

**BMW Car Club of America
Board Meeting Denver, CO
June 22, 2013**

Members: Bruce Hazard - President, Steve Johnson -EVP, Darcy Yench - Secretary, Louis Goldsman – Treasurer, RVPs: Mike Lingenfelter, Nick Owen, John Sullivan, Dan Baker; Absent: Paul Dunlevy

National Office staff: Frank Patek – Executive Director, Lindsey Branston, Director of Financial Operations, Stephen Elliott, Satch Carlson - *Roundel* Editor

Other: Gary Davis-Club Racing Director, Matt Russell – BMW NA

Foundation: Leo Newland and Mike Ura

Guest: Steve & Cathy Hamilton, Tim & Beth Jones Rocky Mountain Chapter, Goetz Pfafflin, Ian Branston

Call to Order – Bruce Hazard 8:02 am

Introduction: Members, Guests.

Minutes: The minutes of the March Board meeting were approved by vote of the Board on April 22, 2013. Reading of the minutes was waived.

Affirmation of votes on conference calls since the last Board Meeting.

- Regional status for Green Mtn. Chapter OktoberFast Approved: 7 For, 2 Absent.

Darcy Yench made the motion to reaffirm the vote on conference calls.

John Sullivan 2nd. Vote: 8 for – 0 against Approved 1 absent (Paul Dunlevy)

Bruce distributed the April Conference Call Minutes 5/21 for approval.

Louis Goldsman made the motion to reaffirm the vote on conference calls.

Steve Johnson 2nd. Vote: 8 for – 0 against Approved 1 absent (Paul Dunlevy)

Reports

- President - no changes
- Executive Vice-President - no changes
- Secretary - no changes
- Treasurer – new report sent via email 6/20/13
- South Atlantic Regional Vice President - no changes (absent)
- North Atlantic Regional Vice President - no changes
- Pacific Regional Vice President - no changes
- South Central Regional Vice President - no changes
- North Central Regional Vice President - no changes – top 3 strategic plans
- Executive Director - no changes
- Roundel - no changes, missing in report was an explanation of the video project, editing takes longer than filming
- Driving Events Committee - no changes
- Club Racing – no changes

**BMW Car Club of America
Board Meeting Denver, CO
June 22, 2013**

Discussion Topics

1. National Events

Oktoberfest

- 2013 – Monterey – see details in report. Due to imitations of 7 am arrival and 6pm departure required by the city of Monterey a search has begun for a new Concours location.
- 2014 – Colorado – Social type Oktoberfest only Vail or Beaver Creek proposals Monday June 16th – Friday June 20th
 - o Looking to make this a kid friendly, family oriented week.
 - o Sebastian Hotel is another possibility for Vail host hotel. Steve Hamilton – Pres of Rocky Mountain Chapter, mentioned a previous connection with the hotel and the BMW Club.
 - o Local chapter would be working on the Concours, Autocross and Gymkhana and other events for 16th – 20th and possibly hosting a DE/Club Race outside of the 16-20 time frame.
 - o Beaver Creek has two over flow parking lots to hold the car control clinic.
 - o Are there lots local to Vail to host the CCC? Steve Hamilton can check with their autocross chair to advise of possibilities.
 - o Beaver Creek is cleared for Spaten and we only have to deal with one person and they have come in with custom dinner prices that are reasonable. There is a benefit to the ability of splitting up the group into various properties which they have already taken into account for us.

Mike Lingenfelter moved to accept the Beaver Creek option for June 16th – June 20th to host 2014 Oktoberfest. Steve Johnson 2nd Vote: 8 for – 0 against Approved 1 absent (Paul Dunlevy)

- Future – 2015 –
 - o We will again look at IMS Indianapolis Motor Speedway
 - o Dan Baker suggested COTA, Circuit of the Americas. Lost Pines resort might be a good host hotel north of the track.
 - o NOLA is another possibility to look at in New Orleans, LA.
- 2016 – 100th Anniversary of BMW – looking at the Northeast – Waterville Valley, New Hampshire, Poconos, Greenbrier or Homestead.
-

Chapter Congresses

- 2014 Weekend of March 15th at DFW Westin.

**BMW Car Club of America
Board Meeting Denver, CO
June 22, 2013**

2. Regional Events

Updates:

- The Vintage, May 2013 was a good event relocated back to the original location. We did not do as well with memberships as in the past. A different crowd with a lot of younger people in attendance. Most of the merchandise was sold by the end of the day.
- Pittsburgh Vintage Grand Prix, July 19-21st 2013 – dinner on Friday night the 19th will feature Rob Seigel as the guest speaker promoting his newly published book.
- Monterey Festorics Weekend August 2013
- Matt Russell says that the Olympics 1972 Turbo Concept Car will be in attendance at Legends – courtesy of BMW Classic. Gran Lusso Concept will be at Pebble Beach and try to hold over to show at the Concours.
- Pres. of NA Ludwig Willisch will be around through Tuesday evening to visit with the club.
- BMW AG will host a reception on Tuesday evening with a limited capacity of 500 off site.
- Andreas Bovensieven, proprietor and owner of Alpina was asked to be the guest speaker for Friday night dinner – moderator format as in the past.
- Street car test drive will be available for several days, and rides in the Alpina B7 with Andreas Bovensieven driving on the race car side.
- BMW NA is bringing in a group of journalists from Autoweek. CCA will create credentials for them as well.
- Mike Lingenfelter asked that we post the Alpina story on the website in preparation of the event.
 - o Legends of the Autobahn attendance are up partly due to Oktoberfest being the following week. Festorics will be attended by the new leadership of BMW Classic.
 - o PCA is celebrating the 50th of the 911 with a display.
 - o AUDI is also showing a new car.
 - o 4 Display tents will now be in the center of the area.
 - o BMW Classic will have a parts display in the BMW tent along with a number of interesting cars.
- - National will participate with the event at Saratoga in conjunction with Vintage at Saratoga.

New Requests

- Nick Owen made the request for regional status for the Left Coast 8-fest, October 4-7 2013. This is their 10th Anniversary event. Vote has been tabled for further clarification of membership status of the 90 participants.

**BMW Car Club of America
Board Meeting Denver, CO
June 22, 2013**

3. National Programs and Services

- IT Update – Stephen Elliott presented his report and discussed the Membership reports he recently sent out. Discussion was that the report would be most beneficial in a year-to-year format. Roadside Assistance – Due to roll out in Mid-July 2013.
- 2013 Membership Satisfaction Survey was sent out to about 20,000 members
- Oktoberfest Registration – troubles when entering the vehicle. We will look for a smoother way to do this next year to stay on the registration page when filling out the forms.
- Frank Patek asked Stephen Elliott to identify a group of names to start a Technology Steering Committee with purpose to be determined. Stephen presented a list of potential committee members to be contacted to determine their interest.
- Upcoming Phone Apps:
 - o We will be using CrowdTorch which has the ability to create single event apps.
 - o In the Event apps you can have one master list of all the upcoming events.
 - o They have waived the fee to connect their app interface with our content on the website with their Platinum package. They also offer 20% discount in June.
 - o Parent app, multi-instance, will be a link to the national website to get their membership card to have on their phone. Then the other apps would be under the parent for events. Integration with Social Media is also possible. (Think notification of a weather delay for an autocross.)

