

**Minutes of the BMW CCA Board of Directors Meeting
Tampa, FL
January 22 - 23, 2005**

Saturday, January 22, 2005

In Attendance: Scott Blazey, Mark Jon Calabrese, Barbara Adams, Louis Goldsman, Reid Douglas, Carlos Diaz-Estrada, Fred Iacino, Geoff Tolsdorf, and Eddy Funahashi.

Also Present: Wynne Smith, Phil Marx, Larry Schettel, JR Schneider, Paul Dunlevy, Chuck and Bobbi Lonsdale, Jim and Sidney Ringold, Larry Koch and David Donofrio, Pete Lyon (9:20), Leo Newland (9:50), Erik Wensberg (9:50), and Brenda Dunlevy (12:00).

President Scott Blazey called the meeting to order at 8:08 AM. Scott requested that in future we all be ready to start the meeting on time. Scott welcomed our guests, the Lonsdale's, Ringold's, Larry Schettel and Paul Dunlevy. Also present at this meeting were Larry Koch from BMW North America and David Donofrio from Octagon. Leo Newland and Erik Wensberg represented the BMW CCA Foundation and made a presentation later in the day. Pete Lyon of Wisenberg/Acordia was present at the club's invitation.

Minutes: The minutes of the October 9-10, 2004 Board meeting were approved by electronic vote on November 11, 2004.

Reports

Reports were received from all Board members. These reports are attached to the minutes.

President Report: Scott Blazey had nothing to add to his report.

Executive Vice President Report: Mark Jon Calabrese had nothing to add to his report.

Secretary Report: Barbara Adams had nothing to add to her report.

Treasurer Report: Louis Goldsman submitted his report with the preliminary 2004 end-of-year financial figures. Since his report, additional 2004 expenses were recorded but did not significantly change the overall position. There could be a few more 2004 entries in the near future. Therefore, the net position for 2004 may still change somewhat, but it currently stands as a net gain of \$117,000.

North Atlantic Regional Vice President Report: Reid Douglas had nothing to add to his report.

South Atlantic Regional Vice President Report: Carlos Diaz-Estrada noted that of the chapters in his region that were behind on their newsletters, two have since sent out their newsletters and a third is imminent. Carlos welcomed us to Tampa and thanked his chapter members who picked up the Board members and guests at the airport.

North Central Regional Vice President Report: Geoff Tolsdorf had nothing to add to his report.

South Central Regional Vice President Report: Fred Iacino had to cancel his trip to the Houston Chapter's holiday party due to illness.

Pacific Regional Vice President Report: Eddy Funahashi noted that he had received from his chapters some of the newsletters for which he had been waiting.

Executive Director Report: Wynne Smith submitted her report and an update. These are attached to these minutes.

Web Site - Mark Jon Calabrese asked about the delay in launching the new web site. Wynne reported that Intelligent Technologies had a delay in obtaining and setting up their new server and therefore missed the projected launch date and wanted to delay the launch until February 11. Wynne told them this was not acceptable and requested they temporarily use space on a current server and they have agreed. If Intelligent Technologies does so, the site could be operational as early as January 26-27 for testing by Board members and other selected individuals. bean-creative brought the redesign project in under budget, and we may still ask them for additional design tweaks.

BMW CCA Foundation Travel - Fred Iacino asked why the Executive Director's travel expenses to BMW CCA Foundation trustee meetings were being paid by BMW CCA. Wynne Smith responded that she was an Honorary Trustee of the Foundation and her presence there was to monitor the activity of the Foundation that BMW CCA created and that carries our name, as well as represent the interests of BMW CCA to the Foundation. The Foundation pays for her room nights and meals for those trips. The consensus of the Board was that her transportation costs were a legitimate expense for the BMW CCA.

Club Racing Report: The Club Racing Chairman did not submit a report. Louis Goldsman attended the Club Racing staff meeting in Houston, TX earlier this month. He reported that the meeting was outstanding. Club racing in the Pacific Region has been reinvigorated with the merging of NABR, and the Sunshine Bimmers Chapter was hosting a BMW CCA Club Race at Winterfest this weekend in Sebring. Club Racing showed a net gain for year 2004. The 2005 budget is almost complete, and Club Racing is projected to have good 2005. The Board should start the search and selection process soon for the next Club Racing Chairperson. Steve Olsen will be stepping down from the position no later

than the end of this year and we would like to have some overlap for orientation, training, and transition.

ROUNDEL Report: Phil Marx submitted his report. It is attached to these minutes. Some members have complained about the lateness of the January *Roundel*. All issues left Publisher Press between January 4 and January 7. Beyond that, delivery delays are the result of US Postal Service distribution. It is not unusual at this time of year, following the holidays, for periodical delivery to be delayed.

We will continue to use Publishers Press to print and ship *Roundel*. Other printers had been researched and offered attractive pricing. Negotiations with Publishers Press resulted in a new contract, more cost effective or efficient features, and a per month savings of approximately \$11,000.

Wynne and Phil will research the feasibility and cost of periodically inserting a paper BMW CCA membership flyer in *Roundel*.

Jeremy Walton attended the European launch of the new E90 3 Series so *Roundel* should have coverage much earlier than expected.

Oktoberfest Coordinator Report: J R Schneider submitted his report. It is attached to these minutes. Later in the meeting we will discuss locations for Oktoberfest 2006.

DEC Committee Report: No report was received. Carlos Diaz-Estrada reported that it has been difficult to set up a conference call. The transition to a Driving Events Committee with some new members and a new chairperson will take place after the election (February 14). Carlos intends to have some transition meetings with both the old and the new members. Carlos had hoped to report on instructor training and national instructor data base feasibility. In March a new chairman will be appointed so there will be a conference call/meeting to get the new committee started.

BMW of North America

BMWTIS.COM - Larry Koch is still working on getting at least one access. He should have an answer soon and will get that information to us.

Membership Rewards Program - The program is continuing through 2005. Larry Koch reported that owners of about 3,100 cars received membership reward payments.

E90 3 Series Launch - The E90 3 Series will be available in dealerships on May 6. BMW NA and Octagon are working on a special program to build interest in the launch of the 3 Series, and provide a special viewing opportunity for BMW CCA members in selected markets prior to the official availability date. The proposed program has not yet been given the green light, but if approved, could include up to 22 locations. David Donofrio from Octagon presented the concept and proposed schedule for this program, titled "3 Across America." It would be a sneak peak celebration from March 24 to May 6. At each location there would be daytime and evening events. The daytime event would be for BMW CCA

members only, and would be held at an iconic location—a spot of geographical or architectural significance for that area. CCA members would be able to register (online or toll-free phone number) on a first-come, first served basis, to bring their BMWs for a photo opportunity, and look at the new 3, and then later, a group drive over local roads of interest to and evening reception. At the evening reception, CCA members would be joined by guests invited by local BMW dealers. Admission to each event would be limited, so advance registration is essential. Registrants would receive an attendance gift, such as a lapel pin and/or window decal, along with their inclusion in a group photo. Attendees would be encouraged to bring a previous model 3 Series if they own one, to emphasize the lineage of the new 3. If this program is approved, BMW NA and Octagon would be asking BMW CCA for a one-time use of the mailing list to send invitations to members, announcements in *Roundel* magazine in March and possibly April, space and links on the club web site, announcements to chapter newsletters and web sites, and assistance from CCA chapters at the tour stops to help identify iconic locations and suitable roads and routes for the driving tour.

BMW Performance Center Driving School and Corral Program - Larry Koch presented a concept for the BMW Performance Center Driving School to sponsor corrals at up to eight 2005 Grand American races. This would be a way to support BMW enthusiasts attending the races as well as publicize the Performance Center's driving schools. It might also include conducting an advanced driving school at the tracks the day after the races if the tracks are available. The BMW Performance Center Driving School would offer up to \$3000 funding for a corral, provide a "chalk talk," information on their driving school program, a chance at each corral to win a driving school with an M Driving School grand prize selected from the seven or eight school winners. Corral attendees could also receive a tour of the PTG truck, track touring if available, and perhaps a drawing to be a guest pit crewmember. Support for the corral at the Monterey Historics would be different, with \$12,000 plus some banquet expenses. Larry would like a link from the BMW CCA web site to the BMW Performance Center Driving School web site. Larry and Wynne Smith will work on developing a packet with information on how the chapters may apply and host one of these corrals. BMW CCA also has budgeted corral funds that may be available in addition to this program. The BMW Performance Center Driving School corral funds would be used to pay actual expenses, supported by receipts.

BMW CCA Foundation: Leo Newland and Erik Wensberg presented a progress report on the BMW CCA Foundation. The Foundation is a 501c(3) non-profit charity. 2004 was a good year. Successful Street Survival programs had an average of 15-18 students per event. Foundation revenue has come from car raffles and corporate sponsorships, including BMW NA, ZF Industries, Liberty Mutual, and Boeing. They ended the year with a net position of \$80,000, just above their projected figure of \$75,000. For 2005, Street Survival programs are already scheduled and work is progressing on the archives and restoration programs. They have just launched the "Fantasy Drive" as their first fundraiser of

the year. The two winners of the fantasy drive receive a day with Team PTG, receiving instruction in and driving a PTG M3 at Summit Point. Two thousand four hundred tickets will be available for sale.

The Foundation believes that cause marketing is taking hold across the country. Teaching kids driving skills to reduce accidents is definitely a national cause that will become increasingly more important as more school driving programs are eliminated.

Vintage BMW owners are becoming interested in working with the Foundation also. The archives area of the Foundation is working toward facilities that will accommodate all the donations they ultimately retain, including collections, cars, and BMW technical, marketing, and reference materials.

The Foundation wants to continue to partner with BMW CCA and our chapters. They are not asking for funds directly but asking to work together. The Foundation is working on a program with BMW and Mobile Tradition for raising funds by giving car events as prizes. The Germans are excited about these programs.

