

## January 2017 Board Reports and Meeting Minutes

**In attendance (6):** President Craig Steele, Vice President Chip Witt, Treasurer Jerry Gladstone, Autocross Director Greg Matsumoto, Past President Mike Hinton, and Events Director / Social Media Lead Kurt Fischer.

**Absent (7):** Secretary Alan Geddes, Goodie Store Manager David Bunch, Concours Director James Heisey, Safety Director Mac Cranford, Membership Director Tom Short, der Riesenbaum Editor Jamie DeRuiter, and Webmaster Kim Powers.

**Meeting called to order at 7:01 p.m. PDT on January 31, 2017** by President Craig Steele at Mary's Pizza Shack, 121 San Marin Drive, Novato.

**Motion** to approve the October 2016 Board Reports by Chip Witt, seconded by Mike Hinton and was unanimous.

### **President's Report (Craig Steele):**

- Nov. 29<sup>th</sup>, Missed the Board Meeting due to a Business Training conflict
- Dec 3<sup>rd</sup>, Attended the Calistoga Tractor Parade with After-Parade Party at Mike and Brenda Hinton's
- Dec 17<sup>th</sup>, Attended Annual Party at Flamingo Hotel, was introduced as 2017 newly elected Redwood Regional President
- Jan 1<sup>st</sup>, Attended One-One Fun Run, ending at Cloverdale's Hamburger Ranch
- Ordered insurance for Tech Session and March AX
- Jan, Signed So Co Track Rental and AOA authorized signer agreements
- Jan 8<sup>th</sup>, Attended Zone 7 Tri-Region Tour meeting, Vacaville

### **Items for Discussion:**

- Finalize 2017 Board Positions
  - Discussion of Communication Director and whether or not it is redundant. Focus on web as center for communications.
- Using photos from internet in our publications
- Following our Touring safety protocols
- Strategy for the Year
  - Club growth (volunteerism as well as broadening the demographics)
  - Continuing to grow AX and other social events

### **UPCOMING Events**

#### **2017**

- Feb 11<sup>th</sup>, Tech Session at TRG, Jerry Gladstone, Event Leader
- Feb 25<sup>th</sup>, Crab Feed and Out and Back Tour at Marin Yacht Club, Sharon Castle, Event Leader, Kurt Fischer, Out & Back Fun Run Leader
- Feb. 26<sup>th</sup>, Zone 7 President and AX Meetings, Marin Yacht Club, San Rafael, Sandy Provost, Zone 7 Rep.
- Mar. 18<sup>th</sup>, Whale to Whale Tail Rallye, Bob Schoenherr and Craig Steele, co-event leaders
- Mar. 25<sup>th</sup>, AX#1, Greg Matsumoto, AX Director

**Vice President's Report (Chip Witt):**

- Began Webmaster process overview w/ Kim Powers on December 8. Subsequent procedure and tool-up meetings TBS.
- Attended Redwood Region Holiday Party on December 17
- Joined Craig in attending the Zone 7 Tri-Region Tour meeting in Vacaville on January 8<sup>th</sup>
- Failed to complete Secretary Duty hand-off on as planned on January 16<sup>th</sup> due to Alan's family emergency. Will be rescheduling time in February.
- Deferred VP duties hand-off meeting w/ Craig until after Secretary duty hand-off.

**Items for Discussion:**

- Need to develop a policy and procedure for aging data in club Dropbox folders getting archived/deleted to avoid out of control growth.
- Should examine concept of how best to share tour routes. Tour library?
- Discussion around better ways to communicate and share information across the board than email. Email threads get convoluted and confusing, and attachments become difficult to find over time. Perhaps worth exporting a tool like Slack (slack.com).

[Motion](#) for EC to begin experimenting with using Slack for communication on board matters made by Chip Witt, seconded by Mike Hinton and was unanimous.

**Events Director Report (Kurt Fischer)**

- Nothing to report

**Items for Discussion: none**

**Treasurer's Report (Jerry Gladstone):**

This report covers the period from November 28, 2016 through January 27, 2017.

The Redwood Region Treasurer delivered a report on the Region's finances to the Board of Directors. The report showed current bank balances and details of expenditures and income for this period; the report was accepted. Finances remain strong and are in accordance with expectations. Anyone wishing to see additional financial detail please contact the Region Treasurer.

A yearend 2016 financial report and analysis was prepared and is ready for the Board to review. If approved, a slightly condensed version can be published in the next issue of der Riesenbaum.

**Activities:**

Financial:

1. Created a banking resolution that allowed the substitution of Craig for Mike on our WestAmerica bank accounts. Changed the online banking login and passwords as per Procedure Manual and gave Craig the information in a sealed envelope. Cancelled Vern's RR credit card and had a new card issued to Craig.