Darcy Yench moved to accept CrowdTorch to provide for iOS and Android use. Mike Lingenfelter 2nd Vote: 8 for – 0 against Approved 1 absent (Paul Dunlevy)

Website – current developer is not the best fit for us moving forward.

- Staff recommended moving to Acquia and Drupal Squad for both hosting and maintenance. Development rates are about 1/3 the cost of our current provider. DrupalSquad has been given the go ahead for \$1,600 to conduct a site audit. We are currently using version 6 of Drupal and version 8 will be coming out later this year. We need to upgrade to version 7 right away and then wait a while for version 8 to get bugs out of before moving to version 8.
- We are looking at up to (estimate) \$30,000 but anticipate moving the service over and upgrading to version 7 at the same time.
- There will be a one time fee to correct the mistakes made by Worthwhile and a one time fee for upgrading to version 7.

**BMW Car Club of America
Board Meeting Denver, CO
June 22, 2013**

- The new server is a faster one and looking forward to getting a faster login.

The board gave a go ahead for moving to Drupal and Acquia for our future website needs.

- Going forward Stephen would like to move the two parts of the website to two servers. The cost for the hardware is a onetime \$6,135.
- Another cost will be to goMembers for upgrading to the latest version. We are currently using version 3.13 and the newest to come out this year will be version 4.6. No cost estimates yet but from other sources the minimum might be \$50,000.

Club Racing – Gary Davis

- o COTA – 2 major incidents involved two west coast drivers.
- o Since there is no Oktoberfest club race they have organized an event at Watkins Glen.

Chapter Congress

- March 15th in Dallas for the Chapter Congress
 - o National Board Meeting on Thursday-Friday and host the Annual meeting on Friday evening.
 - o DFW Westin Hotel has been booked again.
 - o To include DE and Club Racing groups.
 - o Matt Russell has been invited to attend and speak to the group
 - o Having regional breakouts as well as general assembly sessions.
 - o Start with a Friday night reception and Q&A session
- Chapter officers for 3 pm start time
 - o RVPs should suggest what you want to do with your groups. Caucus outcomes were looking for local events sharing. Member satisfaction survey results from November to go through.

DRIVING EVENTS Committee

- Breakout of DE and Autocross sections
- There needs to be an option on the insurance application for a stand alone box to check so that the form will be directed to the appropriate place for approval

Dan Baker moved to approve the stand alone Driving Events Operations Manual as an Appendix of the Operations Manual of the BMW Car Club of America. Darcy Yench 2nd

Discussion: The name needs to be reflective of the fact it is a part of the overall Operations Manual and needs board approval for changes.

**BMW Car Club of America
Board Meeting Denver, CO
June 22, 2013**

Vote: 8 for – 0 against Approved 1 absent (Paul Dunlevy)

Charity Matching Funds –

Approximately 23 applications were received. No further information was provided to the board after the deadline before the board meeting.

Raffle –

20,517 tickets sold so far, this is 5,017 more than last year. The raffle within the raffle has provided opportunities to send out notification reminders.

Matt Russell has indicated the member designed M3 is on the boat and will arrive in New Jersey. NA will take delivery of the car and get it to the west coast for the Legends and Oktoberfest in Monterey. There are decisions to be made if the winner does not want the car and takes the cash equivalent. Satch will put the information in an upcoming *Roundel Weekly*.

SIG's – Nothing to report

Roundel:

- Satch Carlson nothing to add.
- Frank Patek reported we continue to be down in ad revenue for the Roundel by 10%-13% off where we should be. Part of that has been made up by Roundel Weekly. Overall, given some of the cushion built-in to the budget we are still to the good on expenses vs. revenue.

4. Policy and Administration

- Ombudsman update – Nothing to report
- Tech Rep's update – Terry Sayther recommended Robert J. Charlson as a new technical advisor service member.

Steve Johnson moved to accept Robert Charlson as a new technical service advisor. John Sullivan 2nd Vote: 8 for – 0 against Approved 1 absent (Paul Dunlevy)

- Benefits Update – see reports
- BMW Clubs International – Frank Patek and Bruce Hazard will be going to Slovenia in September.
- Operations Manual – Frank provided a draft of the first section of the Operations Manual he has reviewed with edits. The Board is to review this draft for discussion at the next board conference call.

5. Foundation

Fundraising Campaign – Leo Newland and Mike Ura were present to give the board an update on the campaign. Mike showed a Power Point Presentation and we looked at three working **committees'** outlines. Mike sent this information to Darcy Yench to distribute to the rest of the board.

**BMW Car Club of America
Board Meeting Denver, CO
June 22, 2013**

6. Financial

Louis Goldman made a motion to set aside \$127,431.00 from the general funds of the BMW CCA in a separate fund, to be know as the "Set Aside Fund of the BMW Car Club of America – 2012" for charitable giving. Steve Johnson 2nd Vote: 8 for – 0 against Approved 1 absent (Paul Dunlevy)

- Board members filled out a 2012 Set Aside Ballot.
- 2013 Update – Louis Goldsman sent a revised financial income statement on Friday, June 21, 2013. The big sources of club revenue, other than membership dues, occur in the 2nd half of the year.

7. Chapter Issues

- Conference calls –
 - o Mike Lingenfelter, John Sullivan and Nick Owen hosted conference calls.
 - o Mike Lingenfelter had a call scheduled through a number Jackie Bechek supplied, but no one could access the call and had to be rescheduled.
- Chapter probation report – (see Executive Director's report) showed the chapters that will have rebates withheld starting in May 2013. Lone Star, Mountain State, Peachtree, Sin City and Smoky Mountain are currently not receiving rebates. The recommendation is to put Lone Star, and Mountain State on probation. Sin City was put on probation at the last board meeting.

Mike Lingenfelter moved to put Lone Star and Mountain State on probation.

Discussion: The agreement with BMW through the BMW Clubs International requires that CCA and its members (Chapters) be non-profit. If a chapter loses its non-profit status they would be non compliant with this agreement and could lose their charter. This step is necessary to proceed with anything we may need to do in the future if they do not get their non-profit status reinstated.

Louis Goldsman 2nd Vote: 8 for – 0 against Approved 1 absent (Paul Dunlevy)

Chapter toolbox

Work will now need to begin in earnest to put the Chapter toolbox together. The first step, now completed, was to pull out the DE and Autocross manuals from the main Ops Manual and put into the Appendices.