Leo Newland asked BMW CCA to consider a scholarship program for that would defray 50 percent of the cost of BMW CCA membership for Street Survival participants who are not already members or associate members of the club. The Foundation has reduced the tuition for 2005 Street Survival schools from \$125 to \$60 to make the program more affordable to parents who might not otherwise be able to enroll their children. However, the participants must still be BMW CCA members, because of tax and insurance implications for the BMW CCA chapters hosting the events. The Foundation wants to defray that cost to students by paying all or part of the BMW CCA membership fee, and asked if BMW CCA could share half of the cost. The Foundation has a scholarship fund for needy students in place now but would like this for the whole program. Wynne needs some time to compute the real cost of new member recruiting/acquisition and the annual cost of member service (cost of magazine, mailings, chapter rebate, account service, etc.). Given the projected Street Survival attendance in 2005, this could amount to an \$8,000 to \$10,000 expense or donation.

The BMW CCA Foundation would like to be considered if and when BMW CCA moves to a permanent headquarters facility. We assured the Foundation that they have and will continue to be considered facilities planning.

The Foundation is willing to hold a Street Survival school at Oktoberfest for teens and also adults, especially parents. Holding a school for adults will demonstrate what the school is all about and they can take that knowledge and enthusiasm back to their chapters, families and friends. The Foundation would fund that event.

Chapter Logo Approval Request: The Kansas City BMW Club requested approval of their new logo. Larry Schettel reported that the logo is within the International Council's guidelines. The logo was approved.

It was noted that some chapter logos that incorporate the BMW roundel logo (or a derivative) do not meet the International Council's guidelines for logo design. To maintain compliance with the guidelines and to fulfill our responsibility

as an International Council of BMW Clubs national umbrella organization, we should ensure that chapter logos be in compliance to prevent those chapters from having any trademark problems with BMW in the future. Larry Schettel was asked to review chapter logos, for compliance with International Council guidelines and notify Scott of any that required changes or corrections.

BMW Club Activity in the Portland Area: Puget Sound Chapter members indicated that Portland is happy doing their own thing. Eddy and Wynne Smith had contacted the people who had inquired about BMW CCA in Portland and there is no interest so far.

Autocross Minimum Standards: Chapter driving events personnel have provided comments on the draft autocross minimum standards. Scott Blazey will incorporate those comments into a revised draft for subsequent review by the Board and the Driving Events Committee.

Requests for Sponsorships: Occasionally we receive requests for BMW CCA to sponsor groups or individuals. Scott Blazey will draft a policy for receiving, evaluating, and responding to such requests, and provide it to the Board for review.

2005 Raffle: The E60 M5 will be available for sale in October and will be the 2005 raffle car. The car cost should be around \$75,000. The odds will be 1:3900 unless the car price comes in over \$80,000 and then the odds will be 1:3950. Wynne Smith will check with Larry Koch on the price before the flyer is printed.

Crisis Action/Communications Plan: The plan was included in Wynne Smith's report. The plan will be reviewed and tested internally one more time and then several chapters will be asked to test it. The plan should be ready for general distribution prior to the March 5-6, 2005 Board meeting.

D & O Insurance Status: There are still three chapters that have not turned in their applications. Wynne will work with them to get the necessary paperwork submitted so that the policies can be written.

Risk Manager/Risk Management Committee/Legal Advisor: The service officer letters have been mailed. There are no replies yet from the members of the Risk Management Committee, but Wynne thinks that John Cox and Doug Troupe will remain and Pat Green might not.

Pete Lyon explained the typical role of an association's risk manager. He performs that function for SCCA and NHRA. Insurance coverage is the backbone of risk management. The risk manager deals with the insurance company, reviews operational rules and promotional materials, manages litigation and oversees and monitors the claims process, and manages corporate issues such as employment and D & O. For this type of service from Pete or someone with his qualifications, Pete advised that the cost would be approximately \$1000 per month. He recommended that if we retain a risk manager, we should still have a separate committee to shop for and/or review insurance coverage and policy renewals. Wynne Smith will research our available options for outsourcing risk management services versus keeping it an internal volunteer function.

Currently, we rely on our volunteer risk management committee for risk management advice, insurance coverage information and advice, and to a certain extent, legal advice. Because the committee is composed of volunteers

who may come and go from time to time, and whose specialties or areas of expertise may not always match up directly with our risks, we may want to consider contracting for risk management services and retain the committee for research and advice on coverage and policy options.

Based on his work with us and observing our approach to safety. Pete Lyon noted that we are way ahead of similar organizations on how we approach safety and risk management.

Liability and Coverage for Paid Corner Workers and Other Compensated Event Personnel and Contractors: Pete Lyon reported that our liability policy has broad coverage for additional insureds. Corner workers paid directly by the chapter are covered if they have credentials and sign the waivers just like everyone else. Independent contractors should have their own liability insurance. If an individual is paid for working the event and does not want to sign the waiver, then they should provide the chapter with a copy of their proof of insurance. Track employees and anyone else retained by or contracted through the track should be covered by the track's insurance and the track should be able to provide the chapter a copy of their proof of insurance, just as chapters provide their certificate of insurance to the track. Chapter personnel must carefully review contracts to make sure that their chapters are not agreeing to indemnify the business of a paid participant. In any case, it is always advisable to have every event participant, including compensated individuals, sign the chapter's waiver.

If a corner worker retained and paid by the chapter is injured, there may be a worker's compensation issue, depending on the laws of that state and if the worker is deemed to be a paid employee rather than an independent contractor. Worker's compensation actions are not an area in which most chapters are prepared to provide coverage or settle claims. Pete Lyon agreed to examine this issue as it relates to the club and to chapters.

We thanked Pete Lyon for his time and expertise. He is an excellent source of information and he will be invited to attend the DEC conference scheduled for 2006.

Club Racing - Search for the 2006 Chairperson: Steve Olsen announced last year that 2005 would be his final season as Club Racing Chairman. We need to actively begin the search and selection process for his replacement, to provide adequate time for training and transition before the end of the year. The job announcement will be posted in the March *Roundel*. The Club Racing search committee will be composed of Steve Olsen, Louis Goldsman, and Scott Blazey. Erik Wensberg offered to act as an advisor to the committee.

BMW CCA Web Site: Calvin Hill is continuing his training and he will be going to an iMIS training session soon. Calvin is working on migrating all the Yahoo groups to our site. The beta testing will start next week.

Instructor Database: This could be a very good resource for the chapters and club. Carlos Diaz-Estrada will work with the DEC on the feasibility of setting up a national database.

National Conferences: The Newsletter Editor/Webmaster Conference will be held in Atlanta on the weekend of May 13 -15, 2005. The January packets

from the National Office have the registration materials for this conference and the online registration should be available by February 1.

Conference participants will be listed online as they register so that RVP's can review the attendance from their region's chapters, and place additional effort on getting representation for every chapter possible. Wynne Smith will send the URL of the attendance lists web page to the Regional Vice Presidents.

News from National: News from National will be sent electronically to Board members in lieu of a paper copy, so that Board members will have the information at the same time that chapter officers receive their electronic copy. News from National will be archived on the web site.

2005 Tech Fest: This event has been postponed from 2005 to 2006. It was the only logical decision that could be made at this late date. The decision was done by a Board conference call. The National Office issued a press release to chapter officials and newsletter editors and to sponsors and vendors.

2006 Tech Fest: The National Office will organize Tech Fest 2006. The target time frame is the second half of March to the first week in April so as to keep it out of the worst winter weather but still have the event before most of the country starts their driving events season. We would still like the location to be Indianapolis if we can identify and contract a suitable hotel that meets all the event's needs. We would still like to invite the Hoosier and Bluegrass Bimmers Chapters to act as host chapters for the event. As soon as the location and dates are set, the event will be advertised in *Roundel*, on the web site, and publicized to the chapters. Sponsor, vendor, and tech session planning is to be conducted far enough in advance of the event to be able to publish a schedule of tech sessions and a listing of vendors in the print and electronic ads. Hands-on tech sessions were very well received at Tech Fest 2004 and we will encourage tech session presenters to consider that method whenever feasible. If Indianapolis does not work out, other possible sites could include Dallas and Chicago. Geoff Tolsdorf indicated the St Louis BMW Club would be requesting to host the event in 2007, the 25th anniversary of Gateway Tech. There was some discussion about the proximity of the 2006 and 2007 events if they are held in Indianapolis and St Louis. Suggestions for locations of future Tech Fests included the Michelin Center or BMW Manufacturing in South Carolina.

National Events Section of the Operations Manual: Wynne Smith and Scott Blazey have been working on draft sections of the Operations Manual that will cover National Events such as Tech Fest and Oktoberfest. They will work together on these and present a draft to the Board for review prior to the March Board meeting.

Oktoberfest 2004: The final Oktoberfest financials are attached to Wynne Smith's report. All receipts have been accounted for and all expenses have been paid (barring any unforeseen volunteer expense reports). We have agreed to hold one Board meeting in 2005 at the Pasadena Westin in return for release from the attrition charges. The net loss on the event reported in Wynne Smith's report was \$62,792.01 but Louis Goldsman thinks the loss is less and will do a review and report back to the Board. There \$50,000 loss was budgeted.

Among the lessons learned from Oktoberfest 2004 is that the National Office should initiate the event budget with individual activity cost input from the chapters that are conducting the separate activities. The format of the event budget should be the same format as the income and expense reporting used for the event, which in turn should be the same format, with the same account categories as are used for overall financial reporting by the Club. The National Office must maintain the master event budget. All revisions must be dated and released expeditiously to all the appropriate planners and organizers.

The ultimate revision of the National Events section of the Operations Manual needs to reiterate that the National Office coordinates the entire event, and that chapters and other organizations or companies are essentially contracted to operate individual activities.

Oktoberfest 2005: The current budget for Oktoberfest 2005 is very close to break-even, given conservative estimates of sponsorship revenue. Each budget line was reviewed and discussed. Paul Dunlevy presented a proposal that Tarheel do the driving school, autocross, gymkhana, TSD rally(s), club race, and car control clinic if the Foundation were not to hold a Street Survival school, at no financial risk the club. In return, they would retain all entry fees for the driving school, club race, and autocross (and car control clinic if there is no Street Survival school). They would continue to assist with other Oktoberfest events as the host chapter. This proposal does not ask for any of the sponsorship money. Paul Dunlevy said if their event revenue were less than what they project, the chapter's finances would not be seriously damaged. This plan would impact the total Oktoberfest event revenue that normally offsets other, non-driving event expenses. On balance, it appears to be a reasonable proposal that would simplify event accounting and help offset the loss of a lucrative track date that the Tarheel Chapter is giving up in order to host the Oktoberfest driving events.