2. The total cost of the 2016 Holiday Party was \$6,533.37 which includes \$866.20 to Carla Daro for decorations (about 2.5 X allocated budget) and \$700.00 for the DJ. The Club subsidy for the event was \$2,783.37. See attachment for details.
3. We paid William Edgar a \$250.00 license fee for the use of his David Love photo in the May 2015 dR. This was a time-consuming task as 57 emails were exchanged and I had to write the photo release and indemnity agreement myself. All is now resolved with Mr. Edgar.
4. All sponsors except Sonnen have paid for 2017; a reminder was sent. 2017 Sponsors spreadsheet attached.
5. Reconciled the Goodie Store inventory. There was a net loss of \$269.98 for 2016. Spreadsheet attached.
6. Added all final 2016 financial records and reports to Treasurer's Dropbox folder. As the folder was getting messy, created sub-folders by year and sorted existing documents accordingly.
7. Checked and found that the filing the California Secretary of State Information Form is not required until April 2018.
8. Cashed in points on my RR visa card - \$100.00 deposited in the checking account.

#### Activities:

1. The TRG Tech Session is ready to go. Everything is set with TRG and the catering has been arranged; final count for the food will be sent February 6<sup>th</sup>. Craig and Kurt have refined my proposed route to include bathroom and regroup breaks; they will prepare the route sheets. Negotiated a better deal for the wine tasting.
2. Event Reminders for the Holiday Party and Crab Feed were sent on December 5, 2016 and January 6, 2017.
3. An event reminder for the TRG Tech Session and Crab Feed was sent on January 20<sup>th</sup>, another event reminder will be sent on February 3<sup>rd</sup>.
4. Active MSR links, registration pages and reports were created for the One-One Fun Run, TRG Tech Talk and Crab Feed.
5. All MSR links, registration pages and reports were created for the entire 2017 Autocross Season. Working with Grady and Greg, edited the permanent numbers file in MSR.
6. I was drafted to prepare an MSR link for the Zone 7 Tri-Region Tour. It has been a challenge due to complexity and fragmented requirements information. A first phase link, registration page and summary report are done, and have passed preliminary tests. All funds collected will be sent to Redwood by MSR and then a check for that amount will be sent by Redwood to the event treasurer. (Since the event itself does not have an MSR account.)
7. **NEED EC APPROVAL:** The Zone 7 Tri-Region Tour organizers need fast access to their collected funds, but as I have chosen monthly direct deposits from MSR this is an issue. There are two options for fast cash delivery: (1) change the MSR direct deposit to weekly, or (2) advance Zone 7 the funds from Redwood's treasury. I am seeking approval for choice (2).

#### To Do:

1. FINANCIAL REVIEW COMMITTEE TO BE APPOINTED FOR A FEBRUARY REVIEW OF THE 2016 "BOOKS"
2. File Federal and State income tax return

Submitted by:  
Jerry Gladstone  
January 27, 2017

**Items for Discussion: none**

**Secretary's Report (Alan Geddes):**

- Unable to join for Board Meeting on January 31 due to other obligations.

**Items for Discussion: none**

**Past-President's Report (Mike Hinton):**

- Attended the unofficial event to the Calistoga Tractor Parade, and hosted a dessert party afterwards. Thanks to all who attended, and watch for announcements regarding the 2017 Parade.
- Attended the Holiday Party. Once again, both the food and venue were first-rate. Thanks to the planners for making it a success
- Led the One One Fun Run. We had a nice turnout, and the route and meal at Hamburger Ranch were both great.
- Filed the 2017 Region Report with National. We were a couple of days late, but was assured by National that it was not a problem.
- Added Ed Burghardt to the AOA badge list.

**Items for Discussion: none**

**Membership Director's Report (Tom Short):**

In December 2016, 25 PCA Redwood Region members marked five or more years in the club. Two of our Redwood Region board members celebrated their anniversaries in December. Our New President, Craig Steele, has been a member for seven years; and Treasurer Jerry Gladstone has been a member for 20 years. A special thank you to both of you for all that you have contributed to our club. And congratulations and thank you to all of you who are marking anniversaries – I hope you are enjoying your membership and taking advantage of all the great benefits our club has to offer!

In December we welcomed six new members – I hope you take advantage of the excellent activities our club offers throughout the year. You will be receiving a complimentary Redwood Region name badge shortly, along with a coupon good for a free autocross. Check out our website for upcoming autocross events. Also, you can order a name badge for your associate member there as well.

Be sure to check out the calendar on our website, and keep an eye on it as new events are added as we finalize them. In particular, I'd urge all our members to sign up for the annual Redwood Region holiday party on Saturday, December 17. You can find details elsewhere in this newsletter, as well as on our website.

I encourage everyone to participate in your club's events – it's a great way to meet other PCA members and have some fun with great people and our amazing cars.

If you spot any errors or have any questions about membership please feel free to email me at [pcaredmembership@gmail.com](mailto:pcaredmembership@gmail.com) or call me at 415-300-7457.

