

CARS Board Meeting Minutes

January 10-11, 2014

Item	Discussion	Action
	<p>Closed Board Meeting January 10, 2014</p>	
	<p>Meeting was called to order by John Hall on January 10, 2014 at 9:15. John Hall (President) Martin Burnley (RPM Director) Secretary/Treasurer Eric Grochowski (RW Director) Jim Morrow (2013 RSO Director) Peter Watt (2014 RSO Director) Ivan Butikofer (RSQ Director) Vice President We have Quorum at 4/5</p>	
	<p>Presidential Elections The nominations were reviewed and President John Hall was welcomed into the 2014 Presidency for his second consecutive term.</p>	
	<p>Board Appointments for 2014 Ivan Butikofer- Vice President Martin Burnley- Secretary/Treasurer</p>	
	<p>Extended Board and Other CARS Support Role Confirmation Terry Epp -CRC Series Manager Keith Morison -Marketing Manager Debbie Dyer -Office Manager Darryl Malone -Technical Director</p>	
	<p>Compensation Compensation for Office Manager, CRC Series Manager and CARS Marketing Manager positions was discussed. Martin made a motion to accept the pre-determined compensation for these positions. Eric seconded the motion. Vote Count 4/4</p>	<p>Motion Carried</p>
	<p>Succession planning The board discussed the need to create a succession plan for some key positions that require a few years of training including the National Series Manager and CARS Marketing Manager roles, each of which are big jobs and crucial to the running of CARS.</p>	<p>John is to work on a succession plan.</p>

	Extended Board Meeting (Closed)	
1A	<p>Meeting was called to order by John Hall on January 10, 2014 at 10:25 am EST</p> <p>Attendance included:</p> <p>John Hall (President)</p> <p>Martin Burnley (RPM Director) Secretary/Treasurer</p> <p>Eric Grochowski (RW Director)</p> <p>Jim Morrow (2013 RSO Director)</p> <p>Peter Watt (2014 RSO Director)</p> <p>Ivan Butikofer (RSQ Director) Vice President</p> <p>Terry Epp (CRC Series Manager)</p> <p>Keith Morison (Marketing Manager)</p> <p>Ross Wood (Organizer Rep)</p> <p>Chris Martin (Competitor Rep)</p> <p>Darryl Malone (Technical Director)</p> <p>Debbie Dyer (Office Manager)</p> <p>Nicki Beverley (Recorder)</p> <p>We have a Quorum 4/5</p>	
2A	<p>Confirmation of the 2014 Extended Board and CARS Support Roles</p> <p>President- John Hall</p> <p>Vice President- Ivan Butikofer (RSQ)</p> <p>Secretary/Treasurer- Martin Burnley (RPM)</p> <p>RSO- Peter Watt</p> <p>Atlantic- Clarke Paynter</p> <p>Rally West- Eric Grochowski</p> <p>CARS Series Manager- Terry Epp</p> <p>CARS Marketing Manager- Keith Morrison</p> <p>CARS Office Manager- Debbie Dyer</p> <p>TRC Chair- Darryl Malone</p> <p>ARC Chair- John Hall</p> <p>Translator- Pierre Racine</p> <p>Medical Delegate- Dr. Labrie</p> <p>Regional Insurance Reviewer- Peter Gulliver</p> <p>Seed List Keeper- George Dewar</p> <p>Discussion was held regarding succession planning for all positions, but in particular key roles such as National Series Manager and CARS Marketing Manager. This will need to be a topic of conversation in ongoing board meetings.</p>	
3A	<p>The minutes were approved as presented for December 10, 2014.</p> <p>Martin made a motion to approve the minutes.</p>	