Motion by Mark Jon Calabrese - I move we accept the Tarheel's proposal for the drivers school, autocross, gymkhana and the rally as presented by Paul Dunlevy. Seconded by Carlos Diaz-Estrada. FOR: Scott Blazey, Mark Jon Calabrese, Barbara Adams, Louis Goldsman, Reid Douglas, Carlos Diaz-Estrada, Fred Iacino, Geoff Tolsdorf and Eddy Funahashi.

Trophies - Tarheel Chapter personnel are designing the trophies. The National Office will handle trophy procurement. The number of trophies will be based on event position requirements; that is, for first through third places in competitive events, with additional trophies for honorable mention based on the total participation in a given class or event.

Autocross Classification - The ladies class and novice class will be eliminated. All printed and online materials will reflect classes based only on vehicle specifications.

Best Overall Performance at Oktoberfest- BFG Trophy - This competition will again have a set of tires as a prize as well as a plaque on the permanent trophy. Eligible events and corresponding award points will be reviewed and revised, if necessary. Since the Club Race is now an Oktoberfest event, a decision will be made on whether to include race results in the overall performance competition for full Oktoberfest registrants. Mark Jon Calabrese and

JR Schneider will develop the policy for the point structure for the BFG Trophy and have it ready before the Oktoberfest information goes out to the applicants.

Advance Registration - Online registration will begin as soon as the appropriate forms and entry system are developed and uploaded.

Registration Fees. The registration fee for Oktoberfest 2005 was set at \$195 for early registration and \$230 for late registration. The per night room cost for participants using the Oktoberfest block is \$109 plus tax.

Registration On Site - All Oktoberfest registration will be handled at the headquarters hotel. There will be no registration at any satellite events, so registrants will be required to sign in first at the hotel.

Oktoberfest Committee - Mark Jon Calabrese is looking for members for this committee. RVP's were asked to submit at least one member name from within their regions.

Oktoberfest Board Representatives - The policy of assigning Board members to act as event stewards is rescinded.

Oktoberfest Vendors - The vendor fee has not yet been established. Wynne reported that Tricia Jones is working with the vendors and sponsors with satisfactory results. It is essential that we take very care of the planning and information needs of our vendors and sponsors, as well as seek out new ones. Our goal is to maximize vendor and sponsor exposure and traffic through the vendor area.

Vendors need to be reminded to bring all of their promotional materials that will be provided to participants, especially for driving events that they sponsor; for example, Michelin car decals for the car control clinic.

The vendor area hours will be: Monday - 5 PM to 10 PM; Tuesday - 5 PM to 10 PM; Wednesday - 4 PM to 7 PM with an additional hour at the conclusion of the Motorsports Banquet. The vendor area will be the location for the receptions on Monday and Tuesday, and will be the location of the social hour preceding the banquet on Wednesday.

Banquet speakers- Larry Koch and Paul Dunlevy will talk about the use of track time during the driving school, or use of an alternate portion of VIR for charity rides in BMW racecars using Team PTG and BMW drivers. If this occurs, then it would be easier to have the one or more drivers be on site to speak at the Wednesday motorsports banquet.

BMW NA is considering a speaker for the Friday Awards Banquet and will bring a short video. It is essential that the banquet follow a set schedule, that all speakers adhere to the schedule, and that the banquet concludes at a reasonable time.

Performance Center Participation - The BMW Performance Center Driving School has expressed an interest in participating. Possibilities include an off-road gymkhana using Performance Center X vehicles or instructing at a safety school/car control clinic.

Oktoberfest Merchandise - The National Office will handle Oktoberfest merchandise design, selection, procurement, transport, and sales. Suzin Koehler has volunteered to handle the merchandise program. A point-of-sale inventory and control system has been put in place.

Member Car Data: Larry Koch has been working with that portion of our member data that reflects which vehicles they own. About 65,000 such records are in our database. Larry prepared charts showing model year and model. The data was very interesting and may be helpful in determining activities and services to members, as well as targeting ownership segments for recruiting and retention. We will add additional car data fields to the club database so as to capture more data where members own more than two BMWs. We will start a campaign for the members to update the car data in the database. The new database web site will be a good spot for members to update their profiles online. Larry will continue to work with the data as we give it to him.

BMW CCA Strategic Plan: Scott Blazey distributed the first draft of the BMW CCA Strategic Plan, development of which began at the Senior Leaders Conference in November 2004. Recipients were requested to review it and provide to Scott recommended changes and additions.

The meeting was declared in recess at 5:36 PM until 8:00 AM on Sunday, January 23, 2005.

Minutes of the BMW CCA Board of Directors Meeting (continued) Sunday, January 23, 2005

In Attendance: Scott Blazey, Mark Jon Calabrese, Barbara Adams, Louis Goldsman, Reid Douglas, Carlos Diaz-Estrada, Geoff Tolsdorf, Fred Iacino, and Eddy Funahashi.

Also Present: Wynne Smith, Phil Marx, J R Schneider, Larry Schettel, Larry Koch, Paul and Brenda Dunlevy, and Bobbi and Chuck Lonsdale

President Scott Blazey reconvened the Board meeting at 8:00 AM.

Discussion Topics Continued:

Oktoberfest 2006 and Beyond: We have three potential locations for Oktoberfest 2006. They include a formal proposal from the National Capital Chapter to host Oktoberfest in the Washington, DC area; an informal request from the BMW Club of Canada to hold Oktoberfest at Mt Tremblant resort area in Quebec, Canada; and Grand Rapids, Michigan, a location under consideration for Oktoberfest 2003 that was researched by the National Office.

While not ruling out the possibility of a Canadian Oktoberfest location, the Board felt there were too many variables and unanswered questions at this point to approve the site for 2006. The National Capital Chapter's proposal was excellent and it was generally agreed that it could be a fine event. However, the consensus was that having the 2006 event relatively close to the site of the 2005 event would not support our efforts to build up Oktoberfest participant bases and interest in other regions of the country. Preliminary research to date for an

Oktoberfest in Grand Rapids showed interest from a number of North Central Region chapters in hosting individual activities, such as the driving school, safety school, and autocross. The Motor City Chapter expressed an interest in the driving school, Michiana Chapter is interested in the autocross, and Randy Everson has submitted a proposal to oversee the Car Control Clinic. Two suitable tracks, GingerMan and Grattan, are within traditional driving distance. The Amway Grand Hotel has been very aggressive in pricing their facilities to draw the event, with a projected room rate before taxes of approximately \$99.00. National will start working on setting up a date in July with the hotel and track. Two general time frames were considered: the end of July and the first two weeks in September. While the weather might be more temperate in September, the consensus was a July date would be preferable to allow more families and educators to attend and to offer the opportunity for attendees to combine their Oktoberfest trip with other attractions in the area. It was noted that Oktoberfest could not conflict with the area's famous blueberry festival. **Motion by Barbara Adams: I move that we hold Oktoberfest 2006 in the Grand Rapids area and try to place it in July timeframe. Seconded by Geoff Tolsdorf. FOR: Scott Blazey, Mark Jon Calabrese, Barbara Adams, Louis Goldsman, Reid Douglas, Fred Iacino, Geoff Tolsdorf and Eddy Funahashi. ABSTAIN: Carlos Diaz-Estrada.**

2005 Budget: Louis Goldsman sent out the financials before the meeting and had two changes, involving the deletion of Tech Fest 2005 and a different net Oktoberfest figure. The club's growth will drive most of the budget. For 2005 we are using an estimated 13 percent membership loss. The raffle is projected for a slight increase. If membership goes down *Roundel* costs will decrease slightly. The *Roundel* budget figures came from Phil Marx. The advertising income was projected as flat. Liability insurance costs could rise as much as 25 percent. To get a more concise figure for total cost of insurance, Louis will incorporate the total cost of insurance, chapter payment of event premiums, and rebates issued to chapters. Louis will set up standardized formats for budgeting and tracking Oktoberfest expenses and revenue to make it easier to analyze and evaluate in relation to the entire budget. The Board reviewed the whole budget. There will be in-process reviews and mid-year adjustments as needed.

Scott Blazey noted that during the Senior Leaders Conference there was interest in creating a building fund that would be part of the budget but that this budget did not have a building fund category. That led to a discussion about the advisability from a legal liability standpoint of whether or not to own property at all, since property could be attached as an asset in a judgment. At the very least, the value of the current club headquarters constitutes a building fund of sorts. Louis suggested that review the financial condition at the end of each year and then decide whether to move funds to a building fund. **Motion by Fred Iacino: I move to accept the 2005 budget. Seconded by Carlo Diaz-Estrada. FOR: Scott Blazey, Mark Jon Calabrese, Barbara Adams, Louis Goldsman, Reid Douglas, Carlos Diaz-Estrada, Fred Iacino, Geoff Tolsdorf and Eddy Funahashi.**

All future budget reports from Louis will continue to include projected versus actual figures.

BMW NA Sponsorship Allocation: It does not appear that sponsorship funds from BMW will be presented in such a way that we will be able to suggest an allocation to different BMW CCA events and programs. Wynne Smith feels that in the coming year that amount will not be as large because of more activities (vintage group, corral fund, BMW Performance Driving School) needing funds.