Chapter Scorecard & Member Survey

- A brief overview of the Membership Satisfaction Survey was presented to the board by Mike Lingenfelter. 20,000 surveys were sent out with 2,705 or approximately 12% returned.
- There is a lot of information to be reviewed and analyzed. Overall satisfaction is high with 90% being satisfied and 57% being "very"

**BMW Car Club of America
Board Meeting Denver, CO
June 22, 2013**

satisfied. 97% also indicated they plan to renew their membership. A couple of high level observations/opportunities are:

- Nationally:
 - Only 42% of the respondents have had social network interaction with the club but fewer than half of these indicated satisfaction with their experience. While the low percentage of use may be demographically driven there is an opportunity to improve the experience for those that are using social networking.
 - More than 74% of the respondents indicated they were satisfied with the website content but fewer than half said **they were "Very" satisfied.**
- Local Chapters:
 - Email is the preferred method of communication but there **is room for improvement in the "Very" satisfied.**
 - Less than 50% of the respondents expressed satisfaction with the frequency, variety and attractiveness of local events.
- Mike Lingenfelter also presented a draft of a scorecard that will create a chapter score. This will require some additional discussion and data tabulation.

Newsletters –

- A procedure was established in the June 2012 News from National by which a chapter could move to electronic newsletters. Several chapters have not followed the procedure.
- Mike Lingenfelter recommended that all chapters be notified that a prorated portion of the member rebate will be withheld for noncompliance of the operations manual minimum standards. The rebate withheld will be returned when they return to compliance.
- RVPs need to reinforce with the local chapters that the required process needs to be followed.

8. Membership

Membership Drive Update – Membership is making a steady but slow increase. We have been successful in moving members from one to multiple year memberships and the CPO program continues to be mailed.

June 22nd membership was 69,531.

9. Marketing – See Chris Hennecy's report.

10. BMW of North America – Matt Russell discussed the arrangements for Oktoberfest and the Monterey Weekend. He also reported that the BMW

**BMW Car Club of America
Board Meeting Denver, CO
June 22, 2013**

CCA special edition M3 for the raffle was on the boat headed to the US.
Delivery to the west coast still needs to be finalized.

11. New Business:

Reinstatement request – Dan Baker checked with the Kansas City chapter about the reinstatement of Greg Gelatka. The chapter feels that since the national board put the penalties in place and the time frame was met that it is now up to the board to decide whether to reinstate.

Louis Goldsman made a motion to reinstate Greg Gelatka to full membership in the Kansas City Chapter with the provision that in his letter of reinstatement that we reaffirm his wording that if any future offense were to occur he will receive a lifetime ban. Steve Johnson 2nd. Vote: 7 for – 1 against (Mike Lingenfelter) Approved 1 absent (Paul Dunlevy)

12. Future Meetings

Board meetings –

November 9, 2013 – New Orleans, LA

Conference Calls (proposed dates)

July 31st – Wednesday

Sept 26th - Thursday

Oct TBD

BMW CCA
Board of Directors Meeting
June 22-23, 2013
Marriott Hotel
Denver, CO

BMW Car Club
of America



**BMW Car Club of America
Board Meeting
Denver, CO
June 22, 2013**

Agenda

Saturday, June 22nd:

08:00 Call to Order

Introduction: Members, Guests.

Minutes: The minutes of the September Board meeting were approved by vote of the Board on April 22, 2013. Reading of the minutes will be waived.

Affirmation of votes on conference calls since the last Board Meeting.

- Regional status for Green Mtn. Chapter OktoberFast Approved: 7 For, 2 Absent.

08:05 Reports

- President
- Executive Vice-President
- Secretary
- Treasurer
- South Atlantic Regional Vice President
- North Atlantic Regional Vice President
- Pacific Regional Vice President
- South Central Regional Vice President
- North Central Regional Vice President
- Executive Director
- Roundel
- Driving Events Committee
- Club Racing

08:35 Reports & Presentations Continue Until Completed

Discussion of Listed Topics

09:45 Break

10:00 Resume Discussion of Listed Topics

New Business

Noon Lunch

1:00 Continue Discussion & New Business

Executive Session

5:00 Adjourn

**BMW Car Club of America
Board Meeting
Denver, CO
June 22, 2013**

Discussion Topics

1. National Events

Oktoberfest

- 2013 – Monterey
- 2014 – Colorado
- Future

Chapter Congresses

- 2014

2. Regional Events

Updates:

- The Vintage, May 2013
- Pittsburgh Vintage Grand Prix, July 2013
- Monterey Festorics Weekend August 2013
 - o Legends of the Autobahn
 - o Vintage Races
- Others

New Requests

3. National Programs and Services

IT Update

Club Racing

Driving Events

- Breakout of DE and Autocross sections

Charity Matching Funds

Raffle

SIG's

Roundel:

**BMW Car Club of America
Board Meeting
Denver, CO
June 22, 2013**

4. Policy and Administration

- Ombudsman update
- Tech Rep's update
- Benefits Update
- BMW Clubs International
- Operations Manual

5. Foundation

- Fundraising Campaign

6. Financial

- 2013 Update

7. Chapter Issues

- Conference calls
- Chapter probation report
- Chapter toolbox
- Chapter Scorecard & Member Survey
- Chapter Newsletters

8. Membership

- Membership Drive Update
- Marketing

9. BMW of North America

10. New Business:

11. Future Meetings

- Board meetings –
 - November 9, 2013
- Conference Calls (proposed dates)
 - July 25th
 - Sept 26th
 - Oct TBD

**BMW Car Club
of America**



BMW Car Club of America, Inc.

Bruce Hazard

President

2984 S. Milwaukee Circle

Denver, CO 80210

303.324.6541

president@bmwcca.org

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

Date: June 18, 2013

Subject: President Pre-Meeting Report

Travel & Expenses:

- South Atlantic Region Conference, Atlanta, GA 3/9-10, \$835
- March Board Meeting, Asheville, NC 3/16-17, \$721
- North Atlantic Region Conference, Newark, NJ 3/23-24, \$934
- South Central Region Conference, Dallas, TX 4/6-7, \$394

Planned Travel:

- June Board Meeting, Denver, CO June 23rd.
- Pittsburg Vintage Grand Prix, July
- Oktoberfest, Monterey CA, August
- BMW Clubs International Meeting, Bled, Slovenia, September

Notes:

Nothing further to report.

