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| **Location: Country Inn and Suites – Near Portland International Raceway, Portland** | **December 13th, 2018** | **7:00 PM** |

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

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| **President -** Ryan Davis --- Call meeting to order/Guest Intro – Suzie and Chloe | 19:09 |

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| **Secretary** – Mina Ingraham | | **Time** |
| Previous Minutes review | Review – the typo correction mentioned by Erik at the last meeting for the November minutes was corrected the same night and the corrected copy submitted to Ryan;  Jemal motioned approval – Andres seconded; approved; | 19:11 |

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| **Treasurer** – Todd Averitt/Michael Pinto | | **Time** |
| Financial status | Review - What events/deposits are paid for? – Incoming treasurer is Michael Pinto. Todd – there has been some additional revenue. Deposits have been made; $875.30 has been taken in on membership. Larry gave us a $200 donation toward the printer. Expenses – bus insurance. $500 deposit made on the first Evergreen event. That leaves another $500 owing to guarantee the date. As stated at the last meeting, we do have right of refusal at this point (before the second $500 is paid), if someone else wants to take our date. PIR deposit has been paid and cashed. Ending balance $2808.07.  Hoping for an additional $500 in income for early bird membership deal.  Some discussion of bus insurance expenses. Erik asked if it made sense to insure it when it is not moving, but Todd noted that discontinuing and re-establishing insurance will cost more. Also, there are times that we need to move the bus even in the off season. Mina asked if the policy is liability only or includes comp coverage. Mina suggested never interrupting liability coverage no matter what.  There is a budget line for $1k for radios.  Est ending balance is about $1360.  There is a financials handout; and that is incorporated by this reference as if repeated in full.  General thought is we’d need at least 6 radios. That should be able to come in under budget, but we will see.  Ryan – maybe amend the budget line to $600, $100 per radio? Steve said he can do $100 a piece, with support.  Mina –maybe we ought to just have Steve do it, since we have a point of contact and he seems like a reliable person with knowledge of making it work. So she thinks – let’s commit and get the radios, if we think the support will be there.  Ryan points out there is the $500 McMinnville deposit to pay, still, and that this mitigates against committing to radios at this point.  Todd – we should get Newby to commit to price and delivery and what is included. Todd can write the check when we are sure what we are getting and when.  Another reminder from Todd, Erik etc. that the early bird memberships will help with the McMinnville deposit dollars.  Ryan – note that the estimated ending balance also doesn’t include the printer that we will need. However, funds still appear to be adequate. We have some options for printers, but the Zebra is the one that’s industrial strength. Mina and Andres both advocate in favor of getting the quality option.  Ryan – we have a projector, now, for free from his work. The projector could be made to display the last 10-12 runs for people to see times. Or, we could pay for AXWARE and have a full display.  Mina – what was the deal on the tax liability? Some pause in discussion while numbers were checked. It’s 50 dollars in tax, and 975 to prepare the taxes. Some discussion on: maybe we could use software or some other less expensive prep method next year.  Michael – taxes are due at the end of July. But we owe 225 for the taxes (prep fees) by the end of this month.  Todd – we have been to a couple of CPAs. The one we are using is highly recommended. His price is about 1k less than others who are familiar with not-for-profit firms. So Todd says, it’s worth the money, plus audit defense if we do need to defend. Additionally, Dominic is glad to take the Quickbooks output and make it look right – that could save us some money because it’s less work for him. | 19:11 |
| Incoming Treasurer | Intro to Michael - Who are you…? . Todd mentions that he has worked with Michael before at PCA, and Todd recommends him highly. Many things still to be gone over between Todd and Michael as part of the transfer of office. Michael provided some background information –he is from Florida, and comes from a family of drag racers. Been into autox since 2007. Has done registrar for OR PCA for three years, and has been involved in several other clubs as well. What is the transition plan? Re: Transition plan, Todd continues to be involved and will assist. END: 19:55 |  |