Regional Events:

2005 Concorso Italiano - The Central California chapter will participate in a prestigious concours at Blackhawk Golf Course on Friday, August 19, leading into the Monterey Historics weekend. Eddy Funahashi requested this event be a regional event. This is a different event from the BMW corral at the Monterey Historics. The Concorso Italiano would be a regional draw and separate from the Historics. **Motion by Eddy Funahashi: I move that on August 19, 2005 the BMW corral at the Concorso Italiano be given regional status. Seconded by Fred Iacino. FOR: Scott Blazey, Mark Jon Calabrese, Barbara Adams, Louis Goldsman, Reid Douglas, Carlos Diaz-Estrada, Fred Iacino, Geoff Tolsdorf and Eddy Funahashi.**

2005 Monterey Historics - There was a question whether the BMW corral at the Monterey Historics had been granted permanent regional status. Wynne Smith thought it might have been done in 1996. We will check but just in case will grant it status for this year. **Motion by Eddy Funahashi: I move that the BMW corral at the Monterey Historics on August 20, 2005 be given regional status. Seconded by Fred Iacino. FOR: Scott Blazey, Mark Jon Calabrese, Barbara Adams, Louis Goldsman, Reid Douglas, Carlos Diaz-Estrada, Fred Iacino, Geoff Tolsdorf and Eddy Funahashi.**

2005 Historics at Lime Rock - This will not be a chapter-sponsored event. In prior years, BMW NA set everything up and invited members from the club in the immediate area.

2005 Hilton Head Car Show - This has not been a chapter-sponsored event.

Model/SIG - Specific Events - It was reported that Jenny Morgan suggested a celebration of the Isetta's 50th anniversary. Jenny is welcome to bring us a plan or recommendation for such an event.

MarqueMadness at Laguna Seca - Eddy Funahashi will look into this event at Laguna Seca on April 28 - May 1 and may ask for regional status if it meets the criteria.

Conference Call Schedule: Since the next Board meeting is only six weeks away, we will not schedule a conference call. Should the need arise to convene a conference call for a specific purpose, Board members and other required individuals will be notified.

Annual Meeting: The BMW CCA Annual Meeting will be held in conjunction with the next Board Meeting in Greenville, SC on March 5, 2005.

Board Meeting Schedule for 2005:

March 5-6, 2005 at Greenville, SC.

June 4-5, 2005 at a location in the Pacific Northwest yet to be determined.
Spokane, Seattle, and Portland were mentioned as possible locations.
October 1-2, 2005 in Pasadena, CA.
January 14-15, 2006 in New Orleans, LA.

Adjournment: The meeting was adjourned at 11:21 AM.



BMW Car Club of America, Inc.
Scott Blazey
President
7610 N Caldwell Avenue
Kansas City, Missouri 64152
Phone (816) 587-4185
E-Mail president@bmwcca.org

January 7, 2005

To: Board of Directors, BMW CCA
Executive Director, BMW CCA

Subject: President's Pre-meeting Report

Travel

BMW CCA Senior Leaders Conference in Houston, TX November 19-21, 2004.

Planned Travel

March 4-6, 2005 to Greenville, SC for the BMW CCA National Board and Annual Meeting.

Re-chartering Chapter Letters

Replacement chapter charter certificates were printed and sent to the National Office for transmittal to all chapters. An original chapter charter was printed for the Green Mountain Chapter and sent to the National Office for transmittal.

Recognition and Reward

BMW CCA Certificates of Achievement/Appreciation were sent to the event and activity chairpersons for Oktoberfest 2004.

Fred Iacino requested and received a BMW CCA Certificate of Appreciation for presentation to two chapter members in his region.

Club Racing and Winterfest

In a conference call in December with Patrick Spikes and Steve Olsen (Carlos had an unavoidable conflict) Club Racing and Sunshine Bimmers came to an agreement whereby Sunshine Bimmers would apply to host a BMW CCA Club Race in conjunction with Winterfest in January 2005, in accordance with Club Racing's Event Guidelines. The event is the same weekend as our Board

meeting and we hope that this will open up more opportunities for BMW CCA-licensed club racers to race in Florida.

Respectfully submitted,

Scott Blazey



BMW Car Club of America, Inc.
Mark J. Calabrese
Vice President
2774 Scarlet Road
Germantown, TN 38139
Phone 901-759-9085
E-Mail mj@calabrese.cc

January 19, 2005

To: Board of Directors, BMW CCA
Executive Director, BMW CCA

Subject: Vice President's Pre Board Meeting Report

Travel Expenses: Senior Planning meeting.....\$355.65

Special Interest Groups:

Nothing new to report at this time

CCA Ombudsman Report:

Both Rogen Chhabra and David Dick have nothing new to add at this time.

Oktoberfest 2005

I have been involved in discussions with both Paul and JR concerning the proposed budget for the driving events for Ofest 2005. After much thought I believe that Paul's proposal has merit and is in the best interest of both parties. I do have some concerns about the communication process between the National Office and all parties involved with the planning of Ofest. Hopefully these concerns will be addressed this weekend and we can come up with a viable plan.

Oktoberfest 2006

I have not been briefed with any information other than what Wynne sent to all of us.



BMW Car Club of America, Inc.
 Louis P. Goldsman
 Treasurer
 5296 Via Jacinto
 Dos Vientos Ranch, CA 91320-6895
 Phone: 805-499-3849
 E-Mail: treasurer@goldsman.com

January 13, 2005

To: BMW CCA Board of Directors
 BMW CCA Executive Director

Subject: Treasurer's Pre-meeting report

Travel: November 20-21, 2004, Houston, Texas – Senior Leaders' Meeting
 January 5-6, 2005, Greenville – Budget Preparation
 January 7-9, 2005, Houston, Texas – BMW CCA Club Racing meeting

Planned Travel: BMW CCA Board of Directors and Annual Meeting – March 4-6, 2005, Greenville, South Carolina

Preliminary 2004 Income Statement

Transmitted concurrently with submission of this report is a spreadsheet with the preliminary Income Statement for 2004. ("2004 Year-end Actual v Budget.xls") It is subject to final adjustments and review by the outside auditors. It shows a tentative profit of \$117,699.36. As previously, the display of the transmitted spreadsheet may be expanded to show the details behind the summary shown.

Preliminary 2004 Income Statement

	<u>2004 Actual</u>	<u>2004 Budget</u>
Ordinary Income/Expense		
Total Income	\$5,061,831.99	\$4,269,799.00
Total COGS	<u>1,319,186.06</u>	<u>1,287,600.00</u>
Gross Profit	\$3,742,645.93	\$2,982,199.00
Total Expense	<u>3,678,004.23</u>	<u>3,050,721.75</u>
Net Ordinary Income	\$64,641.70	(\$68,522.75)
Other Income/Expense		
Total Other Income	55,833.94	58,000.00
Total Other Expense	<u>2,776.28</u>	<u>85,000.00</u>

Net Other Income	<u>\$53,057.66</u>	<u>(\$27,000.00)</u>
Net Income	<u>\$117,699.36</u>	<u>(\$95,522.75)</u>

Preliminary 2005 Budget

Transmitted concurrently with this report is a spreadsheet with a proposed 2005 budget. ("2005 Budget (prelim).xls"). As previously, the display may be expanded to show the details behind the summary. The spreadsheet has two tabs. The first is the proposed budget. The second is the actual (preliminary) 2004 income statement, which forms the basis for the 2005 budget, with revisions made for budget preparation purposes. Among the changes to the 2004 results were (1) the revision of Oktoberfest results to show a \$10,000 loss and (2) the removal of Tech Fest. The budget forecasts a loss of \$59,934.

Please note, both spreadsheet files contain sensitive payroll information and should not be distributed outside of the Board of Directors and the Executive Director.

Respectively submitted,
Louis Goldsman



BMW Car Club of America, Inc.
Barbara Adams
Secretary
607 Elmdale Road
Glenview, IL 60025
Phone 847 729-5268
E-Mail adams2002@aol.com

January 1, 2005

To: Board of Directors, BMW CCA
Executive Director, BMW CCA

Subject: Secretary Pre Meeting Report - January 2005 Meeting

Travel & Expenses: Kansas City Board Meeting: in addition to airfare and cab, reported last report, my hotel room was on the master bill, Saturday night meal was picked up and lunch was provided by Scott Blazey at his home.

Senior Leaders Conference, Houston, TX, airfare was \$213.70 and cab was \$56.00. The hotel was on the master bill and I have repaid the Sunday night stay. Friday dinner was spent with members of the Houston Chapter and Fred picked up the bill. Steve Olsen invited all of us to his home for dinner on Saturday evening. What a treat and thank you.

Travel to this January meeting will be airfare at \$188.20 and cab at \$56.00.

Motions:

Motion: 11/16/04 Motion by Barbara Adams, I move that the minutes from the October 16 & 17 BMW CCA Board of Directors meeting in Kansas City, MO be accepted. Seconded by Louis Goldsman. FOR: Barbara Adams, Fred Iacino, Scott Blazey, Eddy Funahashi, Mark Jon Calabrese, Carlos Diaz-Estrada, Geoff Tolsdorf, Louis Goldsman and Reid Douglas.

Report:

Senior Leaders Conference - I thought the idea of the meeting was a good one. It was a hard meeting. There was a committee formed to look at Oktoberfest and Scott Blazey was to send out a record of the meeting. I have not heard or seen anything that has gone on from the Oktoberfest Committee and time is getting short. The Board needs time to look at what the committee has come up with before the next meeting. I have not received a copy of the conference report to date.

Conference Call - I was away when a conference call was held and so were Eddy and Fred. I asked Wynne Smith what the call was and she reported that it was to talk about the Oktoberfest 2005 and 2006. Mark Jon will communicate with Paul Dunlevy regarding issues with the driving school proposal and costs

and profits. Hopefully one of the Board members present on that call will report more of what happened.

Scott Blazey has asked Tricia and Wynne to work up a proposal and budget for handling an Oktoberfest in Grand Rapids. The National office will solicit bids from local chapters for the driving school, autocross, car control and rallies.

If we are going to consider National Capital or Grand Rapids, the Board needs to have all the information before the next meeting.

Project Progress- We have several project out there that have not been completed. The Operations Manual rewrite, Oktoberfest Manual rewrite, National Events Manual, Website, sponsor/vendor management, SIG/SIR's and management review to name just a couple of them. Do we need outside help? How do we get these projects finished? They are important and we must move forward on them.

Barbara

Pre-Meeting Report - PART II - 1/11/05

Conference Call - 1/11/2005

In Attendance: Scott Blazey, Louis Goldsman, Barbara Adams, Mark Jon Calabrese, Carlos Diaz Estrada, Fred Iacino and Wynne Smith.

Not Present: Eddy Funahashi, Reid Douglas and Geoff Tolsdorf.

