

**BMW Car Club of America  
Board Conference Call  
April 20, 2021**

**Tuesday, April 20, 2021**

**1. Call to Order**

The conference call was called to order by President Eddy Funahashi at 7:03 PM EST.

**2. Attendees**

**Board Members:** Eddy Funahashi, President; Lou Ann Shirk, Executive Vice President; Darlene Doran, Secretary; Brian Thomason, Treasurer; David Brighton, North Central RVP; Jeff Gomon, Central RVP; Jeff Caldwell, North Atlantic RVP; Simone Harrison, South Atlantic RVP and Jeff Cowan, Pacific RVP.

**National Office and Roundel:** Frank Patek, Executive Director; Heather Tollison, Director of Financial Operations; Len Rayburn, Creative Director; Edward Tamsberg, Director of IT; and Chris Hennecy, Director of Marketing

**Chairs:** Steve Stepanian, DEC; and Scott Reiman, Club Race

**3. *Update***

**Driving Events**

Steve Stepanian reports the Driving Events Committee, at the request of the Board of Directors has provided recommendations regarding in-car instruction for all BMW CCA held/managed events. Below are the committee's recommendations.

Based upon both the information shared and the current CDC guidelines available, the Committee members unanimously recommend to the Board of Directors that the following policy be adopted regarding ALL driving events/programs:

1. Chapters MUST comply with, and adhere to, ALL Federal, State and local mandates, as well as conform to all specific facility requirements in force at the time of the event.
2. Chapters are allowed to use in-car instruction or have other dual-occupant driving events when both participants in the car have been fully vaccinated and are at least 14 days post final vaccination unless they received the Johnson & Johnson vaccine. Should that be the case, they must be at least 28 days post vaccination.
3. Chapters are required to both obtain and retain proof of the vaccination status of all participants who claim to meet the vaccination criteria. Ideally, the document should be uploaded to the participant's registration page; however, a photograph or photocopy of the document would be acceptable. (The BMW CCA is not a healthcare service provider to the individual, so HIPAA codes do not apply to here)
4. Chapters shall use unique and easily identifiable wristbands for ALL parties that meet the vaccination requirements.

**BMW CCA ANNUAL Meeting  
Greer, South Carolina  
Saturday, March 30, 2019**

***Minutes***

**1. *Call to Order***

The meeting was called to order by President Steve Johnson at 4:52 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; Lou Ann Shirk, Outgoing North Atlantic RVP; Jeff Caldwell, New Jersey Chapter, North Atlantic RVP Elect; Dwayne Mosley, South Atlantic RVP; Jeff Gomon, South Central RVP and Jeff Cowan, Pacific RVP

**National Office and Roundel:** Frank Patek, Executive Director; Lindsey Branston, Director of Financial Operations; Chris Hennecy, Director of Corporate Relations; Stephen Elliott, IT Director; Len Rayburn, Creative Director; and Michael Slaff, *Roundel* Advertising.

**BimmerLife:** David Rose, Sandlapper Chapter and Alex Tock, San Diego Chapter.

**Guests:** Michael Washington, Smoky Mountain Chapter; Barbara Adams, Windy City Chapter; Larry Schettel, Windy City Chapter; Wendie Martin, Oregon Chapter; and Dohn Roush, Buckeye Chapter.

**3. *Minutes***

The minutes of the 2018 Annual Meeting were approved at the Annual Board Meeting on March 30, 2019.

**Motion:** Steve Johnson made a motion to approve the 2018 Annual Meeting minutes, Dwayne Mosley seconded the motion. Motion passes unanimously.

**4. *Treasurer's Report***

Brian Thomason presented the Report of Treasury and reported 2018 ended with \$4,866,463.00 expenses in excess of income and Member Equity of \$1,620,329.00.

**5. *Membership Report***

Frank Patek, II BMW CCA Executive Director reported that membership as of the end of February was 65,665.

