

CARS Board Meeting Minutes

Dec 14th 2016

Item	Discussion
1A	<p>Meeting was called to order by John Hall at 7:04 pm EST</p> <p>Attendance included:</p> <p>John Hall (President)</p> <p>Clarke Paynter (Vice President, Atlantic Director)</p> <p>Martin Burnley (Treasurer, RPM Director)</p> <p>Chris Kremer (Rally West Director)</p> <p>Peter Watt (RSO Director)</p> <p>Maxime Méconse-Laroque (RSQ Director)</p> <p>Ross Wood (Organizer Rep)</p> <p>Terry Epp (CRC Series Manager)</p> <p>Jeremy Norris (Competitor Rep)</p> <p>Absent</p> <p>Warren Haywood (Technical Director)</p> <p>We have 5/5 directors making a Quorum at 7:05pm.</p>
2A	<p>A motion was made to adopt the Nov 9th CARS Extended Board meeting minutes</p> <p>The motion was seconded and motion was carried.</p> <p>Minutes of the Nov 9th extended board meeting are approved as presented</p>
1B	<p>Martin discussed the 2016 income, 2017 budget proposal and a three year financial plan</p> <ol style="list-style-type: none">1. The 2016 income statement was presented to the board with a brief explanation of the highlights and major deviations from plan.<ol style="list-style-type: none">a. Total income was over budget. Primarily through the addition of media vest funding from sponsors and the Regions, the sale of TV ad space and the addition of an additional sponsor.b. Total Expenditures were over budget.c. Overall we had surplus revenue which remained below expectations below expectations. However the full effect of the 7th event will not be felt until the 2017 fiscal year since our year closes Nov 30th.2. The treasurer with input from board members has developed a three-year plan to simplify some of the financial transactions and help balance the finances. Key points include:<ol style="list-style-type: none">a. Historically CARS has raised money from sponsors, competitor licenses and sanctioned event permit fees then re-distributed a small portion of these incomes to the clubs, regions and national events. Over the past few years the CARS board has worked hard to help the national events in particular become much more self-sufficient. The single biggest item is the CARS provided media program that has increased the advertising value of the national events significantly. Our vision and goals have driven us towards helping the events be self-sufficient and be able to earn enough money to increase the viability of the events. In order to aid this transition CARS gave two stage side banners to the national events so that they

	<p>could sell them to larger sponsors and increase their revenue stream. Most events have started to make good use of this opportunity and are making significantly more money from the sale of stage side banner advertising as well as increasing revenue streams from local advertisers and supporters generally.</p> <ol style="list-style-type: none"> b. In recent years CARS has had difficulty maintaining the level of sponsorship income required to sustain the re-distribution of funds. This year is a good example as we ran below budget and that is not sustainable, 2017 fiscal year will have the cost of the 7th event in 2016 making the losses greater. The solution is either reduce costs or increase income. Philosophically the concept of CARS taking money from one source and re-distributing to another doesn't make a lot of sense as administering the rebates and transfers also add to the cost. The other solution is to slowly reduce the rebates and transfers all together which is the basis of the three-year plan. In this case the transfers can be replaced with advertising income as in the case of national events or for the regions they can increase their permit, license and membership fees to raise the required funds directly. Ultimately this puts the financial control of the regions and national events back in their hands. c. The three-year plan proposes reducing the fund transfer to national events to \$1000 in 2017 and to \$0 in 2018. However as most organizers have been asking for more consistent implementation of the technical rules we are proposing to add travel costs into the budget for national technical inspection oversight of the event technical inspection teams. The plan also proposes that the \$50 rebate to the regions from club affiliation fees be eliminated in 2018 and that the \$25 rebate to the regions for each competitor license is eliminated in 2019. The plan proposes that media vests should last 2 – 3 years reducing the need to re-purchase each year. In 2019 national event sanction fees would increase to \$1000. We would discontinue the production of most paper copy rulebooks. <p>3. The 2017 Proposed Budget. Martin presented the budget based upon anticipated sponsorship income, media production costs and the items mentioned in the three-year plan. Key items include:</p> <ol style="list-style-type: none"> a. An increase to the hourly rate paid to the office manager b. A \$20 increase in license fees c. No change in insurance levies d. Reduce fund transfers to national events to \$1000 e. Add Travel expenses for Technical Inspection Oversight at national events. f. No increase to sanctioning permit fees g. No increase to affiliation fees <p>The board thanked Martin for the thorough and detailed job he did in producing the plan and 2017 proposed budget. All board members supported the direction. Most indicated that their regions are doing okay financially although Peter noted that RSO would not benefit from the loss of performance rally license fee rebates.</p> <p>Terry reminded us that CARS has a written agreement with ARMS. John will discuss with ARMS what is included and develop a plan forward.</p> <p>Ross indicated that some of the National events are not taking full advantage of the advertising sales and are not raising as much money as other events.</p>
2B	<p>Terry reported on CRC activity.</p> <p>Tall Pines was a good event. The rally had a lot of DNF's because of the poor road conditions especially on Peanut. Overall event ran well. Giving out awards at the podium saved a lot of time and was good.</p> <p>Big White has excellent conditions and superb roads. It did suffer from some scoring issues and protests about chicane penalties. This did hold up the podiums and awards. The chicane was a Rallysafe virtual chicane so once the rallysafe data was presented the scoring decisions were finalized and clear. Terry did comment that the roads were fabulous and no cars were damaged.</p> <p>2017 Perce Neige. Supp regs are up, planning is well under way and the event is designed to</p>