	Eric seconded the motion. Vote Count 4/4	Motion Carried
1B	2013 Year-end Financial Review Martin reviewed the pre-circulated financials and no concerns or questions were raised.	
2B	2014 Budget The board has previously reviewed the 2014 budget and approved it. Martin provided a brief review of changes to projected income and expenses. No concerns or questions were raised. Martin also provided plans for the insurance fund as well as the newly developed capital expenditures fund. Discussion was held on the potential for increasing income and sponsorship opportunities.	At the next board meeting, deductibles and the insurance policy will be reviewed for clarification of the board.
3B	2014 Membership Fees Club memberships will remain unchanged at \$200 per club.	
4B	2014 License Fees A license will increase from \$190 to \$210 (Regional) and \$260 to \$280 (National). Single event Regional licenses will remain at \$125. Single event National licenses will be \$160. Permits to compete for International competitors will remain at \$50 for Regional with the fee for National at \$75 per event.	
5B	2014 Insurance Levies CARS administers the application of insurance between Events and ASN Canada FIA. It is the Associations objective to remain revenue neutral while providing this service to events, with the retention of a small standing reserve to provide cash flow and to allow for payout on any minor self insured type claims against the events or Association. The budget reflects no gain in 2014, but to reach a breakeven point in 2014, the insurance rates will revert to the 2012 levels i.e. \$120 per car (National), and \$105 (Regional), with Rally Sprint rates remaining unchanged for 2014. Single Road Rallies to remain unchanged.	
6B	2014 Capital Planning Martin has added a section to the budget process for capital planning. This is a place to collect estimated costs for capital items that we would like to purchase. However, any capital spending will be reviewed on an individual item basis for alignment with the stated goals of the organization. They will require individual approval of the board prior to expenditure.	
7B	Elected Board Members and President Year-End Reports RSO- Currently sitting at 8 clubs. The roles of president and CARS director have been separated and took some time to work out the relationship however things are looking well. RSO has been focusing on growth and development for the future, and have been working on keeping their website up to date and starting on social media. For navigational rallies they ran 8 road rallies which were well attended with approx. 18 competitors with a high of 26. They added a touring class, which has been bringing in new competitors. They also ran a rally school and 10 new teams attended. For performance rallies, they have added a tarmac event that has been run a few times in the past and now the OPRC is up to 7	

events. They have a regional seeding system based on a speed factor system and they have found it very useful in the lower seeds where there can be a huge variance between competitors. Organizers now also receive points at events, and they have created an exhibition class. Attendance through all events is down, but this has been noted coast to coast.

RSQ - Ivan has been working hard to help grow the RSQ board, with additional individuals in new roles and Steeve Hobbs as the new President. They have plans to help develop their Rally-X series, update the RSQ website and expand using social media. The national events have seen a drop in participation, however the events were run well and feedback was positive. RSQ has also started an exhibition class.

RW - has found some new roads and some new venues for their performance rallies. Rally-X is very strong and growing with new venues. There is strong interest and a group of people working towards getting involved. With the flooding earlier this year, some of their rally roads were severely damaged and the future was uncertain. However, maintenance and repairs are underway. Within the region, CSCC is the most active club holding most of the TSD events, all the performance events and a healthy Rally-X series. However, they have very few organizers and they are concerned about sustainability. They have a new volunteer coordinator who has been working hard to support the volunteers with food, accommodation subsidy and giveaways.

The board held discussion about the importance of CARS and event organizers increasing the sport's perceived value and protecting the sport's legitimacy by having government officials involved, doing well within the community, and displaying self-policing.

RPM - Currently, the second smallest region in Canada made up of two clubs the WCRA and STSRC. The IRC has decided not to join CARS (or CACC) this year and has taken their club into off-roading. PFR is the flagship national and was previously under supervision. A newly refreshed organizational group is looking towards a brighter future. Entries were down this year, however we are looking forward to an increase for 2014. RPM will be working on developing new organizers and growth moving forward. Big White had a 27-car field and was an amazing event. Rocky was running within the RPM borders and RPM looks forward to working with Rally West. TSDs are very well attended and the Rally-X series is working with new organizers to have new venues.