Brought to order at 8:08 Central time.

General Information: Pete Lyons might be able to attend the Board meeting in Tampa. BMW NA is continuing the Membership Reward Program. Winterfest has 17 Club Racers so far with some others running as part of PBOC for points.

Tech Fest:

There was a conference call this past weekend. There is a hotel near the Indianapolis Speedway (built in the 60's and redone in the 80s) with a room rate of \$65.00. The food will be expensive. No cars can be inside the vender area but they could be close. The classrooms for the session would be in an area near by. There are just a few vendors how have been notified. The only sponsors so far are BMW NA (\$3500) and Tire Rack. ZF is aware of the event. The presenters have not been contacted yet. Terry Sayther will not be able to attend. The program is not set.

Wynne Smith has worked on a budget based on 200 attendees at a registration fee of \$180 to \$200 but there would still be a loss. The event shirts and rooms for the chapter members have been removed. The chairperson would have a room at the hotel. The Hoosiers and Bluegrass would be putting in some funds also. The chapters are still very enthusiastic about doing the event. The chapters are still very passionate and know they could still do a very good event even with the short time frame. We have to think about our sponsors and

vendors. We have to put on a great show. The time frame is just too short. The chapters might be willing to change the date until fall but then we are looking at Oktoberfest and Tech Fest being too close together.

National has made mistakes (we dropped the ball) on this years Tech Fest event and we must pull the plug for this year. We would still love to work with the Hoosier and Bluegrass for 2006 if they are willing.

We have 14 months to plan for 2006 Tech Fest. We should be able to get chapter support, get vendors and sponsors and make this a benchmark event. If we can't maybe we should look at Tech Fest as being an every other year event. National needs help from a local chapter to identify a venue, attractions in the area, location safety, shopping, etc. Then National will start with the contracts, picking menus, setting up presenters, schedules, Roundel advertising with schedule, vendors, sponsors and application/registration. The local chapter would be the on site host at the event, hosting the party.

Scott and Wynne will work on a document stating what National is responsible for and what the chapter is responsible for. The document will be ready for the March meeting.

Motion: Mark Jon Calabrese made a motion to postpone the Tech Fest event until 2006. Seconded by Fred Iacino. **FOR:** Scott Blazey, Louis Goldsman, Barbara Adams, Mark Jon Calabrese, Carlos Diaz Estrada and Fred Iacino.

Not Present: Eddy Funahashi, Reid Douglas and Geoff Tolsdorf.

Scott will work on a column that hopefully will be able to get into the February Roundel regarding postponing the event and Wynne will have Suzin put in a banner.

Adjourned 8:40pm



BMW Car Club of America, Inc.
Reid Douglas
North Atlantic Regional Vice President
31 Franklin St.
North Andover, MA 01845
Phone (978) 975-1272
E-Mail reiddouglas@comcast.net

January 10, 2005

To: President, BMW CCA
Board of Directors, BMW CCA
Executive Director, BMW CCA

Subject: North Atlantic Region Pre-meeting Report

NARVP Travel. Traveled to Kansas City for the last Board meeting - \$574.

Planned Travel.

None other than the Board Meeting in Tampa

NARVP Discretionary Funds. I used approximately \$875 some of my discretionary funds to augment the \$3000 of corral funds that were allocated to the Vintage Marathon.

Nothing else to report.

Respectfully submitted,

Reid Douglas



BMW Car Club of America, Inc.
Carlos Diaz-Estrada
South Atlantic Regional Vice President
604 Amana Ave.
Brandon, Florida
Phone (813) 681-3139
E-Mail carlosde@aol.com

January 15, 2005

To: President, BMW CCA
Board of Directors, BMW CCA
Executive Director, BMW CCA

Subject: South Atlantic Region Pre-Board report

SARVP Travel :

Senior leaders meeting – \$ 314.45
Visit Sandlapper - \$390.37

Planned Travel :

None at this time

Discretionary Funds :

None used

Trying to work with local chapters to do a corral at Daytona by BMW's request. Do to short timing in making the request it does not look good.

Contacted 3 of my chapters about late newsletters. They are coming up to speed in get them out to the members.

I hope in the next few days to give you the contact info for transport to the Hotel. If all else fails and you don't get an assignment, use the Hotel Shuttle.



Geoff Tolsdorf
North Central Regional Vice-President
BMW Car Club of America
1163 Kirkham Avenue
St. Louis, MO 63122
314.961.1690

January 14, 2004

To: BMW CCA National Board Members, Executive Director

Subject: North Central Pre-meeting Report

Travel Funds

- November 19-21, 2004, Senior Leadership Conference

Planned Travel

- January 29-30 – Windy City Holiday Party
- February 6 – 7, Iowa Chapter Go-Kart Event
- March 3 - 5 – BMW CCA Board Meeting

Discretionary Funds:

- I did my best to make the holiday season a little brighter for four of the North Central chapters.

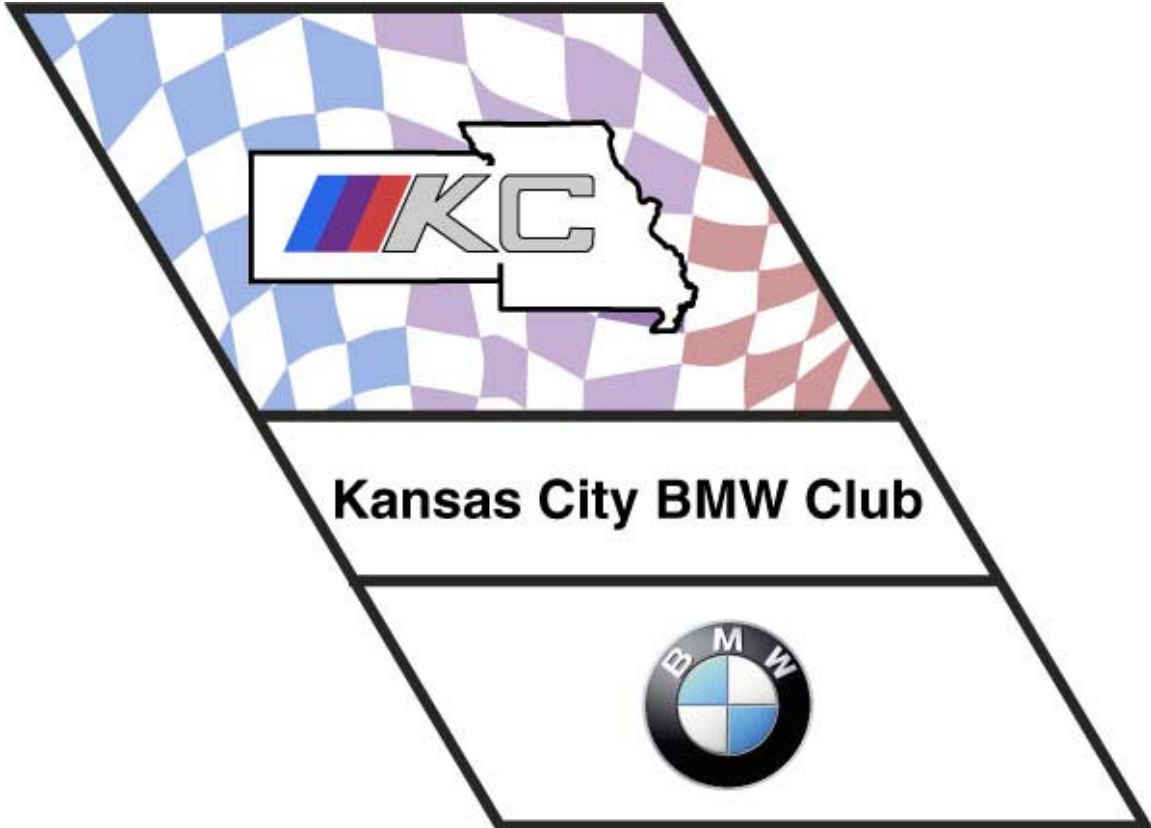
- \$250 to Hoosier for their holiday party
- \$250 to Northstar for their holiday party
- \$250 to Michiana for their holiday party
- \$300 to St. Louis for their holiday party

No one else responded to my offer of free money. Makes me wonder if anyone reads the pipeline...

Chapter Issues & Concerns:

- Worked with Iowa chapter to resolve issues regarding the D&O coverage. There was some miscommunication within their Board but they are fully online.
- Continued to work with Tami Reamer and the Hoosier chapter regarding the production of Techfest. It remains a significant open issue in the North Central Region.
- All NCR chapters appear to be onboard with the revised D&O program. There is some concern regarding the reduction in funds but overall it is seen as a positive.
- Working informally with Sheridan White from the Missouri Valley chapter to coordinate driving schools and other major driving events between chapters in

the NCR region. Hopefully this will improve our overall attendance and minimize the impact to our instructor pool by preventing competing events.
- The Kansas City chapter will be soliciting the Board for approval of a revised logo at the Tampa meeting. The artwork is below for your review.



December 8th 04

From: Eddy Funahashi, Pacific RVP

To: All board members, Executive Director BMW CCA

Subject: Pacific Region pre meeting report

Pacific Travel:

- October 15th-17, board meeting, Kansas City, Mo.
- November 5th –7th GGC Driving School, Infinion Raceways
- November 19th-21st senior leaders, Houston, TX.
- December 4th, Central Ca. Christmas party/elections

Planned Travel: (January, Feb, March)

- January 8th, LA Chapter, Los Angeles Auto Show
- January 14th thru 17th Central California tour of Death Valley
- January 21st-23rd, board meeting, Tampa, Fl.
- February 11th-12th, San Diego Chapter School, Buttonwillow
- February 13th, Valentines Brunch, Central Ca.
- March 4th-6th, board meeting, Greenville
- Near future, Az, Wa. Utah.

Pacific Discretionary Funds:

None distributed thru this report

Chapter's communicated within the last quarter:

GGC President, various subjects.

Wa. President

Sacramento President

DEC potentials

LA President

Inland Empire (minimum standards issue)

Wasatch (minimum standards issue)

Hawaii (minimum standards issue)

My travel was somewhat less this past quarter due to my work obligations. I've also exhausted my travel funds for the quarter but I'm eager to visit my Arizona, Washington and Utah state chapters. They are overdue for a goodwill visit.

