

**BMW Car Club of America  
Board Conference Call  
July 8, 2020**

Wednesday, July 8, 2020

**1. Call to Order**

The conference call was called to order by President Steve Johnson at 7:00 EST.

**2. Attendees**

**Board Members:** Steve Johnson, President; Eddy Funahashi, Executive Vice President; Darlene Doran, Secretary; Brian Thomason, Treasurer; Tim Beechuk, North Central RVP; Jeff Gomon, Central RVP; Jeff Caldwell, North Atlantic RVP; Dwayne Mosley, South Atlantic RVP and Jeff Cowan, Pacific RVP.

**Chairs:** Steve Stepanian, DEC

**National Office and Roundel:** Frank Patek, Executive Director; Heather Tollison, Director of Financial Operations; Stephen Elliott, IT Director; Chris Hennecy, Director of Marketing; Len Rayburn, Creative Director; and Michael Slaff, Roundel Advertising Manager.

**Additional Attendees:** Lance White, BMW CCA Foundation President

**3. Update**

**MX1 Event**

Steve Johnson reports there was discussion regarding the possible cancelation of the MX1 event. It was decided we would all watch the numbers of increased cases of the COVID-19 pandemic.

Lance White reports the Foundation is leaning towards holding the opening of the “Genesis” exhibit. Even if the BMW CCA should cancel their MX1 event the Foundation needs to get their exhibit open. They feel they can do it safely, even if they only have ten (10) attendees. They have barricades and plexi-glass to arrive shortly. They feel they can control access to the building and limit numbers with the social distancing protocol. They would take into consideration the CCA’s final decision and will have another conference call to make their final decision. The Foundation will be occupying the BMW CCA conference room on Sunday for their August board meeting. Steve Johnson reiterated that the CCA board has been discussing the event over the last few months. The Foundation would understand if the event was cancelled. They have all the cars already at their location for the exhibit.

Jeff Caldwell stated that should he attend MX1, due to NJ law he would have to quarantine for fourteen (14) days either before returning home or upon returning. Chris Hennecy recommended postponing MX1 until April; 9-10, 2021 rather than cancelling it. Jeff Gomon indicated that he reached out to the presidents of the M and X Chapters advising them the event would most likely be cancelled and not to purchase MX1 event merchandise. Our members have been very understanding

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regarding our event cancellations due to the pandemic. We currently have 300+ members registered for the Foundation “Genesis” event.

**Motion:** Steve Johnson made a motion to cancel the MX1 event due to forced measures due to the global pandemic COVID-19. Dwayne Mosley seconded the motion. Motion passes 9-0

**DEC**

Steve Stepanian reports based on the government’s numbers. What is the current order for HPDE’s, refer to your state and local government’s protocol? Numbers are increasing in some states where they were exceptionally low. Steve feels we need to make an announcement regarding instructors in cars. Instructor’s seem to feel that if they use a Clorox wipe to wipe down the car’s interior, then put it back into their pocket and reuse the same wipe that this properly disinfecting the car surface. Due to the drastic rise in COVID-19 cases all over the US, Steve suggests the Board consider making it mandatory that there be no instructors in cars until otherwise notified, regardless of each state’s requirement, this will apply to all events, i.e. Street Survival, Autocross, HPDE, etc. What is the protocol for classroom sessions? Cars are not being disinfected as they should, what they are likely doing is cross contamination. Steve Johnson would like to give Bill Wade and Tim Beechuk some time to get notice out to all their upcoming schools. Tim Beechuk indicated that 70% of Street Survival instructors are okay with in car instruction. The board is charged to make difficult decisions regarding the pandemic.

**Headquarters**

A staff member could possibly been infected with the COVID-19 virus. After the test was administered the test came back stating the test is not FDA approved, it’s merely allowable while in the midst of the pandemic crisis and any result may or may not be accurate. CCA staff has been instructed to work from home again with only four (4) people in the office on any given day. Frank, Heather and Steven Schlossman are at the office daily, which allows only one other person in the office daily.

**BimmerLife**

Len Rayburn reports the PDF versions are available but have not been uploaded. We need to find a company to host the website. Len is in the gathering stages of the September issue of BimmerLife. He further indicated that several chapters have not submitted any information as of today. Chapters who have not submitted information are: Pocono Mountain, White Mountain, Hoosier, Windy City, Central California, Inland Empire, Hawaii and Sin City.

The RVPs need to make sure all chapters have their information to BimmerLife editor. Holding their member allocation fund would be a great incentive to make sure it gets to them.

Stephen Elliott indicated that each region of BimmerLife will be added to the CCA website with a page turning app. We were exceeding our hosting capacity; we have now made some changes and can now host the PDFs.

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Len indicated the possible plan to move the photo contest into the BimmerLife publication. The announcement would be in the September 2020 issue indicating where the submissions need to be sent etc. for the Spring issue. The prize will be published in the fall issue that year. Display regionally in the Spring issue, have members vote and collect all votes while making this a feature story for the BimmerLife.