President - After John's first year as CARS President and having come into the job with no previous board experience, he expressed how the job has been a very steep learning curve that has been assisted big time by an excellent group of extended board members. John is really impressed with the level of expertise and commitment of the board. The CRC went off very well this year with no major incidents. The diverse sport is growing across the country and seems generally healthy. He feels that the drop in numbers will be improved by improved media coverage and exposure of our sport. The organizers group working on the safety guidelines is important work, and gives our events the guidance they need to be professional and safe. Moving through this year, it was important to have a vision and mission document to help keep direction and keep the board moving forward together. John thanks Debbie for all the work that gets done in the CARS office. He is also happy the way the 2WD has turned out.

8B	<p>2013 Commercial and Media Report</p> <p>At the end of last year there was a long discussion about where CARS wants their media to go. At the start of 2013, the premier numbers were up and the broadcasters were happy with the final product. There was a planned deficit in the 2013 media budget. However, spending was not as much as was planned. The 2013 TV episodes will be released one week at a time on YouTube to build hype and build up to the 2014 season.</p>	
9B	<p>2014 Sponsorship</p> <p>Proposals are in hand for two major sponsors, with one of those companies pushing for a new direction of the media that goes hand in hand with the new media company's proposal.</p> <p>Discussion is being held on having a three-year deal with one major sponsor, which would provide security for the sponsorship and continuity for marketing/media.</p> <p>Keith is working with the second major sponsor to fine tune their commitment level for 2014 as there will be some changes from 2013.</p> <p>Keith has been having ongoing discussions with a new national company, and it is looking promising. John and Keith met with the national marketing manager, and things are now in their internal process.</p> <p>Keith has been working on some options to create a "supplied by" sponsorship, which could bring in smaller companies in at a smaller price. He requested any suggestions from the board.</p>	
10B	<p>2014 Marketing</p> <p>Funding is in place for Perce Neige, the agreement with Formula Photographic is in progress and will be signed off shortly. Discussion was held about event organizers having the option to offer TV exposure to two of their event sponsors through signage (2ftx4ft/6 signs in total) to be sent out with the camera crews Two conditions were affixed to the offer: the sponsors could not conflict with the series sponsors and that the value to for each sponsor to the event was approx.. \$7500.</p>	
11B	<p>2014 Contingency Programs</p> <p>Subaru is back for 2014 unchanged.</p>	
Extended Board Meeting (Open)		
10B	<p>2014 Board Introductions</p> <p>President- John Hall</p> <p>Vice President- Ivan Butikofer (RSQ)</p> <p>Secretary/Treasurer- Martin Burnley (RPM)</p> <p>RSO- Peter Watt</p> <p>Atlantic- Clarke Paynter</p> <p>Rally West- Eric Grochowski</p> <p>CARS Series Manager- Terry Epp</p> <p>CARS Marketing Manager- Keith Morrison</p> <p>CARS Office Manager- Debbie Dyer</p>	
20B	<p>2014 Goals</p>	

	<p>The board made some minor wording and changes for clarification. These changes will be made before posting to the CARS website. As this is a living document, changes will be ongoing, tasks completed and new goals added.</p> <p>A suggestion of clarification was made to separate the documents of "rule book changes (bulletins)" and "announcement (CARS announcement)". The board was in agreement with this suggestion.</p>	
30B	<p>Not for Profit Corporations Act Resolutions</p> <p>The board is in approval with the current document and it will be voted on tomorrow at the EGM at 17:15. The process of how the EGM will occur was discussed. 50% of the members must be represented in person or by proxy, with 50% approval to pass.</p>	
40B	<p>2013 CRC Report</p> <p>2013 was a 6-event back end loaded calendar with 2 events operating under close observation and 1 event with a new venue, date and organizer. The entire year ran with no major incidents or injuries and with Subaru and Yokohama as series sponsors. A review was held about low numbers across the country. Two events, PFR and Baie were under supervision, and it was suggested that, due to positive reviews, this supervision be removed.</p> <p>Eric made a motion to remove supervision from Baie and PFR.</p> <p>Ivan seconded the motion</p> <p>Vote Count 4/4</p> <p>Rocky had a new venue, new roads, new organizers, etc. Terry was very positive about the roads, volunteers, facilities, community involvement and telecommunications coverage. Concern was raised about the size of the organization team and suggested that, in order to be successful in the long run, the organizing club and Rally West need to help the two organizers going forward.</p> <p>Tall Pines was an amazing event, and Terry described it as nearly perfect as he has seen in terms of organization and execution.</p> <p>Perce Neige is also growing into a very strong event and has already been working on succession training for their key organizers.</p> <p>Defi ran with some changes being made before and during the event all resulting in the event running on schedule. Concern was raised about the condition of some of the roads.</p> <p>Terry commented that the quality of the course cars across the country has improved. He would like to have a discussion with the board about the required documents from organizers to CARS officials to reduce the workload on organizers and streamline submission.</p>	Motion Carried