**6. *President's Report***

- President Steve Johnson reports

- ◆ BMW CCA membership is declining
- ◆ 2018 expenses were in excess of revenue
- ◆ We are very fortunate to have the hard working and dedicated staff at our National office and we sincerely thank them all.

## **7. Certification of National Election Results**

### **Treasurer**

Brian Thomason – Uncontested vote

### **Pacific Regional Vice President**

Jeff Cowan – Uncontested vote

### **North Atlantic Regional Vice President**

Lou Ann Shirk – 516

Jeff Caldwell - 593

## **8. Installation of New Officers**

President Steve Johnson welcomed back Brian Thomason, Treasurer and Jeff Cowan, Pacific RVP and welcomed Jeff Caldwell, North Atlantic RVP of the BMW CCA.

### **Appointment of National Service Officers**

President Steve Johnson announced the appointment of the 2019 National Service Officers as follows:

#### **Technical Service Advisors**

Carl O. Nelson - Chair

Jennifer Morgan

Robert Charlson

Paul Muskopf

Brett Hurless

Dan Patzer

Oscar Velez

**Motion:** Brian Thomason moved to approve the appointment of the 2019 Technical Service Officers. Motion was seconded by Tim Beechuk. Motion passes 9-0.

#### **BMW CCA Ombudsmen**

John Gamel - Chair

Barry Kleckner

David Levin

**Motion:** Tim Beechuk moved to approve the appointment of the 2019 Ombudsmen Officers. Motion was seconded by Dwayne Mosley. Motion passes 9-0

#### **Driving Events Committee**

Steve Stepanian - Chair

Bill O'Neill – North Atlantic

Scott Meyer – South Atlantic

Steve Stepanian – Pacific Region

Bruce Heersink – South Central

Fred Bell – North Central

Tim Beechuk - Board Liaison

**Motion:** Steve Johnson moved to approve the appointment of the 2019 Driving Events Committee. Motion was seconded by Eddy Funahashi. Motion passes 9-0

***Recognition Committee***

Ian Branston – Chair  
Joe Vernon – Pacific Region  
Leann Stokes – South Central Region  
M. L. Hillard – North Central Region  
Leslie Moyer – South Atlantic Region  
Ian Branston – North Atlantic

**Motion:** Steve Johnson moved to approve the appointment of the 2019 Recognition Committee. Motion was seconded by Jeff Cowan. Motion passes 9-0.

***Tech Committee***

Ian Dunn- Chair  
Athena Brekke  
Alex Casey  
Josh Butts

**Motion:** Steve Johnson moved to approve the appointment of the 2019 Tech Committee. Motion was seconded by Darlene Doran. Motion passes unanimously

***Club Race***

Scott Blazey

**Motion:** Steve Johnson made a motion to not appoint Gary Davis as the 2019 Club Race Chair, but have Scott Blazey serve as interim until one is appointed. Motion was seconded by Dwayne Mosley. Motion passes 9-0.

***9. Resolution to change bank records to reflect current officers (if applicable)***

None Required

***10. Designation of location and time for 2020 Annual Meeting***

First or Second Quarter 2020 – with no specific date or location

***11. Adjournment at 5:30 PM EST***

**Motion:** Tim Beechuk moved to adjourn the Annual Meeting and Jeff Cowan seconded the motion. Motion passes unanimously.