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| **President** – Ryan Davis | | **Time** |
| Schedule | Review current copy. No changes. Website is updated. Some deposits made; Sanderson and Dallesport have not required deposits yet.  Only two PIR south paddock events are scheduled. Discussion – given the new pavement, would we want to change to have more events there? We can ask and see if it’s even possible to do the school at north and the first event at south. Apparently, the answer won’t be available until mid-January. | 19:55 |
| Membership status | Total so far: 23. We did have more Earlybird members last year, but we also had a longer period of time for people to buy the Earlybird memberships last year. Ryan wants to close it at the end of the year, for people to get the best deal. |  |
| New tow vehicle | Plan for bus? Who drives it to each event? Store it where? This is necessitated by Ryan getting a new, personal tow vehicle. Ryan wants others to step up on this. Michael suggests throwing it open to the membership – perhaps someone could step up who is codriving a race car (i.e. a person who doesn’t need to get his or her own car to the events). Todd – maybe Mark Q could help? He might have some space for storage.  Erik might also be able / willing, depending on whether the Chump Neon he is preparing will be ready.  Ryan: If we move it to another location, the insurance will need to be changed to reflect where it is parked. It’s also worth noting that someone needs to make sure that the equipment stored in the bus is charged, etc.  End: 20:20 | 20:08 |

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| **Vice President** - Andres Ferrer | | **Time** |
| Banquet review | What worked? What didn't? Take away for 2019 planning? Discuss  Andres – thought it went well, for being as last minute as it was. Cost was good at free. Trophies made by BCA were good, and generally it seemed like a success. Perhaps the timing could be changed so that the necessary portions go more quickly, giving the people who want to socialize the opportunity while allowing others to leave early. Some discussion of altering the actual space at Elmers. But the custom made trophies seemed successful.  Ryan – do we want to do anything different? Maybe the specialty trophies (e.g. most improved, most fast PAX, etc.) could be usable items, but for the class positions, what we did this year worked well. Discussion of where to have it, would we have room for expansion, etc.  Andres – food was so so, location was so so, and the whole thing took too long. Those would be the downsides. END: 20:27 | 20:20 |

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| **Safety** – Jemal Mfundshi/David Pucknell | | **Time** |
| Incoming Safety | Intro to David - Who are you…? He started autox last year – found BCA to be more accessible than SCCA. From PA originally. | 20:27 |
| 2019 safety team | What will safety 2019 look like? Jemal – would like safety to happen without much input from him. He has spoken to David about things. Jemal also wanted to know – did we get any input from others, in response to the call for safety volunteers? Anthony Corbin volunteered, might be a resource. Chuck Spittle, the man with the red C4 convertible, might also be a help. Michael : we want someone who doesn’t trailer, doesn’t have to change tires, and always gets there early. General consensus: Annual tech might be a help as well. Could we do it at Mark’s location? Maybe at AR Auto Service in Lake Oswego? Or maybe just do it at the driver training event?  Ryan – what if we started the first event an hour later, to allow tech to happen? Or, maybe try to get a really big, 15 person tech team for the first event?  Todd – do we want to waive the experience requirement for annual tech?  Mina thinks we need to somewhat have some experience requirements. Erik agreed. Agreed generally – honor system, has the person run at least four prior autocrosses.  Ryan – so, what do we want to do about an annual tech day? Jemal - say in March, which is a month where we don’t have any events?  END – 20:57 |  |

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| **Equipment Coordinators**– Erik VanDyke, Sean Vanderheiden (not present); | | **Time** |
| 2019 needs? | Year end and storage of electronic equipment? Maybe some stuff for annual tech, like different size sockets, and a torque wrench? We really need to do an inventory to see what we have. | 20:57 |
| Radios | We need to plan for SOME new radios in 2019. In budget, or no? Discussed previously. |  |
| Cones | Require count and should be brought back to original quantity. Toss damaged ones. As it has been for months, the cost of BCA logo cones is also unknown. |  |
| Printer | What’s the plan? Discussed previously. END - 20:59 |  |

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| **New Business** | **Assigned to** | **Outcome** |
| Cones | Sean / Erik |  |
| Radios | Ryan |  |
| Printer  Driver Clinic | Sean  Andres |  |

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

**ADJOURNED – 21:06**