Respectfully submitted,



June 8, 2013

To: BMW CCA board of Directors
BMW CCA Executive Director

Subject: EVP Pre-meeting Report

BMW Car Club of America
Steve Johnson
Executive Vice President
10848 La Alberca Ave.
San Diego, CA 92127
Telephone (858) 451-8906
Email: evp@bmwcca.org

Planned Travel:

BMW CCA Board Meeting, Denver CO., 6/21-6/23
BMW CCA Legends / Festorics 8/15-8/18
BMW CCA Oktoberfest 8/18-8/25

Past Travel:

3/13 Board Meeting, N.C. \$739.88
SC Regional Conference \$773.26
4/11-4/13 Oktoberfest site visit \$399.10
4/26-4/28 Legends, Oktoberfest 13 meetings \$485.05

Discussion: Rules for future O-fest group drop ins
Sites for 2015 O-fest
Agree on rules re; give aways from O-fest volunteers

Respectfully Submitted,

Steve Johnson
Executive Vice President, BMW CCA



BMW Car Club of America
640 South Main St, Ste 201
Greenville, SC 29601-2564
Tel 864-250-0022

Louis P. Goldman, Treasurer
Tel 805-499-3849
treasurer@bmwcca.org

June 12, 2013

To: BMW CCA Board of Directors
BMW CCA Executive Director

Subject: Treasurer's Pre-meeting Report

Travel: BMW CCA Club Racing Stewards' Meeting,
Atlanta, GA March 9-10, 2013 \$584.39
Planned Travel: Legends of the Autobahn & Oktoberfest,
Monterey, California August 16 – 23, 2013

Preliminary Income Statement – May, 2013

	January 1 – May 31, 2013	Budget
Ordinary Income/Expense		
Total Income	\$1,821,629.59	\$1,796,991.69
Total Cost of Goods Sold	501,319.23	518,770.81
Gross Profit	\$1,320,310.36	\$1,278,220.88
Total Expense	1,533,990.03	1,624,316.12
Net Ordinary Income	\$(213,679.67)	\$(346,095.24)
Net Other Income	(18,191.47)	9,583.31
Net Income	\$(231,871.14)	\$(336,511.93)

Preliminary Balance Sheet – as at May 31, 2013

Assets	
Total Current Assets	\$1,911,664.85
Total Fixed Assets	393,336.34
Total Other Assets	2,464,914.24
Total Assets	<u>\$4,769,915.43</u>
Liabilities & Equity	
Total Current Liabilities	\$4,137,053.54
Total Liabilities	4,137,053.54
Total Equity	632,861.89
Total Liabilities & Equity	<u>\$4,769,915.43</u>

The preliminary amounts reported above were as of June 12th and do not include all normal month-end adjustment or accrual entries. The detail support by individual account is provided in the enclosed spreadsheet.

Respectfully submitted,

BMW Car Club of America, Inc.
Profit & Loss Budget vs. Actual
January through May 2013

	TOTAL		
	Jan - May 13	Budget	\$ Over Budget
Ordinary Income/Expense			
Total Income	1,821,629.59	1,796,991.69	24,637.90
Total Cost of Goods Sold	501,319.23	518,770.81	-17,451.58
Gross Profit	1,320,310.36	1,278,220.88	42,089.48
Total Expense	1,533,990.03	1,624,316.12	-90,326.09
Net Ordinary Income	-213,679.67	-346,095.24	132,415.57
Net Other Income	-18,191.47	9,583.31	-27,774.78
Net Income	-231,871.14	-336,511.93	104,640.79

BMW Car Club of America, Inc.
Balance Sheet
As of May 31, 2013

	<u>May 31, 13</u>
ASSETS	
Total Current Assets	1,911,664.85
Total Fixed Assets	<u>393,336.34</u>
Total Other Assets	2,464,914.24
TOTAL ASSETS	<u>4,769,915.43</u>
LIABILITIES & EQUITY	
Liabilities	
Total Current Liabilities	<u>4,137,053.54</u>
Total Liabilities	4,137,053.54
Equity	
3001 - Opening Bal Equity	1,164,528.76
3900 - Retained Earnings	-299,795.73
Net Income	<u>-231,871.14</u>
Total Equity	<u>632,861.89</u>
TOTAL LIABILITIES & EQUITY	<u>4,769,915.43</u>



BMW Car Club of America, Inc.
Darcy Yench
Secretary
8925 N. Tennyson Dr.
(414) 491-3261
secretary@bmwcca.org

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

Date: June 12, 2013

Subject: Secretary Report for June 22 - 23, 2013 BOD Meeting.

Travel & Expenses:

- BOD Meeting, Denver CO, June 22-23 \$299.80

Planned Travel:

Notes:

Respectfully submitted,

Darcy Yench



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

Date: June 10, 2013

BMW Car Club of America
John E. Sullivan
North Atlantic
Regional Vice President
334 Elmwood Avenue
Wollaston, MA 02170
617.696.1477

Subject: North Atlantic RVP Pre-Meeting Report for March 15 - 17, 2013 BOD Meeting.

Travel & Expenses:

- BOD/Meeting Asheville, NC 3/15-17, 2013 Travel Expenses \$120.80
- NA Region Chapter Congress Newark, NJ 3/22-24, 2013 Air Fare & Travel \$402.63
- PVGP Regional Event Pittsburgh, PA 7/19-21, 2013 Air Fare \$219.80
- BOD/Meeting Denver, CO 6/21-23, 2013 Air Fare \$611.80
- NJ Chapter Visit to Deutscher Club Clark, NJ 6/7-9, 2013 Hotel & Travel Expenses \$475.78

Planned Travel:

- BOD/Annual Meeting Denver CO 6/21-23, 2013
- PVGP Regional Event Pittsburgh, PA 7/19-21, 2013
- O'Fest Monterey, CA 8/14-24, 2013

RVP Discretionary Funds:

- None Disbursed

Newsletter Delinquencies:

- None Pending as of this Report

Relevant Notes:

- Regional Conference Call 5/6/2013 Topic's were Local Chapter Issues & Chapter Scorecard-Website Updating. 15 Chapter Officers attended.

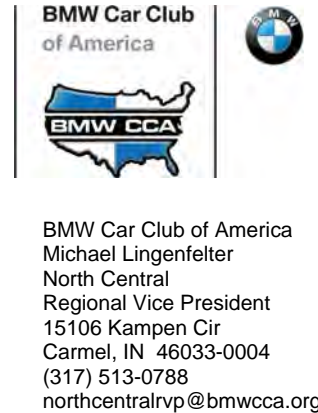
Respectfully submitted,

John E. Sullivan

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

Date: June 6, 2013

Subject: North Central RVP Pre-Meeting Report



Travel & Expenses:

\$425.00 for March board meeting (March 6-7 in Asheville)
\$393.80 for North Atlantic Region chapter caucus (March 13-14 in Newark NJ)
\$517.30 for South Central Region chapter caucus (April 6-7 in Dallas)
\$372.99 for June board meeting (June 22-23 in Denver)

Planned Travel:

August 18-25: Oktoberfest (Monterey CA)
September 18-22: Buckeyes Bourbon & Bluegrass regional driving tour

RVP Discretionary Funds:

\$2,500 pledged for chapter incentive (to be awarded 3Q2013).