**BMW Car Club of America, Inc.**  
**Balance Sheet**  
As of December 31, 2020

	Dec 31, 20
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Bill.com Money Out Clearing	-436.75
1000 · Cash	
1024.01 · South State Bank	
1024SA · Tax Set Aside for Char. Purp.	51,461.00
1024.01 · South State Bank - Other	1,260,383.29
Total 1024.01 · South State Bank	1,311,844.29
1024.02 · South State MM	1,003,776.74
1050 · Petty Cash	225.00
Total 1000 · Cash	2,315,846.03
1030 · FSA (South State Bank)	8,615.01
1040 · PayPal	24,883.96
Total Checking/Savings	2,348,908.25
<b>Accounts Receivable</b>	
1100.01 · Accounts Receivable	
1140 · Club Racing	750.00
1199.01 · Other	-51,071.76
1100.01 · Accounts Receivable - Other	60,302.39
Total 1100.01 · Accounts Receivable	9,980.63
Total Accounts Receivable	9,980.63
<b>Other Current Assets</b>	
1200 · Investments	
1205 · Merrill Lynch	56,941.82
1210 · State Street Research Fund	39,072.32
1810 · Investment - BMW AG	43,972.52
Total 1200 · Investments	139,986.66
1250 · Club Race PF GC	1,500.00
1300.01 · Inventory	
1305.01 · Club Logo Merchandise	
1305.96 · Club Racing Logo Merch	12,904.33
1305.01 · Club Logo Merchandise - Other	131,516.17
Total 1305.01 · Club Logo Merchandise	144,420.50
1306.00 · Promotional Merchandise	1,061.24
Total 1300.01 · Inventory	145,481.74
1400.01 · Prepaid Expenses	
1405 · Prepaid Insurance	21,624.37
1411 · State Prepaid Taxes	3,135.00
1412 · Prepaid Event Expense	
1412.05 · Prepaid Ofest Event Exp	4,840.49
1412.96 · Prepaid Club Racing Event Exp	612.11
1412 · Prepaid Event Expense - Other	16,156.36
Total 1412 · Prepaid Event Expense	21,608.96
1415 · Other Prepaid Expenses	8,215.41
1400.01 · Prepaid Expenses - Other	20,038.57
Total 1400.01 · Prepaid Expenses	74,622.31
Total Other Current Assets	361,590.71
<b>Total Current Assets</b>	2,720,479.59
<b>Fixed Assets</b>	
1500 · Fixed Assets	
1501 · Land	600,000.00
1505 · Building	1,215,645.44
1505a · Building Improvements	512,303.48

**BMW Car Club of America, Inc.**  
**Balance Sheet**  
**As of December 31, 2020**

	<b>Dec 31, 20</b>
1510 · Equipment	157,263.10
1515 · Furniture & Fixtures	13,410.50
1520 · Database	238,699.07
1599 · Fixed Assets in Progress	
1599.01 · Construction in Progress	5,600.00
<b>Total 1599 · Fixed Assets in Progress</b>	<b>5,600.00</b>
<b>Total 1500 · Fixed Assets</b>	<b>2,742,921.59</b>
1550 · Accumulated Depreciation	
1555 · Accum. Depr. - Building	-88,410.48
1555a · Building Improvements Accum.Dep	-40,700.41
1560 · Accum. Depr. - Equipment	-126,069.08
1565 · Accum. Depr. - Furn. & Fixt.	-1,775.33
1570 · Accum. Depreciation - Database	-107,414.37
<b>Total 1550 · Accumulated Depreciation</b>	<b>-364,369.67</b>
<b>Total Fixed Assets</b>	<b>2,378,551.92</b>
<b>Other Assets</b>	
1700 · Certificates of Deposit	
1700.01 · Chelsea Financial Accr.Interest	440,477.73
1702 · CD - AMEX	235,000.00
1714 · CD - Southern First H. Fisher	2,272.59
<b>Total 1700 · Certificates of Deposit</b>	<b>677,750.32</b>
1999 · FSA funds held at Data Path	1,500.00
<b>Total Other Assets</b>	<b>679,250.32</b>
<b>TOTAL ASSETS</b>	<b>5,778,281.83</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000.01 · Accounts Payable	52,680.76
<b>Total Accounts Payable</b>	<b>52,680.76</b>
<b>Other Current Liabilities</b>	
2100.01 · Deferred Revenues	
2105.01 · Deferred Membership Dues	4,341,317.71
2110.01 · Deferred Mailing Fees	24,691.19
2120 · Deferred sponsorship revenue	82,000.00
2125 · Deferred Oktoberfest Spon. Rev.	102,500.00
2126 · Deferred Event Reg Rev	49,259.00
2170 · Deferred Revenues-Dealerships	
2170.01 · Def Rev-Dealerships-Northwest	1,988.00
2170.08 · Def-Rev BMW of Mobile	2,244.00
2170.09 · Def Rev BMW of Akron	3,654.00
2170.10 · Def Rev Critz BMW	882.00
2170.12 · Def Rev-BMW of Lincoln	102.00
<b>Total 2170 · Deferred Revenues-Dealerships</b>	<b>8,870.00</b>
<b>Total 2100.01 · Deferred Revenues</b>	<b>4,608,637.90</b>
2101 · Payroll Liabilities	
2102 · Accrued Vacation and Comp Time	52,404.12
<b>Total 2101 · Payroll Liabilities</b>	<b>52,404.12</b>
2200 · Payroll Tax Liabilities	
2205 · Withheld Income Taxes	697.34
<b>Total 2200 · Payroll Tax Liabilities</b>	<b>697.34</b>
2201.01 · Sales Tax Payable	550.21
2280 · Payroll Benefits Withheld	453.42
2300.01 · Deposits	