**4. Future Meetings**

Annual & Board April 9-10, 2021, Greer, SC BMW CCA Headquarters

**5. Adjourn at 8:44 PM EST**

**Motion:** Steve Johnson made a motion to adjourn the conference call. Darlene Doran seconded the motion. Motion passes

**BMW Car Club of America  
Board Conference Call  
August 5, 2020**

**Wednesday, August 5, 2020**

**1. Call to Order**

The conference call was called to order by President Steve Johnson at 7:05 PM EST.

**2. Attendees**

**Board Members:** Steve Johnson, President; Eddy Funahashi, Executive Vice President; Darlene Doran, Secretary; Brian Thomason, Treasurer; Tim Beechuk, North Central RVP; Jeff Gomon, Central RVP; Jeff Caldwell, North Atlantic RVP; Dwayne Mosley, South Atlantic RVP and Jeff Cowan, Pacific RVP.

**National Office and Roundel:** Frank Patek, Executive Director

**Chairs:** Steve Stepanian, DEC; and Shaun McKenzie, Club Race

**Guests:** Brian Lee, COVID-19 Chair and Lance White, BMW CCA Foundation President

**3. Update**

**Driving Events COVID-19 Pandemic Advisory Committee**

Discussions regarding the Advisory Committee report presented to the BMW CCA Board and National Office on August 5, 2020, regarding Driving Events.

**Motion:** Jeff Cowan made a motion that based on the COVID-19 Pandemic advisory report recommendations, in-car instruction will not be permitted, until further notice, with the exception of Street Survival. Street Survival will be voted on separately following the Foundation board meeting call and no later than Tuesday August 11, 2020. Steve Johnson seconded the motion. Motion passes 9-0

Frank Patek has been directed by the Board of Directors to send out a formal notice to all BMW CCA Chapters Thursday, August 6, 2020.

**4. Adjourn at 8:32 PM EST**

**Motion:** Steve Johnson made a motion to adjourn the conference call. Jeff Gomon seconded the motion. Motion passes 9-0

**BMW Car Club of America  
Board Conference Call  
August 11, 2020**

Tuesday, August 11, 2020

**1. Call to Order**

The conference call was called to order by President Steve Johnson at 7:05 PM EST.

**2. Attendees**

**Board Members:** Steve Johnson, President; Eddy Funahashi, Executive Vice President; Darlene Doran, Secretary; Brian Thomason, Treasurer; Tim Beechuk, North Central RVP; Jeff Gomon, Central RVP; Jeff Caldwell, North Atlantic RVP; Dwayne Mosley, South Atlantic RVP and Jeff Cowan, Pacific RVP.

**National Office and Roundel:** Frank Patek, Executive Director

**Chairs:** Steve Stepanian, DEC;

**Guests:** Lance White, BMW CCA Foundation President; and Bill Wade Street Survival

**3. Update**

**COVID-19 Pandemic**

If we as CCA are going to have organized events, we need strict guidelines spelled out.

**Motion:** Steve Johnson made a motion the CCA board of directors accepts the report as provided by the Advisory Committee as a baseline for future in-car events and large gatherings for the club. Jeff Cowan seconded the motion. Motion passes 7 in favor 2 against

**Waivers**

BMW CCA board has made it **mandatory** that everyone who attends an event must sign **both** CCA waivers i.e. our regular and the new COVID-19 waiver or they will be unable to participate in the event. Frank Patek has been directed by the Board of Directors to send out a formal notice to all BMW CCA Chapters next week indicating the mandatory signatures on both waivers.

**CCA Open Gun Carry Policy**

**Motion:** Steve Johnson made a motion the BMW CCA board of directors bans open carry of weapons during **ANY** CCA events. Tim Beechuk seconded the motion. Motion passes 9-0

**4. Adjourn at 8:50 PM EST**

**Motion:** Steve Johnson made a motion to adjourn the conference call. Jeff Gomon seconded the motion. Motion passes 9-0

**BMW Car Club of America  
Board Meeting  
Dallas, Texas  
September 26, 2020**

**Saturday, September 26, 2020**

**1. Call to Order**

The meeting was called to order by President Steve Johnson 8:40 AM Central Time.

**2. Attendees**

**Board Members:** Steve Johnson, President; Eddy Funahashi, Executive Vice President; Darlene Doran, Secretary; Brian Thomason, Treasurer; and Tim Beechuk, North Central RVP;

**Virtual Attendance:** Jeff Caldwell, North Atlantic RVP; Dwayne Mosley, South Atlantic RVP; and Jeff Cowan, Pacific RVP

**Absent:** Jeff Gomon, Central RVP

The Board and Staff extend their condolences to Jeff and his family on the loss of his father.

**National Office and Roundel:** Frank Patek, Executive Director; Heather Tollison, Director of Financial Operations; Chris Henneey, Director of Corporate Relations; Len Rayburn, Creative Director; and Satch Carlson, *Roundel* Editor-in-Chief;

**Virtual Attendance:** Michael Slaff, *Roundel* Advertising, retiring; Steve Kittrell and Phil Knudsen, *Roundel* Advertising, incoming.