50B	<p>2014 Steward Assignments</p> <p>The Perce Neige assignments are set with Victor Sequeria, Luc Piche, and Jean-Francois Guite. Tentative assignments have been assigned for the other 5 events and Terry will contact them for confirmation.</p> <p>Martin made a motion to adopt the proposal for the 2014 stewards, as presented by Terry Epp.</p> <p>Seconded by Ivan</p> <p>Vote Count 4/4</p>	Motion Carried
60B	<p>2014 NARC Plans</p> <p>Discussion was held about mandatory events with RA and how this affects entry into the CARS championship. Keith raised the concern about the promotion of NARC on both sides of the border. A press release will be created to promote the NARC and once approved by RA, it will be posted on social media and on the CARS webpage. The 2014 NARC Schedule is on the CARS webpage and does not include the RA Mount Washington event</p>	Keith is going to draft the press release re: what is NARC/ history
1C	<p>Model Range</p> <p>See proposal for 12.2.4 & 12.2.5 Generation</p> <p>Discussion was held about which current cars this affects in the CARS championship and to provide clarification for the board</p> <p>John suggested that the changes take effect after Perce Neige.</p> <p>Ivan made a motion to adopt the proposal with the suggested changes.</p> <p>Seconded by Eric.</p> <p>Vote Count 4/4</p>	Motion Carried
2C	<p>Use of Studded Tires in CRC National Events</p> <p>The TRC has not had time to review this proposal and will develop a recommendation before the next meeting. Discussion was held about what provinces allow studs and other contributing factors.</p>	TRC to provide an update at the next meeting.
3C	<p>Noise Levels</p> <p>Darryl has been monitoring noise levels across the country and documenting his findings. The rules committee suggested that an addition be made to the current rule to add a maximum of 90 Db on a transit. The board discussed what an appropriate maximum would be as it can be variable between transits depending on the speed. On the ASN website for auto slalom, the max is 96Db.</p> <p>Ivan made a motion to adopt 94 Db maximum on transit measured at 3 meters away.</p> <p>Martin seconded the motion.</p> <p>Vote Count 4/4</p>	Penalty discussed and a decision was made and this should be here too. Motion Carried
4C	<p>Production 4WD Weights</p> <p>Darryl has been weighing production cars throughout the season to see how close they are to the 3350 lbs current CARS rule. The rules committee has not had time to discuss this more in depth and will create suggestions for the next board meeting. The board would like the TRC to review the possibility of one curb weight for all P4WD competitors with exemptions made as required.</p>	TRC to provide an update at the next meeting.