	<p>accommodate 60 cars.</p> <p>Terry has set all dates on the national calendar to include the recce day</p>
3B	<p>Clarke reported on the status of prep for the AGM that will be held in Halifax on Jan 6/7 2017</p> <p>The venue will be the Westin Nova Scotian, rooms are sorted for the meetings. Clarke is working with ARMS to see if they would combine their AGM into the same function. Room rate will be \$109 +tax/night. The banquet will be at Steele Subaru showroom and a Lobster dinner will be served (steak for those not wanting Lobster) Clarke is arranging a shuttle from the hotel to the awards banquet throughout the evening.</p> <p>The ladies at the Legion are providing catering and the cash bar proceeds will go to charity.</p> <p>John reviewed the AGM agenda with the extended board. Ross will review with the organizers the 3-hour organizer meeting agenda to make sure that all are prepared.</p> <p>Martin reviewed the President and Director nominations. The Director nominations will be going out to the clubs shortly.</p> <p>All directors' reports have been submitted to Debbie.</p> <p>Terry will be sending out a couple of invitations to DirtFish and Frontech to attend the awards banquet on January 7th.</p> <p>The board agreed that the NARC calendar for 2017 should include the ARA events only. John will communicate with RA</p> <p>Terry has stewards list started for 2017</p>
1C	<p>John & Terry met with Subaru on November 9th and discussed the 2016 progress and plans for 2017 and beyond. The meeting went well. Subaru are in possession of our proposal. Overall very positive meeting.</p>
2C	<p>Martin has been working with Formula/Bowes to establish a new contract for media supply for the next three years. Discussions are going well. Would like to have agreement in place for the next 3 years before we go to Perce Neige.</p>
3C	<p>John and Martin will be meeting with DirtFish Rally School on Dec 19th to talk about 2016 progress and plans moving forward into 2017. John submitted a proposal to DirtFish on November 19th.</p>
4C	<p>John has submitted a proposal to a new sponsor. Initial discussions have been going well. Hoping to get a firm answer within the next month.</p>
5C	<p>John is meeting with a marketing company in Quebec to discuss possibility of working on our sponsorship search activity.</p>
2E	<p>Rulebooks are at the printers in both En and Fr. Will be available before the AGM weekend. With Big White results the championships and standings can be finalized and included in the printing of the new rulebooks</p>
3E	<p>Martin presented a proposed rule change that would add some clarification to the re-seed order for teams using the restart rules. Generally the board understood the rule request and agreed with the principle proposed. The Admin Rules Committee will adjust the rulebook wording to incorporate the concept.</p>
1F	<p>John reported that the standings had been updated after Big White and the logic that drops the 7th lowest scoring event tested out okay.</p> <p>With Big White being the last event of the season it uncovered a couple of minor calendar glitches, which have been fixed.</p>

	This month the site has received 21,000 page views.
2F	Terry is meeting to finalize the Stewards manual on Dec 19th
1G	John proposed changing this topic from Declining entries, which was the problem definition, originally identified, to Increasing entries, which better reflects what we are trying to do. This will be a topic for discussion with the organizers at the board meeting on Jan 7th
2G	John reviewed the Organizer section of the Jan 7 th board meeting agenda. This is a continuation of last years meeting where we found that having the board and the organizers spend more time together really helped with relationship building and good progress was made on actions. Ross will work with the organizers to prepare for the 3-hour session.
3G	Peter proposed a competitor logbook to track behavior and performance. It was discussed that the mechanism to track private remarks is already in the website competitor database and that Debbie manages that. The board agreed that we don't want paper logbooks but should make sure that the right information is getting to Debbie for entry into the competitor profile... Individual privacy is important when dealing with any personal information.
4G	Max had nothing more to report on the Jaques L'Estage memorial fund
1H	John has drafted an updated 2017 Event Responsibilities agreement. He asked for board input before presenting to the organizers at the Jan 7 th meeting
2H	John reviewed the proposed 2017 goals and asked for any further board input prior to the Jan 7 th meeting.
1J	The next full board meeting will be on Friday January 6 th in Halifax at 7 pm.
2J	A motion was made to adjourn the meeting at 9:26 pm ET. All in favor and meeting adjourned