

OLYMPIC PENINSULA REGION-PORSCHE CLUB OF AMERICA
Board Meeting Minutes
October 10, 2023

Jill Diefenderfer called the meeting to order at 7:07 p.m.

Board Members Present: Jill Diefenderfer, President; Don Knievel; Vice-President; David Loser, Treasurer; Robin Hake, Secretary; Chris Eseman, Member-At-Large, Bill Corrigan, Past President

Chairs Present: David Ferguson, Bill Elwell, Maryann Elwell, Ben Daniels, Thom Micka

APPROVAL OF MINUTES

Reviewed the revised September 14, 2023 Board Meeting Minutes. Jill motioned to approve the Minutes with 2 changes. Minutes unanimously approved with changes.

REPORTS

President's Report: Jill Diefenderfer

Discussion about President's email to membership about the one-time \$20 assessment, and call for board vacancy nominations. Maryann asked if we will mail notices regarding the assessment and Jill stated "no" the communication will occur via email and members will remit payment to the PO Box by 12/15 for the primary member only (\$20 per household.)

ACTION: Jill will send an email blast to the membership tomorrow about the decision to reinstate region dues/event assessment for 2024 only and send to Thom for the newsletter too. She will also email the request for board vacancy nominations.

Treasurer's Report: Dave Loser

Beginning balance on 09/01/23: \$16,289.67. Income was \$1,734.00 for wine tour payments and \$1,053.62 for 20th Anniversary Party payments. Expenses: \$46.83 for New Member Picnic notices and postage, \$51.89 for name tags, \$2,366.74 for Events NW 20th Anniversary Party, \$1,747.20 for NW Root Cellars 20th Anniversary Party, \$234.59 for prizes and printing 20th Anniversary Party, \$250.78 for food and drink New Member Picnic and 20th Anniversary Party, \$24 for Chase check purchase. Commitments: \$21.06 name tags. Ending balance on 09/30/23 was \$14,355.26. PayPal = 0. Charity allocation set aside is \$1,585.04. Available cash is \$12,749.14. Unrelated business income for 2023 is \$0.00.

Dave L. reported that the 20th Anniversary Party silent auction generated \$1,923, and the registration income was \$2,440 resulting in \$3,100 for charity. It was noted that we had more people attend the 20th Anniversary Party than the typical attendance at the Holiday Party. Maryann announced that rosters are being prepared for distribution and that she needs roster changes by October 30. Jill stated that she contacted the AutoGlass Clinic twice about advertising, and although they sounded enthusiastic, they did not follow through. Jill asked board members and chairs to turn in all their receipts for the 20th Anniversary Party.

Dave L. has received 1 nomination for charity so far. Discussion about having \$1,585.04 set aside for the YWCA per our annual donation which is in the budget as a recurring expense. Discussion about using half of the money raised this year to fund an additional charity in 2023. Bill E. provided background on the history of our club's charity process and explained a different model for consideration in which we first identify the charity and then we raise the money. The group agreed that moving forward this would be a sound approach. The members can provide nominations and then the Board selects the charity. Jill made a motion to take approximately half (\$1,500) of the charity funds raised at the 20th Anniversary Party to use for charity in 2023 and reserve the other half for our 2024 charity donation. Bill C. seconded the motion, motion approved.

Dave L. stated that we will remain with Chase Bank for now.

ACTION: Dave L. will cancel PayPal.

ACTION: Table the formalization of a new charity process procedure for 2024.

ACTION: Add to the bylaws dual signers on any check over a certain amount.

ACTION: Jill will update the bylaws to reflect expense reimbursement requests must be turned in a timely manner (perhaps within 3 or 6 months or for the holiday party, by year end, language to be determined.)

Member-At-Large: Chris Eseman

Chris reported we sold all but 4 silent auction items; he sent a list recapping the status of the auction items. He noted there are some Audi and Volkswagen items, as well as floor mats and a steering wheel. However we don't know what models these items fit. Discussion about selling remaining items on the open market but we would need someone to do this. Discussed using the auction house route if items are of high value. Maryann will reserve some items to use for prizes.

ACTION: Chris will provide a summary of items to Maryann.

ACTION: Maryann will send a blast to the membership to see if anyone is interested in purchasing the remaining auction items.

ACTION: Jill will ask John Sommerwerck about possibly using PCA Mart for our auction items.

Vice President: Don Knievel

Don has received 1 nominee for the Vice President position and 1 for the Member at Large position. Still looking for a nominee for Secretary. Nominations are due 10/22, ballots will be sent 10/25 and voting will take place at the Annual Meeting. Voting deadline is 11/25. Insurance work is caught up.

ACTION: Don will contact the nominees tomorrow to see if they are interested.

ACTION: Bill C. will complete the Observer Report for the 20th Anniversary Party.

Membership Report: David Ferguson

Reviewed the current membership numbers listed on his monthly report (10/1/23): 2 new members, 1 transfer in, 0 transfer out and 2 lapsed. He called and left messages. Total of 249 primary members, up 2; 140 affiliate members, up 1 from last month. 389 regional members. Test drive participants 7 for the year.