Chapter Probation Report / Newsletter Delinquencies:

St. Louis chapter's monthly chapter rebates were retroactively reinstated following its reinstatement as a 501(c)(7). Several chapters' monthly rebates are being withheld pending submission of mandatory reports and 2012 tax returns.

(9) chapters submitted strategic plans (first milestone toward earning aforementioned chapter incentive); top 3 examples will be submitted separately. Next milestone is their online presence (July 1 due date).

Notes:

Presented chapter caucus material pertaining to member satisfaction and chapter scorecard at North Atlantic and South Central caucuses. Took part in task force to create and administer initial semi-annual member satisfaction survey. Drove reconnaissance run of September's "Buckeyes, Bourbon & Bluegrass" regional driving tour and opened event registration May 1.

Respectfully submitted,

Michael Lingenfelter



June 10, 2013

To: BMWCCA Executive Board
BMWCCA Board of Directors

BMW Car Club of America
Nick Owen
Pacific Regional Vice-President
8685 Rio San Diego Drive #4339
San Diego, CA 92108
(619)-456-7654
pacificrvp@bmwcca.org

Subject: Pacific RVP Pre-meeting report

Planned Travel:

BMWCCA BoD Meeting: Denver, CO 6/21-6/23
Legends of the Autobahn: Monterey, CA 8/16
BMWCCA Oktoberfest: Monterey, CA 8/19-8/25

RVP Discretionary Funds:

\$250 to Central Cal Chapter for Legends of the Autobahn

Chapter Probation:

Sin City Chapter currently on probation for delinquency in producing a newsletter.

Request for Regional Event:

Left Coast 8-fest has requested the BoD approve their event for Regional Event status set to happen on October 4-7 2013. This will be their 10 year anniversary, 89 registered thus far

Respectfully submitted,

Nicholas A. Owen



BMW Car Club of America, Inc.
Dan Baker
South Central RVP
5307 Windham Springs Ct.
Houston, TX 77041
(832) 298-1984
southcentralrvp@bmwcca.org

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

Date: June 12, 2013

Subject: South Central RVP Pre-Meeting Report for June 22 - 23, 2013 BOD Meeting.

Travel & Expenses:

- BOD Meeting, Asheville, NC, March 16-17 \$442.54
- South Central Regional Chapter Congress, Dallas, TX April 5-7 \$331.28

Planned Travel:

- BOD Meeting, Denver CO, June 22-23
- Oktoberfest 2013, Monterey, CA, August 19-24

Discretionary Funds:

- \$461.28, Texas Trifecta DE, Auto-X & Club Race

Chapter Issues:

- Lone Star Chapter still working through IRS issues, awaiting reinstatement of not for profit status.

Relevant Notes/Discussion Topics:

- Recent 3 chapter event (Texas Trifecta) was a huge success! Between students, instructors, racers, support staff and guests, we had over 1000 people attend over the 3 day event. In addition, we were able to raise over \$3500 for the Foundation during the M6 Gran Coupe charity rides.

Respectfully submitted,

Dan Baker



BMW Car Club of America
Frank C. Patek, II
Executive Director
640 South Main Street, Ste 201
Greenville, SC 29601
864-250-0022
frank_patek@bmwcca.org

Re: June 22, 2013 Board Meeting – Denver, CO

DATABASE/WEBSITE/OPERATIONS

Staff has spent the last three months reviewing proposals and quotes from various providers as we try to create mobile membership applications. The result has been an education in the expense of creating and maintaining such apps. We believe we have found a likely candidate to provide an affordable Events App that will work on both iOS and Android platforms.

Work has stopped on the re-skin of the club website. As we dug into the project we discovered a significant issue that will need to be addressed.

See report from Director of IT for more detail.

ROUNDEL

A year over year comparison of ad revenue shows is down from 2012, however overall *Roundel* remains on budget. This is due to better than expected co-mail savings and increased *Roundel Weekly* ad revenue. The recent survey of members proved that the magazine remains the number one source of member satisfaction.

CHAPTER NEWSLETTERS

A number of chapters have indicated they have switched, or intend to switch electronic newsletters. However they have not followed the methodology outlined by the club. If our intent is to maintain the methodology established below then we need to address this matter soonest.

Operations Manual Update - Chapter Newsletters

The operations manual has been recently updated to reflect a change to the chapter newsletter format policy. Previously all newsletters were to be printed and mailed unless a member proactively notified their chapter that they would accept an electronic copy. As of now the default method of newsletter delivery is electronic, however if a member requests a hard copy his/her chapter must deliver it in that format.

What does this mean to you?

If your chapter would prefer to deliver its newsletter via e mail you may now do so.

What if my chapter prefers to deliver our newsletter via US Mail?

You absolutely may continue to do so. In fact we believe that is the best method and will result in greater member satisfaction and retention.

What if my chapter prefers to deliver both an electronic and printed newsletter?

You may absolutely deliver your newsletter in both formats.

What if a member does not have an e mail address?

Then you must deliver to them a printed newsletter.

What if a member requests a printed newsletter vs. an electronic one?

Then you must send them a printed newsletter.

How are we going to know who wants a printed vs. electronic newsletter?

Within the database each member profile has been set to show their newsletter preference as “printed”. At any time a member may change that preference to “electronic”. To do so the member must log into the National Website, visit the Manage Account area and click "Email Preferences". The monthly Chapter Export and Mailing Label reports will both have a new field named "Newsletter Preference" and will contain either "EMAIL" or "USMAIL", depending upon the member's preference.

If electronic delivery is now the default, why not default everyone's delivery status to electronic?

1. More than 10,000 BMW CCA Members have chosen not to provide us with an e mail address.
2. Because not every chapter will elect to deliver their newsletters electronically. A wholesale change of preferences within the CCA database would cause havoc for those chapters. If and when your chapter decides to move to electronic delivery we will work with you individually to roll your preferences over on a date specific that is tied to a communication from you to your local members notifying them of their option to request a printed newsletter.

What is our next step?

If your chapter decides, moving forward, that its preferred method of newsletter delivery is electronic it must pick a date specific on which it will begin electronic delivery. Inform the national office of that decision. At that time chapter members with e mail addresses will have their delivery “preferences” shifted to “EMAIL”. You must then announce your decision to your chapter members and explain to them that at their option they can request a printed newsletter. NOTE – Those members who do not have e mail addresses will NOT be moved to electronic delivery. You MUST deliver a printed newsletter to those members.

What if I am a member of more than one chapter?

If you elect electronic delivery for one chapter newsletter you are electing electronic delivery from every chapter you are a member of.

Ops Manual Section 6.4

At the option of any regular Chapter newsletter recipients, the newsletter shall be furnished to those requesting it in printed form rather than electronic. Chapters are required to provide one (1) copy of their newsletter to the National Office, the preferred format is in PDF or as a Word document. Chapters that are unable to submit a PDF or Word document may elect to send a hardcopy via U.S. mail at their own expense. Chapters are requested to distribute copies of their newsletters to every other BMW CCA Chapter.