**Virtual Chairs:** Steve Stepanian, DEC

**3. Minutes**

The minutes of the January 18, 2020 Board Meeting were approved by vote during the February Conference Call. Reading of the minutes will be waived.

**Affirmation of votes on conference calls since last Board Meeting.**  
**Attached hereto and incorporated herein.**

**Motion** Darlene Doran made a motion to affirm the votes on conference calls since our last board meeting. Tim Beechuk seconded the motion. Motion passes 8-1 absent

**4. Reports**

**4.1 President**

Steve Johnson provided a pre-meeting report.

**4.2 Executive Vice President**

Eddy Funahashi provided a pre-meeting report.

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- 4.3     *Secretary*  
Darlene Doran provided a pre-meeting report.
- 4.4     *Treasurer*  
Brian Thomason provided a pre-meeting report.
- 4.5     *South Atlantic RVP*  
Dwayne Mosley provided a pre-meeting report.
- 4.6     *North Atlantic RVP*  
Jeff Caldwell provided a pre-meeting report.
- 4.7     *Pacific RVP*  
Jeff Cowan provided a pre-meeting report.
- 4.8     *Central RVP*  
Jeff Gomon provided a pre-meeting report.
- 4.9     *North Central RVP*  
Tim Beechuk provided a pre-meeting report.

**5. Review Action Items**

**6. Discussion Topics**

**6.1     *National Events***

6.1.1   Oktoberfest 2020 – cancelled due to COVID

6.1.2   Chapter Congress 2020 – cancelled due to COVID

6.1.3   Oktoberfest 2021 will be held at Hilton Head in November; 2022 will be held in Palm Springs and 2023 possibly New Hampshire.

**7. National/Regional Events**

**7.1     *Updates***

7.1.1   The Vintage - cancelled due to COVID

7.1.2   Bimmerfest - cancelled due to COVID

7.1.3   Vintage at Saratoga - cancelled due to COVID

7.1.4   Pittsburgh Vintage Grand Prix – cancelled due to COVID

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7.1.5 Monterey Legends / Festorics Weekend, cancelled due to COVID

7.1.6 Chapter Congress

Steve Johnson suggests suspending our annual Chapter Congress for three (3) years to include 2020, 2021 and 2022. As a board this event can be revisited on an annual basis. This will save CCA over \$300,000.00 in expenses. The expenses for 2019 Congress exceeded over \$107,000.00, roughly equating to 2 issues of *Roundel*. In 2021 the event will be held via webinar and recorded so chapter leadership can view at a later time if they choose. The live sessions would not exceed 90 minutes and would be broken up over a period so as not to overburden volunteer time in front of a computer screen. Alternatively, some funds could be made available to RVP's to host meetings within their region.

## **8. National Programs and Services**

### **8.1 Updates**

#### **8.1.1 IT**

Stephen Elliott presented his report and the following items will be addressed in 2020 into 2021.

Upgrade bmwcca.org website to Drupal 9

Update theme on bimmerlife.com

Complete shutdown of old GoMembers servers and Term Server  
Dealer Incentive Program

Email metrics report for CES and National Staff

Implement MS Teams for Staff

Virtual Garage

#### **8.1.2 Club Racing**

Brian Thomason reported on a preliminary discussion with the Chair of Club Racing whereby Club Racing would contribute the equivalent of 10% of its overall revenue to support the cost of administering the club racing program.

#### **8.1.3 Driving Events – nothing at this time**

#### **8.1.4 Roundel / Advertising**

Steve Johnson reports the board will not be omitting any issues of the magazine at this time. Michael Slaff will be retiring as our adverting sales person. We welcome to our group Steve Kittrell and Phil Knudsen of Veloce Valuations Sales & Marketing as our new advertising sales persons. They will be contacting previous advertisers with new energy



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and advertising packages. We have budget \$420K for advertising revenue for 2021. Steve Kittrell feels his company would be able to expand our advertising to other types of vendors. We are committing to a print schedule for 2021 that is the same as 2020.

**8.1.5 Raffle**

Chris Hennecy reports we have sold 38588 tickets as of Friday, September 25, 2020. We are very close to 8 vehicles.

**8.1.6 National Office**

**8.1.6.1**

**BWM CCA Headquarters**

Frank Patek reports the MOA Foundation is considering leasing the upper level of our 2<sup>nd</sup> building.

**8.1.6.2**

**BMW CCA Investment Committee**

Brian Thomason proposed the appointment of an Investment Committee to implement and monitor the Investment Policy approved by the Board in February 2019. The members of the committee are Peter Gleeson, Derek Stoutland and Simon Holford. This committee will advise the CCA board on financial investments for the maximum benefit of the club. Peter Gleeson will chair the committee.

**Motion:** Darlene Doran made a motion to approve the names provided for the CCA Investment Committee. Brian Thomason seconded the motion. Motion passes 8-1 absent

**8.1.6.3**

**BMW CCA Growth none at this time**

**8.1.9.4**

**BimmerLife Newsletter Progress**

Len Rayburn reports the fall issue of BimmerLife has been mailed to chapter members.

