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| **Location: Country Inn and Suites – near Portland International Raceway, Portland** | **January 3, 2019** | **7:00pm** |

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| **Attendance (names in attendance required): Ryan Davis; Andres Ferrer; David Pucknell; Sean Vanderheiden; Erik VanDyke; Michael Pinto (by phone at 19:30); Todd Averitt; Jemal Mfundshi; Mina Ingraham (by telephone)** |

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

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| **Secretary** – Mina Ingraham | | **Time** |
| Previous Minutes review | December Minutes - Review/approve – Jemal motioned, David seconded. Approved. | 19:10 |

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| **Treasurer** – Todd Averitt, Acting | | **Time** |
| Financial status | Review – Budget – handout was given and is incorporated by this reference as if herein repeated in full.  We have maybe $750 for radios, depending on some other expenses such as the Zebra printer, the cones, etc. Ryan – agreed we can probably hold off on cones for a little while;  $1177 projected for ending Feb balance, and that does include projected revenues for the first event. We will need tech stickers as well. END - 1915 | 19:11 |

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| **President** – Ryan Davis | | **Time** |
| Printer | (Prefatory comment by Ryan – please note that the Agenda he circulates in advance isn’t for removing items. It’s generally for adding things to the agenda). Make final vote and deadline – do we want the Zebra printer? There are some cost projections from Sean. Mina moved for the Zebra, Erik seconds, and the motion for the Zebra is carried. Ryan: Let’s try to get this soon so we can train up on how to use it, Ryan says. 19:20 | 19:15 |
| Radios | Make final vote and deadline – as discussed before, $750 is about what we have for radios, and we need to leave a little bit over in case we have unexpected expenses, e.g. problems with the bus. Ryan would like to see some people tasked with finding reviews and moving forward. Todd – Steve’s recommended iCom radio has a good reputation. They have good range and multiple channels. Top line is $220, but we probably don’t need those. Weather proof and drop “proof” are important features for us in this climate. Todd therefore suggests that we spend within budget and get as many as we can. Steve can do WMC style radios, which are tough – maybe, suggests Ryan, we just get 5 of those at around 150 apiece? That would probably get us moving forward and limit the expenditure. The radios have been extensively tested by WMC and they have proven to have good range and durable. Jemal moved, David seconded – five radios through Steve. Approved.  Erik notes we maybe could put lanyards on them to help them hold together better. END: 19:25 |  |
| Membership | Early Bird-48 so far, 1 standard member. Next income – driver skills clinic, and the first event. Ryan would like to see us open these up soon. Ryan can set things up fairly easily. (interruption – Michael Pinto attempted to call in at 19:28 – some time was taken to try to get him in the meeting. Michael joined at 19:30)  Ryan – we need a brief description of DSC and to set a price; assuming we can set the event price much like last year’s. 75 is what we charged last year. Ryan would like to get these prices set so we can open up reg and get some income from that. END – 19:32 | 19:25 |

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| **Vice President** - Andres Ferrer | | **Time** |
| DSC | Brief outline and idea, so board is in the loop. Ryan – we need a summary to be done soon so we can pitch it to the membership. We will need that at the next time – at the very latest.  Andres – no needs to delegate at this time. Next meeting, perhaps.  Ryan – we need to think about emailing the instructors and maybe do an MSR “email blast.” END – 19:36 | 19:32 |

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| **Safety** – Jemal Mfundshi/David Pucknell | | **Time** |
| Preparations for DSC/event 1 | Needs: Still need tech stickers, and to determine who will do those.  Jemal – processes being confirmed, organizing files and taking inventory on what we have, working with Todd on stickers and so on. We also need to figure out where the bus will go to reside, and also, to figure out storage for such items as the seats that were removed from the bus.  It appears Erik will pick up the bus this weekend.  Ryan – remember that the roof is leaking. We have a bit of mildew in the bus, minor. Drivers of the bus will need to bear in mind that there is plywood on the roof to mitigate the leak – can’t drive until this is removed. Arrangements will be made after this meeting.  Jemal – could we put AAA on the bus, to protect is in case of a long bus? Ryan: Worth looking into, if the towing coverage were not too limited.  Jemal – suggestion that the annual tech form include language that the driver has been to 4 or more events and is aware of the safety requirements. Having that language (box ticked) makes it an annual form; the lack of it (not ticked) would make it regular tech.  Jemal – Anthony Corbin said he is willing to help. Haven’t heard back from Chuck Spittle. If he can help, with all his experience, then Jemal said we ‘d maybe make Anthony a back up tech. Jemal asked Ryan if he had Chuck’s number – sense is that he does.  Ryan – what about what we talked about, having a big group, like 8 people, to do tech? Jemal - Really we don’t need it as much at DSC because instructors are doing tech for the students, but we might be able to use some help at event 1 tech. Erik – we should contact non-student, non-instructor helpers who can help with the logistics of the event.  Todd – gate keys open the restrooms. We don’t know yet, if the restrooms will be open because that is tied to the weather. If they won’t be open, PIR will get porta potties for us, and then bill us.  Sean reminded we need to make sure the tools for checking lug nut torque etc. are done. Some discussion of whether we want to have just one tech line; and whether we cant to have the tech inspector do the whole car or split labor where one person does lugs. David is against the latter, but no decision was made. END – 19:58 | 19:36 |

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| **Equipment Coordinators**– Erik VanDyke, Sean Vanderheiden | | **Time** |
| Equipment count, clean up | Date and location – discussed a bit previously. Ryan – do some of it this weekend? Sean agreed, though both concede weather will make it difficult. Consensus – do what we can this weekend, will save some time later even if it is not perfect.  Some discussion of painting cones for people who can’t process the red color? Other options – reflective tape.  Ryan – we should chage and test the radios. May also want to test batteries for the display. END – 20:06 | 19:59 |

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| **New Business** | **Assigned to** | **Outcome** |
| Who is heading up the Drivers Skills Clinic? | Andres | In process with Todd |
| Radios | Erik | Ryan will contact Steve Newby to order 5. |
| Printer | Sean | Zebra GC420D is $300 new (used ~ $220) labels are reasonable ($15 for 4,000 or less). |

* **Additional board member discussions**

**Jemal asked for agenda to be done just a little bit sooner than the day of. Ryan – yes, he will try to get that done.**

**Ryan – it’s been about two months. Query whether Michael is ready to take over, and make presentations and generate the handouts? Todd – Michael needs access to accounts and MSR access. Ryan – MSR access is straightforward, and Todd has a login to give re: bank accounts. We also need to take care of credit card.**

**Michael – this is the time of year to minimize expenses due to significant incoming expenses.**

**Ryan -we need do more voting, less talking.**

* **Open for comments/questions from non-board members**

**David’s working on website and member profiles.**

**Adjourn – 20:17**