The Pacific DEC position has been a situation that I've been asked to help with. A few (late) candidates have expressed interest and one has had their statement distributed to the Pacific Chapters, asking for their write in vote. We have a very unified region regarding our schools and concern for the person filling Dan Tackett's shoes has been high.

Update 01-03-05

I've returned from a Driving Concepts Driving School, where I was able to meet with fellow instructor and Pacific DEC **write-in** candidate Robyn McNutt. I feel that she will be elected to the position. Robyn has many new ideas and I'm excited at the prospect of her election. My thoughts are that the Regions DEC reps, (if not already created) need to craft a solid template of duties. In our Pacific's past, Dan Tackett has done a great job of adding definition to this role.

Elections

As usual, some of our Pacific Chapters officers are now going thru their changes although most remain in their 2004 positions. One exception is our LA chapter's board. Leif Anderburg will step down in accordance with their Chapters term limits and Mike Webb has been elected to their Presidents position.

D&O

I believe that all of the Pacific Chapters have already sent in their paperwork. As you could imagine, a few questions have come about. All inquires appear to have been satisfied by their call to Wynne. All seems well.

BMW CCA CR

It seems that there has actually been a chapter or two that have inquired as to how they may host a CR. I'm encouraged. Louis and I have been CC'd on many emails of dialog between their staff. It appears that there are still many details to work out.

Regional Events

Since our Senior leaders conference, I have high hopes of some of the events planned for 05, becoming Regional Events. I may bring one to the table in Tampa for review.



BMW Car Club of America, Inc.
Fred Iacino
South Central Regional Vice President
P.O. Box 217
Arvada, Co. 80001
Phone 303-478-8490
E-Mail <ccredit@qwest.net>

January 8, 2005

Subject: South Central RVP Pre-Meeting Report

Travel

BMW CCA Seniors Leader Conference Houston, TX November 19-21, 2004
Cost for that event was 253.00 Air Fare, 54.00 Taxi, 217.38 for meals that
included 5 Board members and 3 guests Friday evening. I spent 186.00
Discretionary funds meeting with several Houston Chapter Members.

Planned Travel

January 15 2005 Houston Chapter Annual Dinner
January 21-23 2005 Board Meeting Tampa
January 28 2005 Huntsville, Alabama Heart of Dixie Kick off Party at Barber
Motor Museum. I will be presenting a Presidents Award to Steve and Carol
Lowery for their efforts in keeping the Heart of Dixie alive.
March 4-6 2005 Greenville, SC BMW CCA National Board and Annual
Meeting.

Travel Cost for the 3 January dates are 949.39 Air Fare and 117.26 Lodging.

Fred Iacino
SCRVP

BMW Car Club of America, Inc.
Wynne Smith
Executive Director
640 South Main Street
Greenville, SC 29601
Phone 864 250-0022
E-Mail wynne_smith@bmwcca.org

Executive Director's Pre-Meeting Report

January 7, 2005

To: Barbara, Board of Directors, BMW CCA

Subject: Executive Director's pre-Meeting Report
Tampa Hilton Airport Westshore
2225 North Lois Avenue, Tampa, FL 33607 813 877-6688

NATIONAL OFFICE TRAVEL EXPENDITURES October 18, 2004 - January 23, 2005

October 29-31 Wynne to South Bend, IN for Foundation Meeting	\$ 27.50
November 19 -21 Wynne to Houston - Senior Leaders	\$ 602.00
January 21-23 Wynne to Tampa for Board Meeting	<u>\$ 434.00</u>

Total Travel \$ 1363.50

TRIPS PLANNED

None at this time.

BUDGET 2005

Louis Goldsman spent Thursday, January 6th at the National Office working with Dee Siburt, Peggy Helmke and me. You should see the results (the revised budget) some time this week.

RAFFLE 2005

So...how do you feel about the new M5?

BMW CCA WEBSITE

With a lot of hard work and a little bit of pressure on bean creative the site is scheduled to go live January 18th.

Status of new design

- Final design of website has been approved by BMW CCA and Bean Creative is working on developing html templates for delivery to National
- Upon receipt of templates Nelson Stover and Calvin Hill will begin integrating with e-Content Manager
- Web hosting agreement has been arranged between BMW CCA and Intelligent Technologies.
- Intelligent Technologies is working on setting up web server with e-Series & e-Content Manager
- Expected launch date: 1/18/2005

Status of integration of iMIS module

- Web Site & iMIS
- iMIS consultant Nelson Stover met with Bean Creative to discuss integration of new website with iMIS, and the e-Series modules. The meeting was a success and both firms were able to better understand the project goals of the new BMW CCA site.
- e-Communities
- Board Member forums have been set up, and the listserv functionality is running smoothly.
- There is still one known-issue with the e-Communities module that will be corrected in the next upgrade provided by Advanced Solutions International. The error occurs when one edits a previously submitted post. An error message is displayed, however, the edit is still made.
- Calvin and I are working on establishing communities and will migrate those already located at Yahoo to the site. We will then offer the chapters the ability to either establish or move their communities to the site.

- e-Content Manager

- e-Content Management module has been purchased, installation in progress. - Nelson Stover has set up a test server with e-Content Manager to train Calvin, who will then cross-train the rest of the staff.

Status of e-commerce module

- National staff has been trained to use the e-Orders module
 - Merchandise
 - Clothing
 - Merchandise photos will be added to the e-Series site prior to launch.
 - Roundel Magazines
 - available Roundel magazines w/ cover photos are being placed on site for members to purchase.
 - Inventory/Shipping
- two methods of shipping will be offered: FedEx Express, & FedEx Ground for merchandise orders. Shipping data for each service has successfully been entered into iMIS and is functioning correctly. Shipping charges are automatically calculated based on the service chosen, total weight of items purchased, and

their respective zone.

- orders are tracked through database as well as inventory. As items are purchased and shipped, inventory is updated automatically in iMIS.

- Online Renewals of membership

- Functionality of online membership renewals is running smoothly. No errors have occurred during testing phases.

- Event Registration

- BMW CCA Staff members have been trained on using the e-Events module which will allow for members to register online for events such as Oktoberfest, TechFest, etc. In the future, National hopes to make online event registration available for Club Racing, Lime Rock, Nurburgring, etc. and possibly Chapter events.

TECHFEST INDY

We should conduct a GO/NO GO conference call. Saturday's conference call with representatives of Hoosier, Bluegrass Bimmers, the National Board and National office revealed that the chapters would prefer to either forge on with the IMS location 3/31-1/1; or worst-case set the event off until the fall of 2005. It sounded as though Geoff concurred with forging ahead with the original dates. The chapter representatives and National Board representative were adamant that canceling the event for 2005 sent a very bad message. Tricia and I have trepidations about the March date, but could feasibly pull it together for the fall with the same team.

If we move the event until the fall, what does that do to the time frame for Tech Fest 2006?

The ad is still scheduled for the February Roundel, we need to yank it, or replace it with an update indicating any rescheduled date.

NEWSLETTER EDITOR/WEBMASTER CONFERENCE MAY 2005

Registration forms will go out in February and an electronic version will be available on the website simultaneously.

OKTOBERFEST 2005

Paul Dunlevy will represent the Tarheel committee at the upcoming meeting. You've all received Tarheel's budget showing what they typically earn from a Driving School. I believe it makes sense to allow them to conduct the third day at the commitment level we've discussed. We need to move forward with the event-planning.

OKTOBERFEST 2006

Two weeks ago Tricia and I were tasked with creating a proposal for conducting Oktoberfest 2006 in Grand Rapids, Michigan. We contacted the Michiana Chapter to see if they would oversee the autocross (they said they would and are putting together a budget). We contacted the Motor City Chapter to see if they would oversee the driving school, they said they would at Grattan and are pulling together a proposal. We contact Randy Everson of Windy City to see if he would oversee the Car Control Clinic, he said he would and submitted a proposal that is similar in cost to the one he's provided to NCC for their event.

Tricia developed menus, discussed space requirements and costs with the hotel and recognizing that costs will likely go up between now and then we believe the figures for planning meetings, hotel, vendor hall, receptions and banquets are good.

The costs for the Driving School, Autocross, Concours, and Gymkhana are based on averages from years past since the chapters have not had enough time to provide budget projections for those event - although expect to in time for our meeting in Tampa.

We've shown the cost for Roundel advertising of the event, and printing and binding in of the registration forms. With all of that, we're projecting a \$5,200 cost for the event. Please see the proposed budget mailed under separate cover.

DIRECTORS & OFFICERS LIABILITY COVERAGE FOR CHAPTER BOARD MEMBERS

I either have application from (or have been contacted and know the apps are on the way) every chapter except:

Allegheny White Mountain Mountain State Pocono Mountain

CRISIS COMMUNICATIONS

See revised documents addended to the end of this email. Still need to schedule a follow-up test, then work with select chapters on testing before releasing.

There are now two separate documents with processes tailored to Crisis on a national level and crisis on a chapter level.

NEW STAFFER AT NATIONAL

In early December Kelly Nouri resigned to accept a position at the Greenville Montessori School. She'd applied there in the summer before interviewing with us, and although Kelly did a fine - job things were slow so her leaving did not

work much of a hardship on anyone. Frankly, if we'd hired a temp for the same time period we would have spent almost double with very likely much less buy-in. We have hired Christie Roberts who will begin work January 18th. Christie has a strong background in Customer Service, much of her experience has been with airlines. She's done collections and handled other less than pleasant tasks and I am confident that she will be strong addition to the team.

Respectfully submitted,

Wynne Smith

BMW Car Club of America, Inc.

Chapter Crisis Response Plan

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BMW CCA Crisis Response Policy

It is the policy of the BMW Car Club of America, Inc., and the BMW Car Club of America Foundation, Inc., to cooperate with the authorities and members of the media who are responding to, investigating or reporting on an incident, situation or event involving the Club and our members.

Chapter officials will inform National officials within one hour of learning of an incident or event at a function hosted by the Chapter involving death, serious injury, law enforcement response or other involvement, media coverage or other situations with the potential to focus unfavorable attention on the Club.