5:37 PM  
03/23/21  
Accrual Basis

**BMW Car Club of America, Inc.**  
**Balance Sheet**  
**As of December 31, 2020**

	<b>Dec 31, 20</b>
2398 · BMW NA Corral Deposits	15,000.00
<b>Total 2300.01 · Deposits</b>	<b>15,000.00</b>
2400 · Accrued Expenses	
2420.01 · Accrued Membership Bucks Pay.	5,251.58
2430 · Accrued Set-Aside	51,461.00
2400 · Accrued Expenses - Other	-19,165.72
<b>Total 2400 · Accrued Expenses</b>	<b>37,546.86</b>
2601 · FSA Funds Held for Employees	5,174.73
<b>Total Other Current Liabilities</b>	<b>4,720,464.58</b>
<b>Total Current Liabilities</b>	<b>4,773,145.34</b>
<b>Total Liabilities</b>	<b>4,773,145.34</b>
<b>Equity</b>	
3001 · Opening Bal Equity	1,164,528.76
3900 · Retained Earnings	-127,760.84
Net Income	-31,631.43
<b>Total Equity</b>	<b>1,005,136.49</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>5,778,281.83</b>

**BMW Car Club of America, Inc.**  
**Profit & Loss**  
**January through December 2020**

	Jan - Dec 20
Ordinary Income/Expense	
Income	
4000 · Revenues	
4005 · Membership Dues	
4005.00 · Membership Dues	2,966,590.95
4005.01 · Promotion Discounts	0.00
4005.96 · Club Race License	25,175.00
Total 4005 · Membership Dues	2,991,765.95
4010.07 · First Class & Air Mail Revenue	9,842.07
4015.07 · Classified Advertising Revenue	8,815.00
4020.07 · Commercial Print Adv Revenue	481,292.47
4021.07 · Online Roundel Advertising Rev	43,275.00
4022.07 · Web-site Advert. Revenue	14,185.00
4025.07 · Reprints Revenue	2,083.70
4030.01 · Merchandise Sales	
4030.96 · Club Racing Merch Sales	3,176.27
4030.01 · Merchandise Sales - Other	164,858.22
Total 4030.01 · Merchandise Sales	168,034.49
4035 · Royalty Income	
4035.02 · Medjet Assistance Royalty	266.06
4035.06 · PartnerShip LLC	138.23
4035.07 · Nationwide Royalty Income	16,000.00
Total 4035 · Royalty Income	16,404.29
4040.08 · Net Raffle Income	663,163.19
4045.01 · Registrations	
4045.02 · MX1 Registration	0.00
4045.96 · Club Racing Registration	41,695.00
4076.01 · Other Event Revenues	
4076.96 · Club Racing Other Event	-78.75
4076.01 · Other Event Revenues - Other	0.00
Total 4076.01 · Other Event Revenues	-78.75
4045.01 · Registrations - Other	26,070.00
Total 4045.01 · Registrations	67,686.25
4050.01 · Sponsorship	
4050.05 · Oktoberfest Sponsorships	4,500.00
4050.06 · Festorics Sponsorship	0.00
4050.07 · Legends Sponsorship	0.00
4050.96 · Club Racing Sponsorship	96,475.00
4050.01 · Sponsorship - Other	25,000.00
Total 4050.01 · Sponsorship	125,975.00
4055.01 · List Rentals	4,000.00
4090.01 · Other Revenues	
4092 · Administration Services Income	258,270.71
4093 · Rental Income	33,499.93
Total 4090.01 · Other Revenues	291,770.64
4095 · SC Sales Tax Income	
4095.00 · SC Sales & Use Tax Discount	33.97
Total 4095 · SC Sales Tax Income	33.97
4099.01 · Default Income	-2,920.55
Total 4000 · Revenues	4,885,406.47
Total Income	4,885,406.47
Cost of Goods Sold	
5000.01 · Direct Costs	
5005.00 · Chapter Dues Rebates	
5005.01 · Chapter Dues Rebates Forfeited	-2,866.66
5005.00 · Chapter Dues Rebates - Other	978,882.67



