

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

Bill Corrigan called the meeting to order at 7:01 p.m.

Board Members Present: Bill Corrigan, President; Don Knievel, Vice President; David Loser, Treasurer; Robin Hake, Secretary; Brett Burroughs, Member at Large

Chairs Present: Maryann Elwell, David Ferguson, Thom Micka

APPROVAL OF MINUTES

ACTION: Maryann filled in as Secretary for Robin at the last meeting. She will finalize and send the September Board Meeting minutes for review and approval. She will forward approved minutes to Rob for posting on the website.

REPORTS

Treasurer's Report: Dave Loser – Beginning Balance on 9/01/22: \$18,688.41, No income during this period. Expenses \$122.69 for 1 check that cleared for name tags. Commitments: \$300.00 for Brothers Collection Tour, \$218.70 to Brett Burroughs for wine tour pre-run. Ending Balance on 9/30/22 \$18,565.72 and \$0.00 for PayPal. Charity allocation \$1,561.29. Available Cash \$16,485.73. Unrelated business income for 2022 \$170.00 which is “below the worry point of \$1,000.00”. He will start sending the ad bills out next month.

- Maryann noted that there will be roster printing and postage expenses; she will mail to those who submitted information.

ACTION: Dave will complete the WA state filing for the new Officers once elected.

Vice President: Don Knievel – Board nomination results: Chris Eseman is interested in being put on the ballot for the Member-At-Large position. Jill is interested in serving as Treasurer when Dave Loser's term ends. Dave indicated he is happy to have Jill step assume the Treasurer role, and given her interest, he will not put his name on the ballot for Treasurer.

ACTION: Maryann will put the word out they we still need someone for President.

Member at Large: Brett Burroughs – Brett provided an update on the Willamette Valley wine tour. It was a good tour and everyone seemed to have fun. He was surprised by the up-front

tasting fees which ranged from \$14 - \$35 or \$40 per person. His personal credit card was erroneously double-charged \$800 for these fees. Next year when planning the wine tour at Lake Chelan he will negotiate the tasting fees with each winery. Two parties (3 people total) had to cancel. The Brother's car collection was amazing and they asked members not to advertise their address. Golden Valley Banquet room food was good. The sandwich vendor cancelled but the replacement was great. The Zone 6 rep and his wife attended and they indicated that they would attend another one of our events next year. Bill and others thanked Brett for his great organizational skills in planning this fun, successful event.

ACTION: Brett will send Thom an article about the wine tour.

Advertising Chair (vacant): Dave stated advertisers will be billed now so the income hits this year and not next year. Ad income estimated to be a total of \$600-\$700 this tax year. Maryann stated that Bill Elwell will scan in Hawk's View Insurance business card ad, they paid \$20 for 2 newsletter ads, we will give them a half page, then we will bill them next year for the whole amount.

Membership Report: David Ferguson – Reviewed the 10/1/22 membership numbers listed on his monthly report and noted it was a quiet month; 0 new members, zero transfer in, zero transfers out. Four lapsed; David placed calls and received one “yes” to renew. Total of 242 primary members, 140 affiliate members, 382 regional members, down 1 from last month. Two test drive participants; one from Port Ludlow and one from Suquamish.

Goodie Store: Don Knievel - Don will bring clothing inventory to the Sequim meeting and to the Chili Cook Off. Inventory is declining. He will discuss this at the Chili Cook Off to see who wants to order items. Hats are still on order.

OPEN ITEM: Don will send Goodie Store inventory and photos to Rob for website.

Newsletter Editor: Thom Micka – Thom needs newsletter submissions by October 22. He asked what the board thinks about Pedro's tech columns and the group commented they are fine, the members likes to see those types of articles. Maryann stated that a member wrote an article about a trip and included a photo but the information was not received. The member will resend to Maryann. Don suggested that Thom include Cars & Coffee photos found on website.

ACTION: Maryann will send Thom calendar items and a holiday party ad for the newsletter.

Website and Social Media: No report.

Social Chair: Maryann Elwell - Maryann highlighted several items:

- 10/16 Chili Cook Off in Port Ludlow this weekend, 30 people signed up
- 11/5 Movie Night at Don's house, movie TBD
- 11/12 lunch and Annual Meeting in Sequim 7 Cedars
- 11/25 – ballots due, vote by 11/25; Brett counts votes to announce 12/10.
- Holiday party – will mail postcard to prompt members to make reservations

ACTION: Maryann will bring certificates to an in-person meeting for Board to sign for members leaving board positions.