The assistant event chairperson will function as the crisis response coordinator.

Chapters will appoint an on-site spokesperson for all automotive events such as driving schools, club races, tours, rallies and autocrosses to respond to media queries within the guidelines of this plan. The event chairperson will appoint an

on-site spokesperson for Oktoberfest and other National events.

Chapters will include the name and contact information of the crisis response coordinator and the designated spokesperson with each application for event insurance.

National and Chapter officers and officials contacted by media representatives to comment on situations will refer reporters to the designated spokesperson.

The Club does not make or issue statements about its members regarding their activities, associations or character outside of Club events or activities.

BMW CCA Chapter Crisis Response Procedure

This procedure is designed to inform Chapter and National BMW CCA officers of an emergency or adverse situation and recommend response actions to be taken during the critical first hours of the incident. The BMW CCA Crisis Response Team (see page 7) is available to provide assistance to the Chapter in the initial and subsequent stages of an emergency.

Each action item may not apply to every situation. Use your judgment to determine which are appropriate.

Objectives

- * Assist people, protect their property and prepare to communicate about the situation.
- * Establish BMW CCA as a credible and accessible source of information.
- * Prepare a statement and have a spokesperson ready to respond to media queries within one hour of being notified of the incident or situation.

___ Notify the appropriate authorities and request assistance.

- * Paramedics
- * Police Department
- * Fire Department

___ Render assistance to people.

___ Assign a club member to accompany the injured to the medical care facility.

___ To the extent possible, protect property at risk.

___ Cooperate with the authorities and emergency response personnel.

___ Obtain confirmed details information about the situation (see page 8).

___ Notify appropriate family members.

___ Notify Chapter and National officials.

Inform Chapter and National officials within one hour of learning of an incident or event at a function hosted by your Chapter involving death, serious injury, law enforcement response, media coverage or other situation with the potential to focus unfavorable attention on the Club.

If you are in doubt about whether to inform Club officials about an incident or situation, inform them.

Contact one of the officials listed below. The first official contacted it is responsible for informing the others on this list. You must speak directly to an individual in order to fulfill this requirement; i.e. leaving a message on an answering machine or sending a text message is not sufficient.

Chapter President

Name:

Work:

Mobile:

Home:

Fax:

E-mail:

Chapter Vice-President

Name:

Work:

Home:

Fax:

E-mail:

BMW CCA Executive Director

Wynne Smith

Work: 864-250-0022

Mobile: 864-567-1481

Home: 864-292-6697

Fax: 864-250-0285

E-mail: Wynne_Smith@bmwcca.org

BMW CCA President

Scott Blazey

Work:

Mobile:

Home:

Fax:

E-mail:

National Officer Alternate

Name:

Work:

Mobile:

Home:

Fax:

E-mail:

___ Coordinate with the facility manager or representative. If the management of the facility is uncooperative inform the BMW CCA National Officer who you notified about this situation immediately.

___ If one is required, appoint a spokesperson.

___ Prepare the response statement (see page 10 for a Sample Response Statement).

If you have determined that the situation allows time for a formal response you should prepare a brief statement in the event that you receive media queries about the situation while you are preparing communications about it.

In either event:

Do not discuss liability.

Do not discuss blame, cause or fault.

Do not release the names, or other information about, people injured or otherwise involved in the situation until their families have been notified.

Do not speculate.

___ Provide the spokesperson the statement.

It is critically important that the information about the situation you provide to Club members, family members and other stakeholders is identical to the information you provide to the media. The Club's credibility will be questioned if there are discrepancies between our public statements and given in private or informally.

Decision: Should the event continue?

___ Update the statement with new confirmed information /developments/actions when available.

___ Update appropriate BMW CCA Chapter and National officials with the new information.

Decision: Are regularly scheduled media updates appropriate?

___ If regularly scheduled media updates are appropriate, determine the time and location or manner of dissemination of those updates and include this information in your statements.

___ Inform BMW CCA Chapter and National officials about the media updates.

___ Keep a record of media queries to assist the BMW CCA Crisis Response Team track the media's interest in the story and identify developing issues (see page 11 for a Sample Media Query Log).

___ Review any action items in this plan you may have bypassed earlier to determine if they are appropriate because of new developments or information.

BMW CCA Crisis Response Team

The Club has established a Crisis Response Team (CRT) to advise and assist Chapter and National officials on managing the operational and communication aspects of crisis response.

The members are:

Wynne Smith

Work: 864-250-0022

Mobile: 864-567-1481

Home: 864-292-6697

Fax: 864-250-0285

E-mail: Wynne_Smith@bmwcca.org

Scott Blazey

Work:

Mobile:

Home:

Fax:

E-mail:

Erik Wensburg

Work:

Mobile:

Home:

Fax:

E-mail:

John Hartge

Work:

Mobile:

Home:

Fax:

E-mail:

Bob Roemer

Work: 847 446 2094

Mobile:

Home: 847 446 2094

Fax: 847 784 9765

roemerbob@aol.com

Crisis Response Plan Maintenance

The National Secretary and all Chapter secretaries will review appropriate sections of this plan in January and June of each year to certify that contact and other information is current and correct. (Note: this can be accomplished efficiently by using Plaxo or another contact list database. In the case of chapter secretaries, they will review the contact information for two people; the chapter president and vice-president.)

The Club will conduct an annual crisis response drill involving at least one Chapter to rehearse procedures, roles and responsibilities and test and improve this plan. The BMW CCA Executive Director is responsible for fulfilling this requirement.

Obtain Confirmed Information About the Situation

Source of information: _____

Phone: _____

Fax: _____

E-mail address: _____

Time and date of incident: _____

Type of incident: _____

What happened? _____

Where did it happen? _____

How did it happen? _____

Are there fatalities or injuries? _____

Names of people involved:

Do not release the names of people involved in the incident/situation to the media until it is confirmed that the Club has notified their appropriate family members.

Have the appropriate authorities been notified?

Who has been notified?

What is the situation
now? _____

What actions are being taken in
response? _____

Other confirmed
information: _____

Who is coordinating the response for the Club?

Name:

Mobile telephone:

Home telephone:

Work telephone:

E-mail address:

Fax:

Who is the Club spokesperson?

Name:

Mobile telephone:

Home telephone:

Work telephone:

E-mail address:

Fax:

Any media present or media queries? If yes, who?

Do you need assistance from the National Office? _____

Next update date/time: _____ / _____

Sample Response Statement

What happened?

Provide only confirmed information about the incident or situation.

- * About 9:40 a.m. today there was an accident during a driving school at Pearson Falls Raceway
- * One car involved
- * Driver injured, taken to St. Catherine's Hospital
- * Can't release name or other personal details until family is notified

What are our concerns?

Explain the concerns you have about the situation, always beginning with those about people.

- * Our primary concerns - driver & family and the safety of our other participants

What are we doing about it?

List the actions you are taking to protect people and property and to correct the situation. Always begin with the actions you are taking to help or protect people.

- * Assisted with first aid
- * Will help family with everyday needs - our Club is very supportive
- * Will investigate cause of accident
- * Making arrangements to transport car & equipment to member's home

Is more information available?

If appropriate, tell the reporter where people can obtain more information about the situation,

such as a telephone number or Web site or that you will provide additional information when it becomes available.

* We will be available at this [location/phone number as appropriate] to provide updated information.

Sample Media Query Log

Interview date and time

May 21, 2004
1:35 p.m.

Interview location

Pearson Falls Raceway
Saluda, NC

Media type and location

WTRY Radio
Tryon, NC

Reporter's name and telephone number

Cathy Phelps
768 555 7800

Interview synopsis

I told the reporter I could not give her the driver's name because we are still in the process of notifying the family.

She asked if these events are inherently dangerous. I answered no, and that we take every precaution to prevent accidents including requiring an instructor to ride in cars with students.

She asked if these events encourage people to speed on public roads. I answered that our driving schools teach safe driving and accident avoidance techniques by making students aware of the capabilities of their cars.

BMW Car Club of America, Inc.

BMW Car Club of America Foundation, Inc.

National Office Crisis Response Plan

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BMW CCA Crisis Response Policy

It is the policy of the BMW Car Club of America, Inc., and the BMW Car Club of America Foundation, Inc., to cooperate with the authorities and members of the media who are responding to, investigating or reporting on an incident, situation or event involving the Club and our members.

Chapter officials will inform National officials within one hour of learning of an incident or event at a function hosted by the Chapter involving death, serious injury, law enforcement response or other involvement, media coverage or other situations with the potential to focus unfavorable attention on the Club.

The assistant event chairperson will function as the crisis response coordinator.

Chapters will appoint an on-site spokesperson for all automotive events such as driving schools, club races, tours, rallies and autocrosses to respond to media queries within the guidelines of this plan. The event chairperson will appoint an on-site spokesperson for Oktoberfest and other National events.

Chapters will include the name and contact information of the crisis response coordinator and the designated spokesperson with each application for event insurance.

National and Chapter officers and officials contacted by media representatives to comment on situations will refer reporters to the designated spokesperson.

The Club does not make or issue statements about its members regarding their activities, associations or character outside of Club events or activities.

BMW CCA National Office Crisis Response Procedure

BMW CCA National officers have the responsibility of providing guidance to and assisting Chapters responding to a crisis and, in some cases, assuming the lead role in the response. The following procedures are designed to assist Club officers make key decisions regarding crisis response during the critical early hours after receiving notification of an emergency or other situation that places the Club's reputation in jeopardy.

Not all action items apply to all situations. Use your judgment to determine which actions are appropriate.

Upon notification:

___ Obtain confirmed information about the situation (see page 7).

___ Notify other officers as appropriate.

___ Notify the BMW CCA Crisis Response Team (see page 6 for contact information).

Decision: Should the response to this situation be conducted at the Chapter or national office level (based on current or potential impact on the Club and/or extent of media coverage).