**8.1.9.5**

**Re-Chartering CCA**

It was discussed to re-charter the BMW CCA as a 501(c)(3) charitable not for profit. Currently BMW CCA is a 501(c)(7) not for profit membership association.

**8.1.9.6**

**Elections**

The CCA board positions up for election this year are the President, South Atlantic RVP and North Central RVP.

**9. Policy and Administration**

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- 9.1 Ombudsman – nothing at this time
- 9.2 Benefits Update – nothing at this time
- 9.3 BMW Clubs International  
Steve Johnson reports their meeting will be held in October via teleconference.

**10. Foundation**

- 10.1 IT  
Heather Tollison indicated CCA bills the Foundation for IT services on a monthly flat-rate basis for a specific number of hours. If they go over the allotted hours, then billing shifts to an hourly basis. As of September 11, Edward has spent 458 hours on the Foundation IT work.

**11. Financial**

- 11.1 2021 Budget  
Frank Patek reports the 2021 Budget is conservative and shows a \$120,000 deficit. We need to cut items from our expenses, or increase revenue to have a zero budget.
- 11.2 Increase Revenue  
Brian Thomason suggested that events, like Club Racing, should attempt to partially cover the costs of managing those events. Accordingly, it was proposed that registration fees would increase by ten (\$10.00) dollars per each segment for Oktoberfest and Legends starting 2021.

**12. Chapter Issues**

- 12.1 RVP Conference Call schedule for 2020 – various contacts with chapters
- 12.2 RVP Chapter Visitation schedule for 2020 – cancelled due to COVID
- 12.3 Corporate Status  
Darlene Doran reports as of September 23, 2020 the St. Louis and Badger Bimmers Chapters were out of compliance since the end of August. Heather Tollison will be contacting next week.

**13. Membership**

- 13.1 Membership  
Chris Hennecey suggested we offer an elevated membership level for a \$98.00 per year, as an add-on to a regular membership. This membership would come with a metal membership card, annual gift, early registration access,

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gold membership window decal, new merchandise early access, exclusive access to poster prints of Roundel and BimmerLife and 20% off merchandise at national events.

**13.2 Sponsorship and Marketing**

Chris Hennecy indicated we have new merchandise coming for the 4<sup>th</sup> quarter. It will be uploaded to the store shortly.

**14. BMW NA**

We anticipate being able to recreate the annual corral schedule with funding from BMW NA in 2021. Discussions continue with MINI USA in regards to assistance on a special project.

**15. New Business**

**16. Adjourn**

**Motion:** Darlene Doran made a motion to adjourn at 4:16 PM Central Time. Steve Johnson seconded the motion. Motion passes 8-1

BMW CCA  
Board of Directors Meeting  
September 26, 2020

Hyatt Regency  
Dallas/Fort Worth Airport, TX

**BMW Car Club  
of America**





## ***Agenda***

**Saturday, September 26, 2020**

<b>8:30am</b>	<b>Call to Order</b>	<b>Johnson</b>
<b>8:31am</b>	<b>Introduction:</b> Members, Guests	<b>Johnson</b>
<b>8:34am</b>	<b>Affirmation of votes on conference calls</b> since the last Board Meeting – see attached list <i>Action required</i>	<b>Johnson</b>
<b>8:35am</b>	<b>Pre-meeting reports</b> <i>Action: Acceptance of Pre-meeting reports</i>	<b>Various</b>
<b>9:00am</b>	<b>Discussion of Listed Topics</b>	
9-9:15am	Formation of Investment Committee <i>Action: Approve creation of Investment Committee</i>	Thomason
9:15-9:45am	2021 Budget: Membership Trends and Membership	Patek/Tollison
<b>10:45am</b>	<b>Break</b>	
<b>11:00am</b>	<b>Resume Discussion of Listed Topics</b>	<b>Various</b>
<b>11:00-11:30am</b>	2021 Budget: National and Regional Social Events	Patek/Tollison
<b>11:30-Noon</b>	2021 Budget: Raffle/Merchandise/Sponsorships/ Advertising	Patek/Tollison/ Hennecy
<b>Noon</b>	<b>Lunch</b>	
<b>1:00 pm</b>	<b>Resume Discussion of Listed Topics</b>	<b>Various</b>
1:00-1:30pm	2021 Budget: IT, Operating Lines, Chapter Allocation <i>Action: Approve 2021 funding levels for budget</i>	Patek/Tollison/Elliot
1:30-2:30pm	2021 Budget: Printing and Publications, including <i>Roundel</i> <i>Action: Approve 2021 funding levels (including number of issues for all publications) for budget</i>	Patek/Tollison/Carlson/ Rayburn
<b>2:30pm</b>	<b>Break</b>	
<b>3:00 pm</b>	<b>Resume Discussion of Listed Topics</b>	<b>Various</b>
3:00 - 3:45 pm	Foundation/Street Survival/Additional Time for Topics Above	Johnson/Patek
3:45 – 4:15pm	2021 CCA Plan	Johnson
4:15 - 5:00pm	Election Status • President • South Atlantic RVP • North Central EVP	Johnson
<b>5:00 pm</b>	<b>Adjourn</b>	<b>Johnson</b>



September 16, 2020

To: BMW CCA Board of Directors  
BMW CCA Executive Director

Subject: Treasurer's Pre-Meeting Report

**Travel**

3Q2020 Board Meeting Dallas, TX 9/25-9/27/2020  
Flight: \$476.40  
Hotel: TBD

**Planned Travel**

None

**For Discussion**

2021 Budget, see general meeting agenda  
Formation of Investment Committee, see general meeting agenda

**Other Items**

None

**Income Statement**  
**For the Eight Months ended August 31, 2020**

Provided separately and in meeting materials.