**BMW Car Club of America, Inc.**  
**Profit & Loss**  
January through December 2020

	Jan - Dec 20
Total 5005.00 · Chapter Dues Rebates	976,016.01
5010.01 · Cost of Merchandise Sold	
5010.96 · Club Racing Cost of Goods Sold	-392.88
5010.01 · Cost of Merchandise Sold - Other	135,824.25
Total 5010.01 · Cost of Merchandise Sold	135,431.37
5016.07 · Roundel Advertising Rep	88,173.98
5020.01 · Credit Card Fees	132,060.96
Total 5000.01 · Direct Costs	1,331,682.32
Total COGS	1,331,682.32
Gross Profit	3,553,724.15
Expense	
6003.00 · Membership Buck Incentive Exp.	46,550.84
6005 · Salaries & Wages	1,031,829.78
6006 · Payroll Taxes	84,895.06
6007 · Employee Fringe Benefits	185,817.71
6008 · 401(k) Match	38,417.31
6010 · Outside Contractors	
6014.07 · Roundel Staff	
6011.07 · Roundel Editor-in-Chief	130,800.00
6013.07 · Roundel Design	112,999.96
Total 6014.07 · Roundel Staff	243,799.96
6015 · Writers	185,125.17
6017 · Computer Services	184,754.67
6018.11 · Web Page Services	984.00
6021 · Design-Other	5,428.44
6010 · Outside Contractors - Other	38,391.84
Total 6010 · Outside Contractors	658,484.08
6022 · Raffle Expenses	17,574.32
6025 · Printing	
6025E · Electronic Roundel Publishing	8,544.00
6025 · Printing - Other	395,446.99
Total 6025 · Printing	403,990.99
6026 · Postage	
6026.01 · Postage-ACGI	-7,485.68
6026.96 · Club Racing Postage	5,527.17
6026 · Postage - Other	492,819.76
Total 6026 · Postage	490,861.25
6030 · Telephone/Internet	23,731.31
6035 · Utilities	15,116.84
6040 · Travel & Entertainment	
6040ME · Travel (Meals & Entertainment)	2,617.98
6041 · Meetings	
6041ME · Meetings (Meals & Ent.)	4,545.99
6041 · Meetings - Other	19,429.54
Total 6041 · Meetings	23,975.53
6043.01 · RVP Travel	
6043ME · RVP Travel (Meals & Ent.)	29.21
6043.01 · RVP Travel - Other	905.86
Total 6043.01 · RVP Travel	935.07
6046.01 · Employee/Member Goodwill	
6046.02 · Employee Clothing Allowance	1,435.12
6046ME · Empl/Mbr Goodwill (Meals & Ent)	5,301.00
6046.01 · Employee/Member Goodwill - Other	10,866.70
Total 6046.01 · Employee/Member Goodwill	17,602.82