Goodie Store: Don Knievel

It was noted that Goodie Store items are only marked up 10%. Don stated we have 25 remaining emblems for name tags, if we include pins then we have enough for 42 on hand. Jill advised him not to order more emblems right now due to the new logo design. Discussion about certificates #1 - #18. Discussion about Wine Tour shirts, a few samples will be available at cost. Maryann sent the email blast regarding woman's sequin/glitter shirt options.

ACTION: Don will forward list of available inventory to Maryann.

ACTION: Maryann will put Goodie Store inventory in an email blast.

ACTION: Don will submit quarterly inventory report noting money spent on inventory items; he is holding this item for now given so little inventory.

Newsletter Editor: Thom Micka

Thom is looking forward to receiving pictures and submissions for the 20th Anniversary Party, which he said will be a rich source of material. Jill asked about the status of the link to the Minutes in the newsletter. Bill E. said he needs to dig into this and then said confirmed "yes" he can create a newsletter link directing readers to the Minutes page.

ACTION: Bill E. will send Thom pictures from Rennsport.

ACTION: Bill E. will create a link to Minutes within the newsletter.

ACTION: Bill E. will write a 50-word blurb to accompany our 20th Anniversary Party picture and submit it to Panorama "From the Regions".

Website: Bill & Maryann Elwell

Jill stated she wants to hire someone to maintain the website. Don's grandson does not have time, and Bill E. does not have any leads from community college students.

ACTION: Bill E. will ask the contractor he works with if she is interested, and if so to prepare a bid for 4 hours of work 2 times per month.

ACTION: Don will ask the Portland-based website professional if he is interested, and if so to prepare a bid for 4 hours of work 2 times per month.

ACTION: Change "older news" section on home page of website to retain only last 3 historical items.

Social and Technical Chair: Maryann Elwell

Fifteen people have signed up for Movie Night so far. Some items left over from last year and from the 20th Anniversary Party will be used at Movie Night. Brett is running the wine tour route. Buses are full now, possibly 1 spot remaining. Dave L. confirmed the \$805 deposit has been made for the banquet order, which Maryann will review. Brian agreed to create the Tech Quiz for the Poker Rally.

October 21 – Movie Night at Knievel's

October 22 - Charity and Board vacancy nominations due

October 27 – 29 - Wine Tour/Lake Chelan

November – Chili Cook Off date TBD

November 7 – Board Meeting

November 18 – Annual Meeting

Concours: Ben Daniels

Ben highlighted Griot's recent Caffeine & Gasoline event, which had a German theme and was well attended. Andrew Isar drafted an article for the newsletter. He will attempt to make the deadline of the 15th. A member poll is in the works to gauge interest. Ben met with members of the Concours Committee and plans to offer Detail Clinics this winter which focus on Concours. Events will be held at either Tacoma Porsche or Griot's. Jill reminded the board that we need to begin charging a nominal fee for events to cover basic costs.

OLD BUSINESS and Review of Action Items

- a.) Jill inquired about the status of the link to PCA webstore.
- b.) Ben provided an overview of the process for using VistaPrint for our logo redesign. The online service allows for 3 iterations; the basic package costs \$149.99, the second tier package costs \$599.00 plus tax. Motion was made to authorize \$700 to move forward to update the logo. Bill C. seconded the motion, motion approved.
- c.) Bill E. reported that updates to the Redbook are complete, with the exception of the IRS account, which requires creation of "ID.Me." Bill E. explained that the advent of 2-factor authentication makes the concept of the Redbook less practical. While the Annual Continuity Report is currently up to date, it will become outdated and he recommends that it be entirely removed from the Redbook next year. Discussion about needing to remove Susan Smith from her role in updating Facebook (as she no longer does so) and whether the organization can have its own account, or whether Brian needs to continue to use his personal Facebook account. Maryann thinks that Facebook requires an individual (as opposed to an organization) to maintain the site.

ACTION: Don will contact Vistaprint to start the online process to update our logo.

ACTION: Maryann will give Jill and Dave L. a DVD of the updated Redbook.

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.) Dave L. shared that 2 silent auction items were missing. One was found/resolved, the other remains unresolved. The member purchased a print and then when it was time to pay, the print was gone. Dave L. advocated for a more formal process using numbers or stickers or matching an ID auction sheet to the item. He also stated we need to allocate more time to the auction due to the volume of items.

b.) Ben asked for clarification about the distinction between board meetings and board/member meetings and suggested changing how we are using these terms. Discussion ensued.

ACTION: Maryann will send Don the original Adobe PDF file for the logo.

ACTION: Brett will send Maryann information about area restaurants, wine bars, etc.

ACTION: Robin or Bill will bring copies of the 2022 Annual Meeting Minutes to November's Annual Meeting.

Next Board Meeting: Tuesday, November 7, 2023 via Zoom meeting at 6:00 p.m. (new time).

Jill made a motion to adjourn, motion carried unanimously. Meeting adjourned by Jill at 9:23 p.m.