**Balance Sheet**  
**At August 31, 2020**

Provided separately and in meeting materials.

Respectfully submitted,  
Brian Thomason





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

**Date:** September 4, 2020

**Subject:** Secretary Pre-Meeting Report  
September 4, 2020, Dallas, TX

**Past Travel:**

- Board Meeting/Retreat, San Obispo, CA  
January 16-20, 2020 - \$504.00 (Flight)

**Expenses:**

- Secretary of State South Carolina – March 4, 2020  
Incorporation 2002 Forever Chapter - \$39.50
- Secretary of State West Virginia – March 20, 2020  
Mountain States Annual Corporate Report - \$76.00
- Secretary of State South Carolina – April 25, 2020  
Incorporation M Chapter - \$39.50
- Secretary of State Tennessee – May 19, 2020  
River City Bimmers Annual Corporate Report - \$20.46
- Secretary of State South Carolina – May 22, 2020  
Incorporation X Chapter - \$39.50
- Secretary of State Maine – May 22, 2020  
Pine Tree Annual Corporate Report - \$33.00
- Secretary of State New Jersey – May 22, 2020  
New Jersey Chapter Annual Corporate Report - \$33.00

**Planned Travel:**

- Board Meeting, Dallas, TX  
September 25-27, 2020 - \$286.20 (Flight)

**Drafts & Finalize Board Minutes:**

January 17-19, 2020 Board Meeting Minutes  
February 10, 2020 Conference Call Minutes

March 9, 2020 Conference Call Minutes  
March 19, 2020 Conference Call Minutes  
April 7, 2020 Conference Call Minutes  
May 6, 2020 Conference Call Minutes  
May 13, 2020 Conference Call Minutes  
June 24, 2020 Conference Call Minutes  
July 8, 2020 Conference Call Minutes  
August 5, 2020 Conference Call Minutes  
August 11, 2020 Conference Call Minutes  
August 19, 2020 Conference Call Minutes

***Chapter Corporate Status***

November, December, 2019, January, February, March, April,  
May, June, July and September 2020 monthly SOS status for  
submission of annual reports

***Operations Manual***

Several revisions to Operations Manual and uploaded to CCA  
website

***Chapter Support***

Prepare and file Articles of Incorporation for 2002 Forever  
Chapter (non-geographical) and prepare Chapter By-Laws

Prepare and file Articles of Incorporation for M Chapter (non-  
geographical) and prepare Chapter By-Laws

Prepare and file Articles of Incorporation for X Chapter (non-  
geographical) and prepare Chapter By-Laws

**Discussion Topics:**

Reorganization of Chapters  
Regionalization

Respectfully submitted  
Darlene Doran

September 18, 2020

**TO: BMW CCA Board of Directors  
BMW CCA Executive Director**

**SUBJECT:** North Atlantic Region: September 26, 2020; Pre-meeting Report

**TRAVEL:**

Completed:

Travel:DelVal HPDE/Club Race – NJMP, 8/15-8/16 \$0.00

Planned Travel:

NJ Chapter Show/Shine – Deutscher Club of Clark – 9/19 \$0.00

BMW CCA Club Race – Watkins Glen – 10/16-10/18 \$0.00

GVC Fall Picnic – Canandigua, NY – 10/17 \$0.00

DelVal HPDE – NJMP 10/31-11/1 \$0.00

**Discretionary Funds Dispersed in Q3:**

Support for NJ Chapter HPDE/Club Race; SPR; 7/18-7/19 \$500.00

**Conference Call:** North Atlantic Region – September 17, 2020

Discussion topics: Covid-19 guideline compliance, “Go/No Go” decision making, Covid-19 waiver status, BimmerLife/Roundel, 2021 planning, and general question/comment period. The meeting was well attended and I found the Presidents to be very engaged. I am proud of my region for their forward thinking and practical approach to dealing with the Covid-19 pandemic. New Jersey Chapter has cancelled their HPDE for Shenandoah/Summit Point, WV on Oct 3-4, citing travel restrictions as the main deciding factor.

**Notes:**

Worked with several chapters one on one to determine status for events and/or compliance for Covid-19 procedures. Active with Club Racing via participation on their conference calls when I am available and as an advisor to leadership.

