were made effectively. Maybe, we could get rid of the skid pad as a separate station, and make part of a larger segment; you could allow people to take as many laps as they wanted to. That could cut the event time down, thus providing more ability for instructors to get run time at the end – as it was, lots of instructors didn’t run. (20:34) |
| DSC2 | (20:35) Should we do a DSC2? When? Where? – discussed, in part, above. The expense to profit ratio is limited. Could we do it at Dallesport the day after the contour event (so, July 14)? That would at least limit our overhead since the site would only cost us $400. We could float the notion on the FB page. We could have issues finding lots of instructors because of the conflict with national tour. The goal would maybe be: more of an intermediate level class, with more hands-off / outside observation and an emphasis on running full course. (20:40) |
| AX1 | Review - How did it go, logistically? Open discussion. Overall, it went pretty well. One issue we had – run groups got messed up in size, due to no-shows. Generally, we don’t give refunds; we sometimes will give a credit. As for run groups, it’s almost impossible to fix this problem when there are high numbers of no-shows. In general, it went well. |
| VSS with PRE | Dates? In the past it’s been successful. Probably best to do it on a fun-run day, or a designated test day. Maybe we could have them do the presentation at Dallesport? Generally, not a big money maker, though it can draw new people to our event(s). Some discussion of various possible dates. What about turning the DSC2 event also including a test and tune component? Problem there is that Zack will be at the national tour event. What about McMinnville? The site itself is kind of limited, but might be workable. The distance from Portland isn’t much more. Ryan – will mention it to Zack. (20:54) |

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| **Safety** – Jemal Mfundshi / David Pucknell | |
| Preparations for Event 2 | (20:55) What are your needs? How did tech go for AX1 and DSC? David - Tech went well. There was definitely more administrative paper generated than David had expected. David would like some manila folders. Going forward, we need an oil drip pan and some oil for the bus, to avoid future charges for spillage. |
| Bus Life | How is bus life now? David is sending new-to-us bus ads to Ryan on a weekly basis. Generally, David isn’t super confident in the bus in terms of reliability. (21:00) |

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| **Equipment Coordinators**– Erik VanDyke, Sean Vanderheiden | |
| Equipment | Anything we found we need before event 2? Erik – heard lots of compliments on the new time receipts. Stuff seemed to be working pretty well. |
| Printer and radios | Satisfied? Printers - The Brother was….liquidated / terminated by Sean. Ryan has the Dymo printer and will keep it and bring it as a backup. We might need more labels. Tearing labels off requires some technique, but the feeding seems to be a lot better. Radios – we need lanyards. One radio has been dropped already. But the new radios seem to be clearer, they have a longer range, and in general they seem good. Hard to know whether the new radios are best apportioned to course workers or staff? (21:06) |

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| **New Business** | **Assigned to** | **Outcome** |
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* **Additional board member discussions**
* **Open for comments/questions from non-board members**

**Adjourned – 21:09**