1D	<p>Restarting After DNF</p> <p>The ARC drafted a proposal for re-start after retirement 15.15, as well as additions to 18.1.8, 15.14, and 13.1.1.2. Terry provided an overview of the proposal and discussed why the committee has decided on the time penalties that they did.</p> <p>15.15.1.1 The board discussed the preference of leg vs. section and which would be more beneficial towards the championship and competitors.</p> <p>15.15.2.1 It was suggested that the penalty be even at 5 min for each stage missed vs. a graduated penalty.</p> <p>15.15.2.2 The board would like to see the penalty based off the slowest car in the class. It was also discussed that the penalty time could be based off the slower of the seed or class.</p> <p>18.1.8 The board is generally supportive of this change</p> <p>15.14 There was discussion about what constitutes a DNF</p> <p>13.1.1.2 The board is generally supportive of this change</p>	<p>Ross will follow up at the organizers' meeting to get their opinion, and the ARC will continue to flesh out the details of their proposal.</p>
2D	<p>Rally Cross, Rally Sprint, and Test Day</p> <p>This is currently a work in progress and the ARC will report back when they have more information.</p>	<p>ARC to provide an update at the next meeting.</p>
3D	<p>Request to Change Rules Regarding Single Event Regional Licenses</p> <p>A proposal was made to have a proportional payment system for single event regional licenses. The board reviewed this proposal and decided to not continue with this proposal.</p>	<p>Martin will get back to the individual that requested the change</p>
5D	<p>Speed Factor</p> <p>Peter and Martin have developed a system for speed factors in Canada and it was suggested that they be invited to the admin rules committee to review both the new option and the RA options and discuss their proposals for the board.</p>	<p>ARC to provide an update at the next meeting.</p>
6D	<p>Hot Zone Definition</p> <p>This is still a work in progress and will be presented to the ARC soon.</p>	<p>ARC to provide an update at the next meeting.</p>
1E	<p>Safety Guideline Review Committee</p> <p>This is still a work in progress and will be presented to the board soon.</p>	<p>ARC to provide an update at the next meeting.</p>
2E	<p>Website Development Report</p> <p>This is an ongoing topic, and the board needs to look at the major deficiencies with the existing website.</p>	
4E	<p>Vehicle Tracking</p> <p>Ivan discussed the Spot tracking system, which offers 2-½ minute tracking and has been sponsoring motor cross events. However, the system does not address car-to-car communication problem. It was reviewed that there is no system out there currently that covers as many options as Rallysafe does. Tall Pines has been using an APRS system to track their cars and have been working to help develop their systems. It is worthwhile continuing to explore all options and find what is most practical.</p>	<p>Keith will continue with the investigation of systems.</p>

2H	Adjourn meeting- Martin made a motion to adjourn at 1750 pm EST.	
	Extended Board Meeting (Open) January 11, 2014	
1A	<p>Meeting was called to order by John Hall on January 11, 2014 at 8:03 am EST</p> <p>Attendance included:</p> <p>John Hall (President)</p> <p>Martin Burnley (RPM Director) Secretary/Treasurer</p> <p>Eric Grochowski (RW Director)</p> <p>Jim Morrow (2013 RSO Director)</p> <p>Peter Watt (2014 RSO Director)</p> <p>Ivan Butikofer (RSQ Director) Vice President</p> <p>Terry Epp (CRC Series Manager)</p> <p>Keith Morison (Marketing Manager)</p> <p>Ross Wood (Organizer Rep)</p> <p>Chris Martin (Competitor Rep)</p> <p>Darryl Malone (Technical Director)</p> <p>Debbie Dyer (Office Manager)</p> <p>Nicki Beverley (Recorder)</p> <p>We have a Quorum 4/5</p> <p>Guests:</p> <p>Warwick Patterson (Formula Photographic)</p> <p>Dean Campbell (Formula Photographic)</p> <p>Dan Lachapelle (PFR Organizer)</p> <p>Martin Loveridge (Senior Steward)</p> <p>Bruce Leonard (RSO President)</p>	
	<p>Formula Photographic</p> <p>Dean and Warwick are present for questions. A round table introduction occurred, and the board welcomed them to the CRC.</p>	
1G	<p>CARS Office</p> <p>Debbie was wondering about how to implement unique numbers for single event licenses/international competitors for usage in the future speed factor system, or future possible scoring database (which requires each competitor to have a unique identifier number). Terry reviewed how Linda has maintained the identifier system in the past. It was suggested that there are no drawbacks for continuing with a sequential numbering system and all permit holders will receive a CARS number.</p> <p>Debbie currently has 2-3 years of paper versions of the CARS license in stock and would like the board to think about physical licenses in the future.</p> <p>Confidentiality agreements are good for 5 years since the date of signing.</p>	