Respectfully submitted,  
Jeff Caldwell  
North Atlantic RVP



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

**Subject:** North Central RVP 3rd Quarter 2020 Pre-meeting Report

**Travel:**

Completed Travel:

CCA Board mtg. -- Santa Margarita, CA – 1/18	338.54
Roc mtg. – Fort Meyers, FL – 2/25	351.54
North Star mtg. – Minneapolis, MN – 3/16/20	150.12

Planned Travel:

CCA Board mtg. – Dallas,, TX –9/26/20  
The Vintage – Greer, SC – 10/24/20

**Discretionary Funds:**

Flat Out Classic -- \$500  
IMSA Corral Mid-Ohio -- \$500

**Other:**

Discussions with COVID Guideline Committee  
Discussions of new regional newsletter requirements.  
Discussions with DEC about Lead / Follow rules  
The occasional Street Survival Event

**Regional Events:**

Regional Chapter Presidents' conference calls: 1/23/20, 4/26/20, 6/24/20,  
7/16/20, 8/12/20  
Discussion about North Central Regional Event

Respectfully,  
Tim Beechuk  
NC RVP





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

Jeff Cowan  
Pacific Region VP  
17507 Skyline Blvd  
Woodside, CA 94062  
650.283.4938  
[pacificrvp@bmwcca.org](mailto:pacificrvp@bmwcca.org)

Date: September 21, 2020

Subject: Pacific Region 3rd Quarter Pre-Meeting Report, 2020

Travel Completed:

- Q1 BOD Retreat, San Luis Obispo, January 17-19, \$0 (used rental car coupon)

Planned Travel:

- None

Discretionary Funds Requested/Dispersed:

- None

Regional Calls Completed/Upcoming:

- Since COVID, I have joined virtual board meetings with chapters as invited rather than separate RVP calls. This has worked really well and gives me a much deeper insight to each chapter's operations and plans. I will continue this method for the remainder of the year.

Chapter Compliance Issues:

- Hawaii chapter charter revocation: They attempted to create a new website just as we were about to pull the plug on their charter, but then went dark as COVID hit. We can continue to process the removal of charter or give them as much time as possible while shelter in place eliminates the possibility of hosting events.

Other Updates or New Business:

- My term is ending in spring of 2021 - I restarted my campaign effort to recruit Adam Tharp (AZ) who would be a great addition to the board. My goal is to get him to submit a candidacy statement. Lance Richert (WA) is my back up but he has not been approached yet. Alternately, let's discuss a vetting committee as we may have candidate submissions whenever the call for candidates goes out.





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

**Date:** 9/16/20

**Subject:** Central RVP Pre-Meeting Report  
-BOD Meeting, Dallas, Sept. 26, 2020

**Completed Travel & Expense:**

- Q1 BOD Retreat meeting in San Louis Obispo, CA, 17-19 JAN 2020

**Planned Travel:**

-BOD meeting, Dallas, TX, Sept. 26. - Driving POV – Expenses TBD.

**Chapters on Probation or out of compliance:**

None

**Board Conference Calls:**

February 10, 2020 Conference Call

March 9, 2020 Conference Call

March 19, 2020 Conference Call

April 7, 2020 Conference Call

May 6, 2020 Conference Call

May 13, 2020 Conference Call

June 24, 2020 Conference Call

July 8, 2020 Conference Call

August 5, 2020 Conference Call

August 11, 2020 Conference Call

August 19, 2020 Conference Call

**Relevant Notes:**

-Communicated with numerous chapters from February to current regarding ongoing COVID-19 policies, waivers and changes affecting operations, social events (both in person and virtually) as well as ensuring information surrounding guidance in executing Driving Events was shared and understood.

**Chapter Formation:**

-Worked with Secretary, National Staff to finalize the formation of the Non-geographical 2002Forever Chapter. Assisted with the petition, by-laws and other requirements as needed.

-Worked with the Secretary, National Staff and remainder of Board to form the Non-geographical M-Chapter and X-Chapter. Assisted with the petition, by-laws and other requirements as needed.

-Assumed the duties as Regional VP for all the Non-Geographical Chapters to include E30, E31, 2002Forever, X and M chapters.

**Discussion Topics:**

Ongoing conversations regarding Covid-19 policy – Roundel - Strategic plan

Respectively submitted,

Jeff Gomon



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

Date: September 15, 2020

Subject: South Atlantic RVP Pre-Meeting Report  
09/26 Dallas BOD Meeting & Ring Central attendees

Activities, Travel & Expenses:

Attended January 2020 Board Retreat in CA  
Attended Daytona 24-hour race and CCA Corral in January-\$0  
Attended virtual BOD calls in 2020  
Attended virtual John Edwards and Chapter calls in 2020  
Attended Tarheel / Club Racing in June @ VIR - \$0  
Attended many Tarheel events - \$0  
Attending 09/26 Dallas BOD meeting virtually via Ring Central

Planned Travel:

Taking it as it comes

RVP Discretionary Funds:

None Distributed for 2020

Newsletter Delinquencies: Resolved using BimmerLife

Relevant Notes:

1. Discussed reorganizing River City but COVID stopped all efforts
2. Interfaced w/many chapters for multiple reasons
3. Discussions with Heart of Dixie regarding events
4. Discussed Driver Training program w/John Howard – COVID stopped it
5. Interfaced w/Ombudsmen – Wrote letter and sent to RVP's for Distribution  
Received just 2 candidates. Submitted to John Gamel – No Results as of yet, followed up in mid-August again – still waiting on John's results
6. Interfaced w/Heart of Dixie member for M Group / SA region contact
7. Interfaced w/SA Chapters for BimmerLife submissions–Tough but successful
8. Read new CCA docs and attended COVID calls or watched videos afterward
9. Interfaced with everyone as required during 2020

Respectively submitted,  
Dwayne Mosley



Month	Primary	Associate	Total
August 2019	60,853	8,644	<b>69,497</b>
September 2019	61,368	8,774	<b>70,142</b>
October 2019	61,416	8,826	<b>70,242</b>
November 2019	61,513	8,918	<b>70,431</b>
December 2019	63,018	9,032	<b>72,050</b>
January 2020	63,450	9,129	<b>72,579</b>
February 2020	63,364	9,122	<b>72,486</b>
March 2020	63,069	9,128	<b>72,197</b>
April 2020	62,109	9,061	<b>71,170</b>
May 2020	61,506	9,024	<b>70,530</b>
June 2020	60,927	9,024	<b>69,951</b>
July 2020	60,375	8,973	<b>69,348</b>
August 2020	60,145	8,979	<b>69,124</b>



	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec
10+2 (current)	R	R*	BL	R	R	R	R	R*	BL	R	R	R
8+2	R*		BL	R	R	R*		R*	BL	R	R	R
6+2+4	R*	Rdig	BL	R*	Rdig	R*	Rdig	R*	BL	R*	Rdig	R
4+2+6	R*	Rdig	BL	Rdig	R*	Rdig	R*	Rdig	BL	Rdig	R*	Rdig
2+2+8	Rdig	Rdig	BL	Rdig	R*	Rdig	Rdig	Rdig	BL	Rdig	R*	Rdig
2+2+6	R*	Rdig	Rdig	BL		Rdig	R*	Rdig	Rdig	BL		Rdig
2+2+4	R*		Rdig	BL		Rdig	R*		Rdig	BL		Rdig

\* means issue covers more than one month







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Re: September 2020 Board Meeting

## IT Update

### 2020 In Review

This year things have been busy for the IT Department despite the pandemic and lack of events. Since this is my first officially submitted report of 2020, I'll present a timeline of the significant projects grouped by the months in which they were completed, a look to the future, and then describe the year's major projects in detail.

#### January - February

- New Club Racing Website
- Updated O'Fest website
- Birthdate added to chapter report
- Join date changed from most recent reinstatement date to original join date
- With the join date change, I implemented a new way of validating membership qualification for the Member Reward Rebate program
- Released a real-time chapter roster report for chapter representatives
- Created election ballots for the Illini and Houston chapters

#### March - May

- Worked with ACGI on a replacement for our payment processor Chase Paymentech
- Change in payment processor required AA upgrade
  - Upgrade began March 13 and completed May 22
  - 19 critical issues occurred post-upgrade requiring reporting and testing up until September 8
- 2002 Forever, M, and X Chapter
  - Created petitions and signature reports
  - Added 2002 Forever to membership system
- Implemented measures to prevent cost increase on our WordPress sites by moving file storage to Amazon S3

#### June - July

- M and X Chapters added to membership system
- Route email submissions of the Driving and Non-Driving Incident forms to Regional DEC Reps

- Migration away from GoMembers servers
  - implemented new automated monthly reporting system for chapter reports and magazine mailing lists
- Add online viewer for regional BimmerLife editions

### August - September

- Gift Memberships
  - ACGI finished their portion on August 18
  - Then I implemented a gift letter report which went live as a soft launch on September 24
- Worked with Josh Butts of the Tech Committee to implement EWS
- Discovered additional problems with AA upgrade and worked with ACGI to fix them
  - Errors when members renewed their membership if they had multiple chapters
  - Problems in Safari and Chrome when attempting to upload documents to a rebate
- iRacing
  - Assisted Club Racing with:
    - Creating a webpage on the site to advertise iRacing
    - Created streaming keys to broadcast races live on YouTube (which were not used due to concerns over the contract with the race commentators)

### The Rest of 2020 and into 2021

Here are the major projects that are planned for the rest of 2020 and into 2021:

- Upgrade bmwcca.org website to Drupal 9 and apply a new theme
- Update theme on bimmerlife.com
- Complete shutdown of old GoMembers servers and Term Server
  - Cost savings initiative that began with the implementation of the new automated monthly reporting system
- Dealer Incentive Program
- Email metrics reports for CES and National Staff
  - This will allow chapter reps and National Staff to be able to more easily view statistics and details of emails sent through AA
- Implement MS Teams for Staff
- Virtual Garage

### Details of Significant Projects

#### Payment Processor Replacement and AssociationAnywhere Upgrade

Chase Paymentech informed BMW CCA in February that they were terminating their relationship with us. The membership terms we offer were too long for them to feel comfortable with the number of possible chargebacks they could incur should some disaster strike the club. As a result, we had to immediately begin a search for a new payment processor. ACGI informed us that we would need to perform an upgrade to the latest version of AA before changing to a new payment processor. We began the upgrade planning process and kicked off the project on March 18. The project took priority over all others, and required the full attention

of the IT staff. The upgrade was put into production on May 22. However, many critical issues arose post go-live. 19 issues were submitted to ACGI for resolution. Some were only just resolved as recently as September 8.