___ Determine if the Chapter requires additional resources or assistance to conduct an appropriate response.

___ Coordinate with National officers and vendors to provide the required resources and/or assistance to the Chapter.

___ Establish regular communications with a representative of the Chapter conducting the response.

___ Prepare the response statement (see page 9 for sample response statement).

___ Appoint a National spokesperson and provide him/her with the statement.

___ Prepare and distribute news release to appropriate media outlets (to be determined by media coverage).

___ Contact Club insurance provider.

Company:

Representative:

Office telephone:

Home telephone:
Mobile telephone:
Fax:
E-mail:

___ Post the news release to the BMW CCA Web site.

___ Prepare and post an appropriate statement to the BMW CCA Web site homepage.

___ Initiate media and/or Internet monitoring.

Vendor:

PR Newswire
810 7th Ave., 35th Floor
New York, NY 10019
212 596 1500
800 832 5522
www.prnewswire.com

___ Evaluate media and Internet monitoring results to determine the effectiveness of the Club's messages and to identify emerging issues and/or unaddressed issues.

___ Should previously scheduled events or promotions be postponed or canceled?

___ Review action items not used to determine whether developments in the situation might now make them applicable.

BMW CCA Crisis Response Team

The Club has established a Crisis Response Team (CRT) to advise and assist Chapter and National officials on managing the operational and communication aspects of crisis response.

The members are:

Wynne Smith

Work: 864-250-0022

Mobile: 864-567-1481
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Fax: 864-250-0285
E-mail: Wynne_Smith@bmwcca.org

Scott Blazey

Work:
Mobile:
Home:
Fax:
E-mail:

Erik Wensberg

Work:
Mobile:
Home:
Fax:
E-mail:

John Hartge

Work:
Mobile:
Home:
Fax:
E-mail:

Bob Roemer
Work: 847 446 2094
Mobile:
Home: 847 446 2094
Fax: 847 784 9765
roemberbob@aol.com

Crisis Response Plan Maintenance

The National Secretary and all Chapter secretaries will review appropriate sections of this plan in January and June of each year to certify that contact and other information is current and correct. (Note: this can be accomplished efficiently by using Plaxo or another contact list database. In the case of chapter secretaries, they will review the contact information for two people; the chapter president and vice-president.)

The Club will conduct an annual crisis response drill involving at least one

Chapter to rehearse procedures, roles and responsibilities and test and improve this plan. The BMW CCA Executive Director is responsible for fulfilling this requirement.

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Source of information: _____

Phone: _____

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Time and date of incident: _____

Type of incident: _____

What happened? _____

Where did it happen? _____

How did it happen? _____

Are there fatalities or injuries? _____

Names of people involved:

Do not release the names of people involved in the incident/situation to the media until it is confirmed that the Club has notified their appropriate family members.

Have the appropriate authorities been notified?

Who has been notified?

What is the situation now?

What actions are being taken in response?

Other confirmed information:

Who is coordinating the response for the Club?

Name:

Mobile telephone:

Home telephone:

Work telephone:

E-mail address:

Fax:

Who is the Club spokesperson?

Name:
Mobile telephone:
Home telephone:
Work telephone:
E-mail address:
Fax:

Any media present or media queries? If yes, who?

Do you need assistance from the National Office? _____

Next update date/time: _____ / _____

Sample Response Statement

What happened?

Provide only confirmed information about the incident or situation.

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Explain the concerns you have about the situation, always beginning with those about people.

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If appropriate, tell the reporter where people can obtain more information about the situation, such as a telephone number or Web site or that you will provide additional information when it becomes available.

* We will be available at this [location/phone number as appropriate] to provide updated information.

Sample Media Query Log

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I told the reporter I could not give her the driver's name because we are still in the process of notifying the family.

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She asked if these events encourage people to speed on public roads. I answered that our driving schools teach safe driving and accident avoidance techniques by making students aware of the capabilities of their cars.

PART II - January 19, 2005

Hi Everyone,

A couple of quick things. For those of you who have provided Carlos with your flight information, it is likely a Florida Suncoast volunteer will be at the airport to collect you.

We are staying at the **Tampa Hilton Airport Westshore**.

BMW CCA Web Site

You may have noticed that the website go-live date of January 18th has not come to fruition. The issue is no longer with bean-creative as they have provided us with the design in html format. We are now bickering with Intelligent Technologies. Here is an update from Nelson Stover:

"At this time all of the necessary paper work has been completed and each of the parties working on the project has given believable completion and delivery dates. We will soon be receiving the graphic and configuration files from Bean Creative. The web server on which we will run the web site will soon be in place and connected electronically to the database server in your office.

Once these final pieces are in place, Calvin and I will configure the web site using the iMIS Content Manager. We will then move any additional content pieces onto the server and establish the necessary security groups. After the site is setup it can be tested by your Board just prior to being opened up to your membership at large.

Based on the expected arrival of the final components and the integration work to be completed after these arrive, I feel quite confident that the new site ready for use by your members on Feb. 11, 2005. I am aware that this is a few weeks later than you are currently hoping for - but I do think that this is a realistic timeframe given the current position.

I will keep you well apprised of the progress as we move toward this go-live date. I am well aware of your association's eagerness to get the new version of the web site up as soon as possible and I can assure you that we will make every effort to complete the project before Feb. 11th."

I've explained to Nelson that February 11th is unacceptable. Part of the problem, I have learned, is the server ordered for our project is back-ordered and not due to arrive until the end of this month. I have asked if another can be substituted to allow work to progress, I mean really - I can't think that there's not hardware and capacity to share with us for the interim and then dump the contents from the old unit to the new on arrival. No response to that request yet.

I will continue to press for a more reasonable date. In the meantime Calvin has been testing the migration of the yahoo digests to our servers, and has had a fellow student come in to assist with some of the mundane html work associated with the transfer of the site. We are moving in the right direction, just not as rapidly as any of us would like.

Tech Fest 2005

Has been postponed until 2006. The Bluegrass Bimmer representatives and Hoosier chairperson, Tami Reamer, have asked their respective Boards to consider working with us in 2006.

A splendidly crafted Press Release, we have our President to thank for, will go out to most of the free world this morning.

Oktoberfest 2004

Attached is the budget J.R. provided recently, dated 1-31-2004, that varies only marginally from the budget provided by Roger and Delight on 1-29-2004 which was used for budget-versus-actual comparison in October. The attached was provided to JR last week and reflects some adjustments to attributions made at his behest.

All sponsorship money has been received. All money from vendors has been collected. We received all of J.R.'s expenses for 2004 the last week of December and those attributable to this event have been included in this spreadsheet, so I believe what you see is a genuine reflection of what Oktoberfest 2004 cost the club.

There will be no attrition due the Westin as long as we fulfill our commitment to host a Board Meeting there - the sooner the better. I have promised to let them know Monday after our meeting what dates we will be meeting and to set one at that property in 2005. I know Eddy and Louis really hate the idea of a meeting in their time zone, but it just has to happen.

Oktoberfest 2005

Although I spoke briefly with Paul Dunlevy on the 5th or 6th of January, I had nothing to tell him since I'd heard nothing from anyone subsequent to dropping off the conference call the evening of December 16th. I'd received the budget outlining profit/loss of a typical Tarheel DS, but had no input to share as to anyone's decision regarding whether the 3rd day of driving school would be allowed.

Paul told me he'd instructed Bud Boren to cut a deposit check to the track because he couldn't wait any longer, and that he was sending the 'contracts' to me.

Mark Jon, evidently, spoke briefly with Tricia soon after, learned that she had nothing to share with him, and indicated he would be calling Paul to see what was happening, but we never did hear back.

The 'contracts' have been received here and I see now the conference call December 16th was pointless because the contract for the track was signed on December 10th by Paul as Tarheel Chapter President, there was an additional line added for me to sign, but that too is pointless.

The second contract is for 90 room-nights (\$16,461) at the Grandover Resort and \$3,000 to hold the concours at the property. To hold the concours without any room-night commitment would cost the club \$12,000. That contract was signed by Paul on 4/29/2004.

The budget revised 12-13-04 incorporated the Tarheel proposals with respect to the DS and Autocross funding and showed a conservative profit of \$9,300. I do expect some folks might stay at the Grandover, I also expect to see attrition due. I think it would be best if we budget a minimum of \$13,000 for the concours which throws the budget into a slight loss.

Oktoberfest 2006

I will be contacting the chapters again today and tomorrow to see if there are any updates to their willingness to help with a Grand Rapids Oktoberfest and any more costing information. I will have more details to report at the Meeting.

Safe trips to you all and best regards,

Wynne

January 16, 2005
Premeeting Report
Oktoberfest Coordinator

Greetings and Happy New Year,

My preliminary report will be brief as not much new information is available.

It is my understanding that the Ofest 2005 DS and AX budgets and contracts have been the subject of various conference calls between yourselves, so you are already far better acquainted with that information and your decisions than I.

Paul Dunlevy and I have continued in communication over various budget options and in follow up on Tricia's visit to Greensboro before the Christmas holiday. We remain anxious to get the Board's input on the Ofest 2005 rate structure so that publication of registration materials can move ahead. I anticipate meeting with the Ofest 2005 crew possibly in February, although the exact date is still TBD.

Mark Jon and I have conferred on several occasions regarding the Ofest Advisory Panel and the future meeting, however the members of that panel, as well as the date and location remain TBD as far as I know. We have discussed a possible agenda, which will obviously include materials from the Board's Ofest 2004 post mortem review document. I also would expect to receive some additional directions from the Board for the discussions prior to the meeting. We have talked of the Houston airport location as a possible site due to its easy access for fly ins, as well as the possibility of drawing upon some locals who have both short and long term Ofest experiences.

I do not have any new information regarding collections of Accounts Receivable from Ofest 2004 Sponsors or Vendors beyond what was presented at the October Kansas City meeting. The comparison of actual expenses to the working budget remains underway as we try to break out the block information into the line item categories utilized in planning the event.

I had hoped to incorporate a site visit to the Saddleback Resort in Tampa into my meeting trip, but my travel schedule may not allow for that to happen. That facility has previously hosted the PCA Parade and has been after us for several years to give them consideration for Ofest. Carlos has indicated he will float the test balloon among his region to gage the interest. Our last Florida event was the 1998 event in Orlando/Kissimmee. He indicates the distance to Sebring to be within

our normal parameters.

And that is all at this time.

See you next weekend.

JR