**BMW Car Club of America, Inc.**  
**Profit & Loss**  
**January through December 2020**

	Jan - Dec 20
6048.00 · Chapter Goodwill	2,523.86
6049.96 · Tech Steward	3,845.36
6052.96 · T&S Steward	
6052ME · T&S Steward (Meals & Ent.)	37.64
6052.96 · T&S Steward - Other	3,560.85
Total 6052.96 · T&S Steward	3,598.49
6053.96 · Race Chairman	324.80
6057.96 · Comp Steward	5,509.81
6061.96 · CR Instructor	847.88
6040 · Travel & Entertainment - Other	8,815.83
Total 6040 · Travel & Entertainment	70,597.43
6050 · Office Supplies and Expenses	23,778.37
6051 · Printed Business Supplies	25,007.16
6055 · Insurance	
6055.01 · Insurance Chapter Checks	-162,913.33
6055.02 · Chapter D&O Ins Payments	10,350.00
6055 · Insurance - Other	168,506.22
Total 6055 · Insurance	15,942.89
6059 · Marketing	
6059E · Marketing Events	167.64
6059 · Marketing - Other	39,292.16
Total 6059 · Marketing	39,459.80
6060 · Computer Software	23,455.56
6065 · Training & Education	0.00
6070 · Dues & Subscriptions	685.98
6075 · Legal Expenses	28,584.54
6076.01 · Accounting Expenses	5,670.38
6080 · Service Contracts	8,474.95
6085 · Occupancy Expenses	
6086 · Real Estate Taxes	59,002.51
6088 · Building Maintenance & Repairs	52,371.37
6085 · Occupancy Expenses - Other	5,445.00
Total 6085 · Occupancy Expenses	116,818.88
6090.01 · Bank Charges	5,283.00
6095 · Equipment Leases	11,349.12
6100.01 · RVP Discretionary Funds	3,670.00
6105 · Event Expense	
6105.02 · Event Expense MX1	168.82
6105.05 · Event Expense O'Fest	13,022.59
6105.06 · Festorics Event Expense	595.00
6105ME · Event Expense Meals	32,178.43
6106.06 · Legends of the Auto. Event Exp.	6,845.90
6105 · Event Expense - Other	80,173.67
Total 6105 · Event Expense	132,984.41
6110 · Awards	
6110.96 · CR Trophies	5,228.87
6110 · Awards - Other	1,442.66
Total 6110 · Awards	6,671.53
6205 · Other Expenses	6,000.00
6500 · Chapter Incentives & Rebates	
6515.00 · Dealer Drive Program	210.00
Total 6500 · Chapter Incentives & Rebates	210.00
6700 · Charitable Contributions	
6700.00 · Charitable Contr Set-aside	2,102.00
6702 · Foundation Contribution in kind	19,128.00
Total 6700 · Charitable Contributions	21,230.00
6805 · Depreciation Expense	127,458.83

5:35 PM  
03/23/21  
Accrual Basis

**BMW Car Club of America, Inc.**  
**Profit & Loss**  
January through December 2020

	Jan - Dec 20
6810 · Bad Debt Expense	6,000.00
Total Expense	3,676,602.32
Net Ordinary Income	-122,878.17
Other Income/Expense	
Other Income	
7000 · Other Income	
7005 · Interest Income	20,227.25
7010 · Dividend Income	1,003.22
7030 · Unrealized Gain on Investment	5,697.78
7040 · (Gain)/Loss on Currency	-49.84
7050 · Tax Refund	64.28
7060 · CARES Retention Credit	79,808.13
7070 · Litigation Settlement	3,000.00
Total 7000 · Other Income	109,750.82
Total Other Income	109,750.82
Other Expense	
8000 · Other Expense	
8005 · Investment Advisory Fees	515.00
8050 · Federal Income Taxes	12,788.66
8070 · Licenses and Fees	5,200.42
8000 · Other Expense - Other	0.00
Total 8000 · Other Expense	18,504.08
Total Other Expense	18,504.08
Net Other Income	91,246.74
Net Income	-31,631.43