With the upgrade complete, I turned my focus to working with ACGI on payment processor options. They presented us with two: PayPal and CertelliPay. CertelliPay is ACGI's tightly integrated solution that uses FullSteam, their parent company, as the payment processor. Fullsteam aggregates transactions from multiple customers and processes them through WorldPay.

After getting processing fee quotes from both PayPal and Fullsteam, and completing the PayPal application and receiving approval, BMW CCA staff decided to go with the more recognized name, PayPal. However, ACGI strongly encouraged us to reconsider because CertelliPay has security and useful features that their integration with PayPal does not.

We are approaching our Chase cutoff date of October 19 to complete the implementation. We are working closely with ACGI to ensure that date is met.

### **Gift Memberships**

We once again have a self-service gift membership system on the website! In addition to purchasing a gift membership, there is a place where users can see the gift memberships they've purchased and print a gift letter for the recipient.

### **Automated Monthly Reports**

One of the roadblocks that prevented us from shutting down the servers used by our previous membership system, GoMembers, was the reporting system. Each month since go-live of AA, I would export a snapshot of the data for chapter reports and the publication mailing list. We have now moved the reports and fully automated them. This saves various staff members a significant amount of time each month. Chapter reports are attached and emailed directly to the recipients the chapter has designated.

### **EWS – E-Waiver System**

Josh Butts of the Technology Committee volunteered to create an alternative electronic waiver system. Frank, Josh, and I worked with Ryan Staub at Lockton to ensure the underwriters would approve the system. We got the OK and Josh implemented a very easy to use system. It will allow participants to snap a photo of themselves, sign the waiver with their finger or mouse, and send the completed waiver to them via email. The COVID-19 waiver is included. Josh is in the process of making it optional. The system is in a soft launch currently. The Tejas and Tarheel chapters will be actively testing it with live events. Tejas has already completed one event with it and processed about 160 signatures with only one issue. And that issue was with the participant's phone, not the EWS. We look forward to rolling it out to all chapters later this year!

## Foundation

As of September 11, 458 hours have been spent on Foundation projects this year:

- Changed website to S3 storage to avoid overage charges with hosting provider
- Street Survival Website
  - Imported old coaches to TRSS Coach Database per Tim
  - Updated layout of TRSS Schedule by state
  - Added page of past schools with rolling past calendar year of classes
  - COVID-19 Notice added to Street Survival Website and updated regularly
  - Added daily processes to update and remove cancelled classes from the TRSS schedule and queue of reminder emails
- TRSS Surveys plugin
  - Converted original survey questions to Likert format
  - Automated emails to class registrars with survey links
  - QR Codes in the emails are used by parents and students to link to surveys
  - Results of surveys are recorded by TRSS website via Survey Monkey API
  - Reports are presented on individualized pages for each class
- Coach redeem add-on
  - Once a year coaches notified with automated email
  - Email links to custom page where coach can update address and info if needed
  - Will help keep coach contact info current and whether active or not
- BMW CCA Foundation Website
  - Added signup gateway to collect email of users wishing to see Car exhibits on website
  - Assembled Ambassador Tool-kit and added to main menu
  - Provided Neil with access to and reports of Website Analytics
- Event Scheduler plugin
  - Integration with Stripe to accept Credit Card transactions
  - Automated email to ticket purchaser with registration details upon purchase
- Exhibit Galleries plugin
  - Exhibits listed on pages showing current exhibit and all previous exhibits by title and image
  - Each Exhibit is shown on its own individual page with links to each of its galleries
  - Link to Purchase Exhibit book is shown as last link in each gallery list
- Exhibit Sponsors add-on
  - Add Sponsors with name and logo
  - Sponsor can be assigned to one or more exhibits
  - Exhibits now list sponsors at the bottom of their pages
- BMW CCA Foundation Store Website
  - Added FlipBook previews for Exhibits Books to Store Website
- Office Support
  - Online Audio Tour set up with QR codes added to stanchions for each car
  - Recovered BMW CCA Foundation Official YouTube Account
  - Completed Annual PCI - Compliance

## Chapter Email Service Usage

The following chapters have been configured to use the CES:

CHAPTER	MESSAGES SENT
2002 Forever Chapter	9
Boston Chapter	33
Central California Chapter	16
Inland Empire Chapter	15
Michiana Chapter	6
Puget Sound Chapter	4
Sunbelt Chapter	12
Tarheel Chapter	23

Respectfully submitted,



Stephen Elliott  
Director of Information Technology  
BMW Car Club of America