Best,

Tom Short

New members: 6

Transfer In                1  
 Transfer Out              2  
 Non-renewal              2  
 Renewals                 28  
 Official                  607  
 Affiliate Members        367  
 Total Members 974

New Members

Name	City	Porsche
Nicholas Rau	Larkspur	2017 911 Carrera 4S Night Blue Metallic Coupe
Bryan Barber	Kentfield	2015 911 Carrera 4 GTS Agate Grey 991
Darren Pack	Gualala	2014 Cayman S
Matthew Farnham	Santa Rosa	2007 Cayman S Guards Red
Thomas Giovannoni	Petaluma	1968 912 Targa Red
Todd Wynne-Paary	Mill Valley	2008 Boxster S Green Convertible

Anniversaries (five years or more)

Name	Member Since	Years
Fred Nelson	1988	28
Russell Keil	1995	21
Jerry Gladstone	1996	20
Antonio Neumann	1997	19
Roland Tolosa	1997	19
Alan Straub	1999	17
Edward Lee	2000	16
Paul Ivancich	2000	16
Edward Eschbach	2000	16
Jay Polack	2002	14
Jeffrey Chan	2002	14
Vince Dattoli	2002	14
David Cole	2003	13
Mark Nelson	2007	9
Charles Pniower	2007	9
Ron Bartlett	2008	8
Daniel Delaney	2009	7

Charles Sawyer	2009	7
Craig Steele	2009	7
Robert Smyth	2010	6
Monte Lieberfarb	2010	6
Blake Delzell	2011	5
Stacy O'Connell	2011	5
Roger Perso	2011	5

**Items for Discussion: none**

**Autocross Director's Report (Greg Matsumoto):**

- This has been an active two months dealing with hardware and software (Pronto). Grady has received the Pronto Timing System and purchased the required laptop and inverter. Thanks to Jerry for donating a monitor. Bob Schoenherr recently purchased a new marine battery (\$109) since the old battery would no longer hold a charge.
- Grady, Bob and myself have been familiarizing ourselves with the Pronto system via a Webex training with the Pronto representative. After all the hardware and software was acquired we met at Bob's to test the process. We set up the timing system and connected it to Pronto. Several issues were identified. A cable required soldering for the USB adapter. An old driver was not working and a new one was installed. The marine battery was on the charger but would not maintain a charge. Bob was able to troubleshoot and identified solutions. The system would allow car numbers to be entered but would not allow letters (e.g., 76L). Bob is in contact with Pronto to resolve the problem. Bob and Grady's expertise have been invaluable.
- We will again meet to make sure the system is operable. A training will be conducted with key volunteers. Bob has structured the live and remote training as follows:

PHASE ONE Before the AX management ( You Greg, and Me) **1 hour with practice doing it**

1. Download the msr spreadsheet of drivers
2. Create the event
3. Print the event summary from the checklist pull-down)( has names numbers and who's paid)

PHASE TWO During the registration at the track You, Greg, Stacy, Ben, (Anita maybe) , and Me **1 Hour depends on amount of people so they can practice**

1. Checking off drivers that check in
2. Receiving payment of those who haven't
- 3 add drivers that just show up
- 4 create run groups

PHASE THREE During the runs. You, Greg, Stacy, Ben, Drew, Others we target for the trailer and Me **1 hour with practice again depend on # of people for practice**

1. Add a car number
2. Check time registered as the car crosses the line
3. Be able to delete time for reruns
4. Move car numbers if out of order into order
5. Print to screen run group results per session

PHASE FOUR After the event is over (You Greg, and Me) **30 minutes**

1. Post (print) results
2. \$\$\$ accounting
3. Report participants
4. Generate reports

We are also determining how and where to mount the system in a safe, secure and permanent location to avoid damage.

- Marci, from ESCA, will be sending Jerry Gladstone a bill for the USS 2016 contract (portapotties).
- Marci has also received my name and contact information.
- Gloria at Sonoma Co. Airport has received the same.
- Grady has secured the 9/2/2017 autocross date and Chip has made the changes.

**Items for Discussion: none**

**Webmaster's Report (Kim Powers):**

- Nothing to report

**Items for Discussion:**

- Update AX page with schedule dates for 2017.
- Update Board headshots.

**Goodie Store Manager's Report (David Bunch):**

- Nothing to report

**Items for Discussion: none**

**Concours Director's Report (James Heisey):**

- Nothing to report.

**Items for Discussion: none**

**Sponsorship Coordinator's Report (interim, Jerry Gladstone):**

- Nothing to report.

**Items for Discussion: none**

**Safety Director Report (Mac Cranford):**

- Nothing to report.

**Items for Discussion: none**

**Charity/CASA Report (Mike Hinton):**

- Nothing to report

**Items for Discussion: none**

**Social Media Report (Kurt Fischer):**

- Nothing to report

**Items for Discussion: none**

**Der Riesenbaum Editor/Newsletter Committee Report (Jamie DeRuiter):**

- Nothing to report

**Items for Discussion: none**

**Meeting adjourned at 8:32 p.m. PDT by President Craig Steele.**