COMMUNICATIONS

Each region has now received the second of four quarterly events newsletters and response from members continues to be overwhelmingly positive. Disappointing is the lack of participation displayed by a number of our chapters. Either they are not planning/holding events or they simply refuse to place them on the club calendar. Their absence from the Events Newsletter is conspicuous.

The club continues to see significantly improved web traffic generated by more frequent communication with our members thru e mail, social media, the quarterly events newsletters and *Roundel Weekly*.

RW has proven its worth as a communications tool and as a revenue generator.

See attached report from Director of Communications and Marketing for more detail.

RAFFLE

Raffle 2013 began as scheduled on June 1st. The custom club edition M3 is this year's grand prize. To generate enthusiasm there will be periodic drawings with announced prizes scheduled during the raffle.

Building off of last year's raffle within a raffle the following prizes of \$1000.00 each will be awarded periodically throughout the raffle.

5 prizes of equal value - \$1,000 each

Prize Schedule

- | | | |
|----|---------------------------|--------------------|
| 1. | IHG Hotels Gift Card | May 1 – May 31 |
| 2. | Michelin Tire Certificate | June 1- June 21 |
| 3. | Shell Gas Card | June 22 – July 12 |
| 4. | Best Buy gift Card | July 13 –July 26 |
| 5. | Amex gift Card | July 27 – August 9 |

As of 4:00PM on June 17th 18,057 tickets had been sold vs. 15,235 same time last year.

OKTOBERFEST 2013

Registration as of 4:00PM June 17th stands at 902.

OKTOBERFEST 2014

Indianapolis Motor Speedway

Originally they offered \$50,000 per day for all non- racing events. Club Race could run for an additional \$35,000 per day. As of June 14th they revised their offer to \$38,000 per day for all non- racing events. Club Race would still be at \$35,000 per day. As of now we do not have a secure hotel option.

Beavercreek – " Not Exactly Roughing It"

\$139 Rate - 250 Upscale Hotel Rooms and 1 Bedroom Condos

Park Hyatt 100 / Beaver Creek Lodge 35 / Osprey 25 / Pines 40 / Charter 1 Bedrm Condos 50 / Additional 2 Bedroom condos \$229-275

Resort Fee Reduced from \$25 Nightly to \$12

Complimentary Self-Parking Attached to all accommodations and at Vilar Center (2 Min walk)

Complimentary Car Wash Stations (2)

Complimentary Use of Conference Center for the Week – Sawatch Ballroom 8,631 Sqft / Gerald Ford 1,120 Sqft / Gore Range Hall 2,000 Sqft / Boardroom / Heritage Hall 2,300 Sqft

Cars can be brought into the Ballroom / Large Outdoor Patios / Lawn Areas / Gathering Spaces

Complimentary Concours d' Elegance – In Village or Lawn behind the Hyatt and Conference Center at the base of the Mountain (a \$10,000 Value)

Beer – Spaten to be staged on the Plaza just outside the Sawatch Ballroom (G.Ford Center) with a couple of cars staged in this area as well – People can flow in and out of the Ballroom, Sponsors, Hospitality Area.

Wine can be served inside the ballroom by Hyatt – Beer only served just outside the ballroom in the Spaten Beirgarten (Upper Plaza at Entrance to Ballroom & Base of Mountain)

Trailer Parking: Base of the Mountain Lots or Vilar Center Garage

Complimentary Shuttles for all attendee's to Vail Village Daily

Custom Dinner Menus \$39-42++ This is a 40- 60% Discount from their regular catering prices.

Service Charge: 23%

Vail

\$129 Rate - 180 Rooms on Peak at Vail Mtn Marriott

\$5 Self-Parking on property for 100 Cars and Complimentary Self Parking at Lionshead Garage

Complimentary Car Wash Station (1)

Complimentary use of the Grand Ballroom 8,286 Sqft / Blue Sky & Game Creek for Office and Storage

\$60,000 F&B Minimum

Complimentary Internet in Guest Rooms
Complimentary Internet in Meeting/Function Space
20% Discount on Catering Menu's and Customized Menu's are an option.
20% Discount on AV if Marriott Sole Provider
Suite Upgrades
Complimentary Shipping for BMWCCA
Beer Sponsor – Approved with Documentation and \$250 per days for Marriott Staff to shadow and insure their license and the law is protected.
Trailer Parking: Lionshead Garage
Service Charge 23%

LEADERSHIP 2014

The conference will be held in Dallas at the DFW Westin the weekend of March 15th. At this time I need a decision as to whether this conference will include the biennial DEC Conference. If so that will determine the shape of the rest of the conference.

REGIONAL EVENTS

The National Office plans to attend and participate in the following regional events in 2012.

May 24–26: Vintage at Westbend Vineyards

July 20–21: Pittsburgh Vintage Grand Prix

August 16–18: BMW CCA Monterey Weekend – Legends and Festorics

October 12–14: Vintage at Saratoga

AFFINITY/MEMBER BENEFIT PROGRAMS

Roadside Assistance: Launch of the program is targeted for for July 1, 2014.

The program would provide unlimited flat-bed service to “registered” vehicles owned by members. Each occurrence would have a 25 mile limitation and emergency road side assistance benefits would be limited to \$100.00 per occurrence.

Other benefits would include:

Road America Preferred Plus

- Sign and Drive roadside assistance up to \$100 per occurrence
- A comprehensive travel, safety and security program
- Coverage is provided to customer, spouse and all dependent children in all of their vehicles
- Program is designed as a stand-alone membership benefit.
- Terms for stand-alone memberships range from 1-5 years
- Renewable membership and commission

Additional Features:

- Customized Trip Routing
- \$500 Legal Defense Reimbursement
- \$50 Ambulance Reimbursement
- Security Credit Card Registration
- \$1,000 Emergency Travel Expense Reimbursement

Hotel Savings
Car and RV Rental Savings
\$1,000 Car Theft Reward
Pharmacy Savings Program
Automotive Savings
Lost Key Registration
50% Hotel Savings Program
50% Dining Savings Program
Auto Service Hotline
Condominium Travel Program
Flowers & Gift Savings Program
Theme Park Savings Program
Driver's Valet Service

HPDE INSURANCE 2012

The following report was received directly from Lockton Affinity:

Overall 2013 is going well for our program. Attached is a spreadsheet that shows policies sold and revenue to BMW CCA by month since 2010. April was the odd month where participation went down, but after doing a little analysis it appears that a few events that were held in April 2012 moved to May and June in 2013. If June finishes out the way we expect it to, it appears we'll be up 15+% year-to-date over last year.