	<p>Debbie has a bunch of odd sized numbers sitting back at the office and has been selling them off at 10 cents a number. However, she has run out of 4's. Debbie will send the numbers to RPM for usage in their rally-cross series.</p> <p>Debbie is currently using her personal backup drive and would like the board to advise where they would like all the CARS documents backed-up. The board would like her to investigate a cloud service, which would provide back-up automatically.</p> <p>Debbie requested clarification on what the cutoff timeframe is for non-current license holders to still receive bulletins. The board was in agreement to leave everyone on the mailing list until their emails bounce back or request to be removed from the list.</p> <p>There is currently a storage locker filled with CARS historical documents and memorabilia in Georgetown and CARS goal is to have it all digitized. Debbie has investigated and there is a cheaper locker available in Turner Valley. Debbie's son is also part of a digitization club and they are looking for projects. Since there are 2-3 pallets of paper, someone will need to look through all the papers to decide what needs to be digitized and what not.</p> <p>Bruce offered to store 2 pallets of boxes in their warehouse for no fee, which would allow CARS enough time to look at their options for digitization. It was also suggested that the cost of professional digitization cost be looked at.</p> <p>A decision to accept Bruce's offer was made and Debbie is to facilitate the arrangement.</p> <p>Debbie has the new CARS podium in her garage and she will look around for a large hockey bag to store the equipment in.</p> <p>Debbie requested volunteers to help collect tickets tonight, and many people offered.</p> <p>Debbie wanted the board to be advised that visa letters for drivers out of the Republic of Georgia, and Jordan have been written. Also an inquiry from New Zealand</p> <p>Terry would like to know if the older copies of the rulebook are archived and if the 2013 rulebook links still in place. It was discovered that the 2013 link is not active. However, the route book is still available when searched for in the archive files.</p>	
	<p>Electric fuel pumps in the fueling area</p> <p>Ivan proposed an exemption for a company (with Gov't permit) in Quebec to use a professional, electric fuel pump in the fueling area. It was suggested that "licensed commercial fuel distributors are exempt" be added to the rulebook. However, the board decided to continue with exemptions as the situations arise.</p> <p>Ivan requested an exemption to the 15.9.9 rule be made for LCS Competition.</p> <p>Martin seconded the exemption.</p> <p>Vote Count 4/4</p>	<p>Exemption Carried</p>

	<p>Organizer Supplied Notes Exemption RSQ</p> <p>13.3.13 The Rulebook states that, if the organizer supplies notes, that they must get permission from CARS by providing who is making the notes and method of preparation. Since RSQ has had the same crew making their notes for the last few years, they requested an exemption to this rule.</p> <p>Vote 4/4</p> <p>Use of Stage Road within 60 days of event RSQ</p> <p>17.8.1 Practicing on stage 60 days before an event</p> <p>It was determined by the board that CRQ, to conduct a shakedown on a portion of a stage, does not require an exemption.</p> <p>Vote 4/4</p>	<p>Exemption Carried ARC will review 13.3.13</p> <p>Exemption carried</p>
	<p>Darryl will be sending an email to board members re: Log Books</p> <p>Debbie discussed the use of Interac, E-Transfers and Visa Swipe Pads and the potential use within CARS.</p> <p>Discussion re 2014/2015 meeting location with the cost and travel difficulties that could arise. The board would like feed back from the organizers and competitors.</p>	
1H	Next Meeting will be Jan 29 th 2014	
2H	Adjourn Meeting at 9:28 am	