CARS Board Meeting Minutes
May 4th 2015

Item	Discussion
1A	Meeting was called to order by John Hall at 7:10 pm EST Attendance included: John Hall (President) Eric Grochowski (Rally West Director) Peter Watt (RSO Director) Martin Burnley (Treasurer, RPM Director) Maxime Méconse-Laroque (RSQ Director) Absent: Clarke Paynter (Vice President, Atlantic Director) We have 4/5 directors making a Quorum.
2F	Website Development The website development that is currently being done by Boris Djordjevic and his people at Frontech Solutions in conjunction with John and the board has reached a point that requires the board to determine the next steps. John & Boris with numerous inputs from various stakeholders have worked since January to develop a full understanding of the what would be required by CARS allowing Boris to develop a detailed estimate for the scope of work. The estimate is broken down into three phases. Phase 1 includes the installation and setup of a new server and web system also covering search engine optimization. The main part of this phase would be the redesign and implementation of a new styled website, initial content management generation, integration with social networks, video and picture gallery sub system integration, email service setup and home page improvement with weather forecast plugin and dynamic current/upcoming events widget. Phase 2 would cover the advanced user management and administration features for entities involved in the sport, with pending lists and approval processes. Phase 3 would introduce secure online payment system where customers would be able to buy goods online and allow users to manage item catalogues. The online payment system would also be used for online event registration, license and pending approval administration system. The board supported the cost estimate for Phases 1 & 2 which would take approx. 4 months to bring to completion. The question John posed to the board was could we sole source this and ask Frontech to proceed or do we need to write an RFP and go to multiple vendors? The board discussed the pros and cons, a significant benefit of sole sourcing the project from Frontech is that John can act as the Project Manager for CARS and is close to the Frontech office meaning that we can stay close to the development work at no cost to CARS. The board also discussed the difficulty of repeating the 4 months of development work already done with Frontech at no cost to CARS. Then the process of writing a detailed RFP that includes all of this knowledge… The board agreed that the best path forward would be to continue our relationship with Frontech

	Solutions and sole source their services.
	We do have a few questions of Boris including;
	How long will a new website last before we have to do this again or is this the sort of system that can be refreshed on some frequency?
	Will we be able to get long-term support if Frontech went away, is the technology easily transferrable?
	A motion was made to give John the authority to enter into a negotiation on a sole supplier basis with Frontech Solutions for the development of a CRC/CARS website development to Phase 2 with a cost in alignment with the estimate. Funding is approved immediately for the initial design and implementation that is to be presented to the board for approval and sign off, prior to the next steps in the website development being undertaken.
	The motion was seconded and Motion carried.
4F	Vehicle Tracking
	John reviewed the history of the vehicle tracking discussion within CARS from prior to Jan 2013 to current times. This period has involved a couple of mandated teams and a consistent perspective on what a vehicle tracking system should deliver. That being the tracking of competition vehicles, competitor safety enhancements via car-to-car communications and increased promotional value. A functionality spec was generated and some weighting took place all functionality elements with less than mean support where dropped. At this point the requirements although refined still included the major elements of competitor car-to-car safety, organizer tracking, data logging and promotional value. An RFP was generated and sent to two vendors.
	Two proposals have been received from the selected vendors. Only Rallysafe met all of the functional requirements. While EZTrak, although fully capable of the vehicle tracking requirements has none of the competitor safety or car-to-car communication requirements.
	All of the board members expressed theirs and/or their regions views on the systems available to us, cost of the systems, the potential impact on competition numbers and the actual proposals received. Examples of car-to-car safety needs where shared.
	John reminded all that the proposal is for the 6 National events and that regional events could choose to follow suit or not.
	Motion
	A motion was made to pursue the use of Rallysafe for all National events. The motion was seconded. The motion was carried.
	Follow up from that decision to use Rallysafe
	John asked that each director find out if their regional events would want to participate as a definitive number of events would allow for finalizing negotiations with Rallysafe.
	It was thought that the earliest that we could implement a system would be for Defi in September. We will need to develop an implementation schedule.
	It was suggested that we would likely need to train approx. 3 subject matter experts in the East and 3 in the West to manage the system.
	We talked about setting up a transportation system to manage movement of the units from rally to rally.
	We discussed that so far we have worked on the premise that costs would be bourn by the competitor but CARS will start some effort to find sponsorship to pay for some or all of the cost of Rallysafe.
1J	The next meeting will be on May 21st at 7 pm ET via conference call

2J	The meeting adjourned at 8:55 PM ET