While this growth can partially be attributed to our new website and the additional promotion BMW CCA is providing in the Regional Newsletters, the buzz we're hearing from BMW CCA Chapters and other event organizers is that attendance seems to be increasing so far in 2013. It appears that our potential customer base is growing (due to higher attendance) and the participation rate is also slightly increasing. I'd like to think the 2 are connected (more people signing up because they know insurance is available), but we have no data to justify that hypothesis.

Over the coming months we'll begin to populate the "Motorsports Team"/blog section of our website with more content. Given my passion for BMWs and BMW CCA, this section might will have a slight emphasis on BMW and CCA. In addition to my posts, we'll also have content provided regularly by some motorsport experts such as Ross Bentley (author of Speed Secrets), James Clay (Bimmerworld), and Joe Marko (Safety Expert).

If you (or national staff, officers, etc) would like to contribute to this blog, we'd be happy to post content monthly that is HPDE or Club Racing related. Considering the traffic we see on our site, this might be a good source to help gain interest in BMW CCA from motorsport enthusiasts that aren't currently affiliated with BMW CCA. Please let me know if you have interest in contributing to our site.

Regards,

*Ryan Staub
Motorsports Practice Leader
Lockton Affinity Motorsports*

Below is a comparison of 2011 vs 2012 vs 2013

2011			2012			2013		
Month	# of single event policies sold	Revenue to BMW CCA	Month	# of single event policies sold	Revenue to BMW CCA	Month	# of single event policies sold	Revenue to BMW CCA
Jan-11	0	\$ -	Jan-12	0	\$ -	Jan-13	0	-
Feb-11	14	\$ 30.66	Feb-12	27	\$ 101.94	Feb-13	23	95.52
Mar-11	54	\$ 166.40	Mar-12	39	\$ 158.50	Mar-13	46	178.76
Apr-11	68	\$ 224.78	Apr-12	91	\$ 335.12	Apr-13	49	157.06
May-11	77	\$ 275.68	May-12	81	\$ 346.28	May-13	95	427.66
Jun-11	82	\$ 294.36	Jun-12	104	\$ 363.86	Jun-13	111	431.24
Jul-11	42	\$ 128.84	Jul-12	46	\$ 179.26	Jul-13		
Aug-11	59	\$ 196.90	Aug-12	108	\$ 406.72	Aug-13		
Sep-11	112	\$ 407.00	Sep-12	159	\$ 621.82	Sep-13		
Oct-11	91	\$ 298.14	Oct-12	67	\$ 245.94	Oct-13		
Nov-11	11	\$ 43.20	Nov-12	35	\$ 109.92	Nov-13		
Dec-11	7	\$ 20.40	Dec-12	0	\$ -	Dec-13		
Annual / multi-event policies	56	\$1,462.24	Annual / multi-event policies	90	\$ 2,135.24	Annual / multi-event policies	64	1,536.66
<i>Total</i>	673	\$3,548.60	<i>Total</i>	847	\$ 5,004.60	<i>Total</i>	388	2,826.90

MEMBERSHIP

Greg Gelatka

Has applied for reinstatement

Where they are coming from

Source	Member Count
Bimmer Magazine	652
BMW CCA Website	2000
BMW Center	882
BMW Performance Center	130
BMWBlog.com	25
BMWCAR Mag UK by Unity Media	32
Car and Driver Magazine	155
Classic MotorSports	7
CPO Sample Roundel	63
Facebook	27
GrassRoots Magazine	61
Independent Shop/Dealer	313
Link from Another Website	483
Performance BMW Mag UK Unity	5
Radio Ad	3
Referred by BMW CCA Member	792
Search Engine	427

Sports Car Market Magazine	40
Television Ad	3
Word of Mouth	5793

Three Year Membership Renewal Promotion 2013

Since the start of the year 839 members have opted for a 3 year membership in exchange for a standard BMW CCA grille badge. During the same period 71 members have opted a 5 year membership in exchange for a flag grille badge.

Third Quarter Membership Promotion

Spaten has once again offered an expenses paid trip for two to Munich for Oktoberfest that will be used to spur membership retention and recapture. Members and Lapsed Members purchasing a 3, 4 or 5 year membership will be entered into a drawing for the trip.

Awards Committee

A core responsibility of all membership organizations like ours is to find appropriate and necessary ways to properly recognize and reward the contributions of its outstanding members and chapters. In its 44 year history BMW CCA has failed to establish and/or maintain a meaningful awards program. Staff does not have the time or manpower to design and implement such a program. There are many fine volunteers who would like to be appointed to an Awards Committee and I urge the board to establish such a committee immediately and appoint the necessary volunteers.

I recommend the following list of members for consideration:

Delight Lucas	– LA Chapter
Darlene Doran	– Rocky Mountain Chapter
Kelsy Hill	– National Capital Chapter
Scott Stowell	– Patroon Chapter
Eve Dolenski	– Michiana Chapter
LouAnn Shirk	– Nittany Chapter
Leslie Moyer	– Delaware Valley
Paul Ngai	- New Jersey
Brenda Dunlevy	– Tarheel
Anne Littrell	– San Diego
Byron and SueAnn	– Blue Ridge

Below is a list of suggested awards and is by no means complete and exhaustive.

1. Friend of the Club
2. Outstanding Chapter of the Year
 - Criteria should be developed, above minimum standards, and to which all chapters should strive to attain. Those who do would be named Outstanding Chapter of the Year. Alternatively the award could be names for someone. More than one award a year could be given.
3. Outstanding Volunteer of the Year
4. Outstanding First Year Volunteer
5. Outstanding Newsletter Editor
6. Outstanding WebMaster
7. Outstanding President
8. Outstanding Vice-President
9. Outstanding Secretary
10. Outstanding Treasurer
11. Newsletter –First, Second and Third

12. Website – First, Second and Third
13. Chapter with the best Recruitment (split chapters by size)
14. Chapter with the best Retention (split chapters by size)
15. Most Philanthropic
16. Best Event
17. etc.



THE PERFECT GROUP RETREAT.

VENUES

Allie's Cabin

Beano's Cabin

SaddleRidge

Zach's Cabin

Red Sky Ranch

Broken Arrow

The Rendezvous Club

Spruce Saddle Lodge

Toscanini

ACCOMMODATIONS

Beaver Creek Lodge

6,000 square feet of meeting space,
with 6 breakout spaces.

The Charter at Beaver Creek

8,500 square feet of meeting space,
with 6 breakout spaces.

East West Resorts

500 square feet of meeting space.

The Osprey at Beaver Creek

1,216 square feet of meeting space.

Park Hyatt Beaver Creek Resort & Spa

20,000 square feet of meeting space,
with 13 breakout spaces.

The Pines Lodge

5,395 square feet of meeting space,
with 4 breakout spaces.

The Ritz-Carlton, Bachelor Gulch

14,084 square feet of meeting space,
with 11 breakout spaces.

High in the mountains under skies of blue,
anything seems possible.