**BMW Car Club of America**  
**Board Conference Call**  
**April 20, 2021**

5. On the Chapter's event & registration pages for any dual-occupant driving events, the Chapter shall make it VERY clear to all participants that in-car instruction is completely optional to them and they are free to decline having someone else in their car. So that the participant's choice regarding this is both made clear to the Chapter and documented, Chapters shall have an "Opt-In/Opt-Out" choice on the registration page/form for in-car instructional.
6. Chapters may allow people of the same household to be within the same vehicle for instruction regardless of their vaccination status. The parties must be currently cohabitating and are lodging together while attending the event.
7. Social distancing at a minimum of 6 ft. and the use of masks worn over both the nose and mouth are still required of all parties when out of the car.
8. Individuals who do not meet the vaccination criteria are not allowed to be in-car with another individual, vaccinated or not, except in the situation described in #6. Chapters shall not make any agreement with participants to waive liability to contravene this requirement.

The DEC members also recommend the following be conveyed to the Chapters as information items:

- Chapters should consider special wristbands for participants that both qualify and have "opt'd in" for In-car instruction.
- Chapters should consider the possibility of the sharing of a car between 2 participants and the complications that can present. Because of this, Chapters should have an expressed policy and/or contingency plan in place for "shared cars" with drivers that may or may not both be vaccinated.
- Chapters should develop a plan regarding a situation where a participant has opt'd in for in-car instruction but changes their mind at the event or at the last minute. It is highly recommended that Chapters post their policy and any solution they find appropriate regarding this on the registration page, as well as making it known at the instructor's and driver's meeting so everyone is aware of what they can expect should this take place.
- Chapters should have a question on the registration form asking the registrant for Mfg. and the date(s) of each vaccination shot given. They should also be aware that Johnson & Johnson's vaccine only requires one injection. Novavax, Moderna, PfizerBioNTech & Oxford-AstraZeneca require 2 injections. Again, Chapters need to be aware of the different efficacy rates for Johnson & Johnson's vaccine vs. the 2 dose vaccines. (28 vs 14 days, respectively.)
- Chapters should be allowed to determine the method in which they obtain proof of the vaccination status of all participants who claim to meet the vaccination criteria.
- Regardless of the method of verification, the Chapter should create and retain a method of documentation as to how the Chapter verified each person's individual vaccination status. (For example: roster/check list with columns of the Chapter's choice of acceptable methods of satisfaction to be checked off once presented)
- Chapters should be prepared for issues at driving schools with running hybrid groups on track if they plan on running both in-car and lead follow groups within the same session.

**BMW Car Club of America  
Board Conference Call  
April 20, 2021**

- Because of the status of all States can and does vary on a rapid basis, the DEC will be reviewing information and data available on an ongoing basis. That being said, the DEC may have to revise its recommendations as needed and Chapters should be prepared for the possibility of such a change.

**Motion:** Eddy Funahashi made a motion to accept the DEC recommendation as written above. Darlene Doran seconded the motion. Motion passes 9-0

**4. Pittsburgh Vintage Grand Prix**

Frank Patek asks for the board's approval to spend up to \$5,000.00 for the rental of tents, tables, chairs etc. for the Allegheny Chapter at PVGP.

**Motion:** Eddy Funahashi made a motion to allocate up to \$5000.00 necessary to facilitate the PVGP event. Jeff Caldwell seconded the motion. Motion passes 9-0

**5. Chapter Logos**

Len Rayburn reports he will be holding a Webinar with Chapter leadership on April 21 2021. Len has prepared samples for the Webinar and will be answering as many questions as he can. BMW AG has given BMW CCA until the end of 2021 to have all logos in compliance.

**6. Club Race**

Scott Reiman reports VIR was an average event. Road Atlanta was the first event of the season was quite high. CR has 3 years of tracking data of incidents per 1,000 raced. Scott indicated that more than half the field has been spec E46 and they have had their own run group.

**7. Adjourn at 7:47 PM EST**

**Motion:** Eddy Funahashi made a motion to adjourn the conference call at 7:47 PM. Darlene Doran seconded the motion. Motion passes 9-0