OLD BUSINESS and Review of Action Items

- a. Board nominations were due 11/7 – will push date out to the 22nd, still need nominations for President.
- b. Bill confirmed he incorporated the financial oversight language Dave Loser proposed into the bi-laws for approval by the membership. Maryann stated that we need to run bi-law changes by PCA National's point of contact.
- c. We have received 6 charity nominations so far, World Kitchen, YMCA and 4 food banks. Will we use ranked order voting for first, second and third choices like last year. Need to vote for charities by end of October.
- d. Web Chair needed to use web interface to update website with event information.

ACTION: Bill will run bi-law changes by PCA National's point of contact to review (ask John Summer who this is) and approve before the membership approves.

ACTION: Bill will ask Rob for a status report of the web site.

ACTION: Maryann will send email blast to membership regarding open seats/President.

ACTION: Maryann will email announcement and draft amendments to membership and will physically mail this to one member who does not have email.

ACTION: Maryann will ask Rob if he can program/update the website to facilitate voting for charities again.

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: Need to establish a process to easily file digital documents moving forward, including insurance paperwork and waiver forms; need to be able to store 96 months of data.

NEW BUSINESS

- a. Budget: Bill asked for background on the club's budget and whether we have ever had specific allocated budget line items? Maryann said that when meeting at McCormick she put a budget together for Bob Beckett for standard "known" items. Bill said our bank balance is increasing and we should identify ways to plan to spend the money each year. Bill acknowledged that in the past there has been a reluctance on his part, and on the part of a few others, to think favorably of expenditures that benefit only a very few members, for example 10 -15 people who attend an event. However he recognizes that those are the members who are choosing to participate.

For discussion, Bill suggested several line items for recurring expenses, including Club President Zone 6 President Meeting expenses (\$720.00), social events/recreation to include new events like chili cook off and movie night, charity, new member name tags and associated expenses. Additionally, line items for the club's 2023 20th anniversary party including costs associated with designing and ordering promotional items for the anniversary; a line item for unplanned miscellaneous expenses and activities of \$400 - \$500, and a one-time temporary earmark to spend more on charity.

Bill Elwell had previously suggested we agree to spend more on charity as a one-time, temporary allocation, or for two years. Dave Loser stated he did not see any reason why we could not spend \$3K - \$5K more on charity each year, given than PCA gives the club about \$4K per year, and we bring in charity auction income, that is also very effective at obtaining subsidies to underwrite events. He said that he thinks our balance should average about \$10K and that most of our events break even. Thom asked if we are obligated by National to have charity expenditures; Maryann thinks it is a suggestion and Bill commented that charity is not addressed in the bi-laws but that donating to charity is a club norm. Don suggested we step up the social calendar and use more funds for activities.

Discussion about Awards Services, the vendor used for lapel pins. The purchase in 2005 made by Gary Ruskins was for the original 100 pins which included a set up fee of \$100.00.

- b. Website: Bill Corrigan met with Bill Elwell and Rob to discuss Rob's impending departure on 12/31/22. They agreed that we will not be able to match Rob's skill level;

Rob was able to fix plug in and patch problems. They are recommending we contract out the web maintenance function via a retainer to fix website issues as they arise. Bill Elwell estimates this will require about 1 hour per month at a cost of approximately \$20 - \$40 per month. Bill Elwell offered to talk to some IT professionals, including a contact in Las Vegas, who perform this type of work. To our knowledge we do not have the expertise internally within the club to perform this work.

As a result of not matching Rob's skill level, we will not be able to vote online anymore or use other more advanced functions. We will need to find a volunteer within the club to spend 1-2 hours per month populating the website with event information.

Bill Corrigan made a motion to pursue quotes and implement the recommendation to contract out website maintenance. Robin seconded the motion. All voted in favor.

- c. Bill stated we need nominations for the Member of the Year and asked the group to be thinking about this for discussion at our next meeting.

ACTION: Bill asked that any board or chair member who has a need for a budget line item should come prepared on 11/8 with specific amount of budget request.

ACTION: Maryann will find Bob's treasury report to find most recent pin purchase and will search her emails.

ACTION: Dave Loser will ask Brian about the vendor for the pin purchase.

ACTION: Member of the Year nominations.

ACTION: Maryann will send wine tour photo that Bill Elwell took along with summary to Panorama.

Next Board Meeting: Tuesday, November 8, 2022, 7:00 p.m. via Zoom

Meeting adjourned at 8:12 p.m. with a motion made by Thom and seconded by Brett.