

**OLYMPIC PENINSULA REGION-PORSCHE CLUB OF AMERICA**  
**Board Meeting Minutes**  
**January 11, 2022**

Bill Corrigan called the meeting to order at 7:05 p.m. via Zoom.

**Board Members Present:** Bill Corrigan, President; David Loser, Treasurer; Robin Hake, Secretary; Brett Burroughs, Member-at-Large (joined meeting midway)

**Chairs Present:** Maryann Elwell, David Ferguson, Rob Grasby, Thomas Micka

**APPROVAL OF MINUTES**

Reviewed November 9 and December 4, 2021 Board Meeting Minutes. Maryann moved to approve the November minutes with one change (publish only final line of membership table) and to approve the December minutes with one change (addition of “past president” title.) Thom seconded. Minutes approved.

**REPORTS**

**Treasurer’s Report: Dave Loser** – Beginning Balance on 12/1/21: \$18,446.58, Debits \$1,580.34, Deposits \$2,789.00, Checks Issued \$3,976.71, Ending Balance (including PayPal) on 12/31/21 \$19,655.24. Charity allocation \$1,481.29. Available Cash \$14,197.24.

- Dave recapped sources of income including \$1,433 from the auction which has been received in full.
- The casino has been paid in full for the holiday party.
- \$3,976.71 in charity payments still outstanding/not cleared.
- Discussed receipt of mail; group provided direction.

*Follow-up on Action Item: Dave Miller’s question about PayPal has been resolved; no need to refund, he was not charged twice.*

Charity: Bill presented the check to the Aero Museum and will deliver the check to Center Valley Animal Rescue soon.

**Member at Large: Brett Burroughs** – Discussed how to safely move forward with social events during Omicron and the possibility of organizing a gimmick rally drive this spring and/or possibly picnic lunches outside.

**Membership Report: David Ferguson** – Reviewed the 1/1/22 membership numbers listed on the agenda, total members up 4 from 12/1/21. Dave attempted to contact holders of 4 lapsed memberships; 1 renewed and 1 stated they intended to renew.

*Follow-up on Action Item: Maryann confirmed “yes” PCA Juniors are listed in National’s database so they should be receiving the email blasts.*

**Newsletter Editor: Thom Micka** – The newsletter is complete and includes photos from the holiday party.

**ACTION:** Bill will write an article about Griot’s restoration facility for the March/April newsletter, requested photos.

#### **Web: Rob Grasby**

- Due to a technical issue at National PCA, Web-based forms were not working for approximately 10 days in November but are working now. Robert suggested it is a good practice to check web forms regularly to make sure they are working.
- Discussed whether to advertise and publicize events as “public” (open and viewable to the general public) versus “private” events that are open and viewable to PCA members only. Maryann proposed we keep notices private and the group agreed.
- To facilitate this, a unique URL will be used for every event.
- We can make events private then share the link with other car clubs.
- Twenty-two Instagram followers

**ACTION:** Rob will provide a brief training session on how to administer events.

**ACTION:** Bill announced he will nominate our website. National is seeking judges; Rob will consider whether he can commit to serving as a judge again this year.

#### **Social Chair: Maryann Elwell**

- Zoom Happy Hours: January 22 and February 19 from 5:00pm – 7:00m.
- 2/15 is the March/April Norwestern deadline

## OLD BUSINESS and Action Items

- a. Reviewed 2022 Board meeting dates (via Zoom 2<sup>nd</sup> Tuesday of each month at 7:00 p.m.), and planned absences due to vacation plans.
- b. Discussed records retention compliance review as it relates to IRS requirements and question number 14 on the new 990 Form. Discussed what form to store records (paper vs electronic), where to store records, difference between “forever” records and those that are only retained for 96 months. Our older records are paper, more recent records over the last couple years are digital.

OPEN ITEM: Maryann is reviewing/auditing paper copies of meeting minutes to the copies on the website to note any differences, if any, and to ensure none are missing.

OPEN ITEM: Written Records Retention Policy: We follow National’s policy; determine whether we need to specify in our bi-laws that we follow PCA National’s record retention policy.

OPEN ITEM: Discussed the need to establish a process to easily file digital documents moving forward, including insurance paperwork and waiver forms. Rob suggested Dropbox may be an option. This is free and everyone can access it. Microsoft’s tool provides more storage than Dropbox. We need to be able to store 96 months of data.

**ACTION:** Maryann will send bi-laws out to review records retention language.

**ACTION:** Bill will research whether 1.) we are covered under National PCA’s written records policy, 2.) whether National PCA provides electronic storage software we can use and if so, 3.) the storage capacity.

- c. Maryann emailed Don regarding new member name tags.
- d. MSR add-on feature fees one-time or annual? Robert explained 1.) for text messages we purchase a quantity then can buy more. 2.) Speed waiver is a second add-on. The cost for speed waiver is based on what is used the previous month.
- e. OPEN ITEM: Don will send Goodie Store inventory and photos to Rob for website.
- f. Membership awards: Maryann will choose a jacket in a different color and Jill will let Don know what size of jacket to order.
- g. OPR window clings: Bill sent 2 to a new member.
- h. Advertising Chair: No one volunteered, will remain vacant. Dave L. sent advertising invoices, received payment for all except for Bent Bine. He will resend to updated address.

**NEW BUSINESS**

- a. Brett suggested we initiate planning for the holiday party.

**ACTION:** Maryann will ask members for suggestions and preferences for the venue.

**Next Board Meeting:**

Tuesday, February 8, 2022 via Zoom @ 7:00 pm.

Meeting adjourned at 8:04 pm with a motion made by Maryann and seconded by Brett.