Your thoughts are a little clearer, your appetite for life a little sharper.
People shine here.

Beaver Creek was created with the intimate,
unhurried feel of an Alpine village. Clustered around a piazza,
it's an ideal focus for any gathering or meeting.

The accommodations are never more than a stroll apart,
or at most a moment or two by village shuttle.

A theater, a living museum, a log cabin in a mountain meadow.
The meeting spaces are inspiring, and made to measure.

If you're bringing people together, you're home.



The white carpet treatment.





A carpet of aspens, from Allie's Cabin to the Gore Range (left).

Arrive by sleigh. The perfect venue to watch an evening fireworks display (below top).

A cozy bar, a grand dining room (below bottom).



Allie's Cabin

A log cabin high among the summer aspens. A spacious deck with the village spread below you and the Rocky Mountain skyline far across the valley. What better place for cocktails at the end of a work day? In winter, you can warm yourself at a baronial stone fireplace after an open-air sleigh ride.

Allie Townsend, "First Lady" of Beaver Creek, was the wife of one of the first settlers, George Townsend. The cabin named after her is extensively decorated with original Americana and eclectic touches. Floor-to-ceiling windows bring the mountains to the gathering.

Located on the Mountain. Capacity 100.

For availability and reservations, please call (970) 754 5762.



Beano's Cabin at dusk (left).

Evening celebrations (below top).

The dining area will be set up to fit your party (below bottom).



Beano's Cabin

Beano's is a feast for the senses. With an open lawn and wraparound deck at the foot of towering Grouse Mountain, it is an inspiring place to meet. Inside, vaulted ceilings, antler chandeliers and the warming glow of a stone hearth sharpen the appetite for a gourmet organic menu and a breathtaking wine list.

This legendary restaurant, nestled in a mountain meadow at the base of Larkspur Bowl, was once a lettuce patch. Frank Bienkowski, "Beano", was an original settler and longtime farmer. Today, the hospitality is award-winning (DiRona and Wine Spectator Award of Excellence), and the setting perfect for a shared experience.

Located on the Mountain. Capacity 150. A tented deck is available in the summer months.

For availability and reservations, please call (970) 754 5762.



The Clubhouse at SaddleRidge (left).

View overlooking Beaver Creek Mountain (below top).

The Grand Staircase (below bottom).



SaddleRidge

Step inside, and the past embraces you. SaddleRidge is home to the largest collection of American artifacts outside a museum and a blend of the rustic and the grand.

The cuisine is modern Western-American, served in three different dining rooms; all available for private functions. Upstairs you can relax in the frontier atmosphere of our Saloon Bar fitted with railroad chandeliers. The manicured lawn is a carpet and the perfect place for a toast to a productive day.

Located in Beaver Creek. Clubhouse capacity 140. Library capacity 32 for dining and Larkspur Room capacity 40 for dining.

For availability and reservations, please call (970) 754 5762.



The grandeur of the mountains is captured at Zach's Cabin (left).
Two views of the main level (below).



Zach's Cabin

Soaring vaulted ceilings, sturdy lodge poles, and a wooden deck surrounded by jutting rock and evergreens. Twig chandeliers and a central stone fireplace. Uninterrupted views of the magnificent Gore Range.

Zach's, named after a fiery frontier lawman, is famous today for Creative American cuisine infused with Pacific Rim flair and a cellar full of excellent vintages. It is a recipient of the Wine Spectator "Best Of" Award of Excellence.

The restaurant is available from December to March.

Located on the Mountain in Bachelor Gulch. Capacity 150.

For availability and reservations, please call (970) 754 5762.



Sunset on Fazio Golf Course (left).

Evening at the Clubhouse (below top),
and the dining room (below bottom).



Red Sky Ranch

Overlooking one of America's finest golf courses and Vail Valley, Red Sky Ranch has a sophisticated country club atmosphere. Stunning views of Castle Peak and blazing sunsets complement a menu of fresh, seasonal dishes. There is a large patio and a covered terrace which are ideal for private groups. Best suited to small and medium-sized gatherings, Red Sky Ranch opens its doors during the summer months.

Located in Vail Valley. Summer capacity 120 on the covered terrace. A tented patio is also available.

For availability and reservations, please call (970) 754 5762.





Broken Arrow

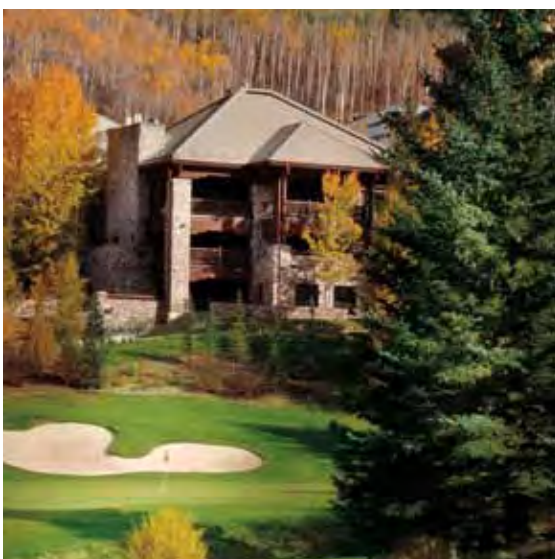
A toasty crackling firepit is the perfect focal point for any event or meeting. And from a large outdoor patio, guests can breathe in wonderful mountain views.

Broken Arrow serves up Colorado cuisine at its most eclectic. Comfortable, casual, and a little more intimate, it is ideal for smaller groups.

Located at the base of Arrowhead, serving breakfast, lunch and multi-course dinners for private events. With an indoor/outdoor bar, it has the exclusive feel of a mountain lodge.

Located at the base of the Mountain. Capacity 75.
The patio can be tented for larger events.

For availability and reservations, please call (970) 754 5762.



The Rendezvous Club

The Rendezvous Club offers the feel of a private country club and is available for private events. Situated on the Beaver Creek Golf Course, it offers wonderful views of lush green links and glorious mountain scenery.

A blend of leather, marble, chenille and wood, the restaurant's earth tones mirror the mountain grandeur. The spacious stone patio is ideal for socializing at cocktail hour.

An excellent setting for smaller private gatherings and corporate meetings.

Located on the Beaver Creek Golf Course. Capacity 55.

For availability and reservations, please call (970) 754 5762.



Spruce Saddle Lodge

At 10,200 feet, Spruce Saddle is the crossroads of Beaver Creek Mountain. From its wide open lawn it has spectacular views of the Gore Range clear across the Eagle River Valley. A large open dining room features a soaring vaulted ceiling and can easily accommodate from 200 to 600 guests, depending on the season.

Only accessible by chairlift in winter, it is a one-of-a-kind venue for a true on-mountain experience. In the summer it can be accessed via chairlift or shuttle and offers superb outdoor event amenities.

Located on the Mountain. Capacity 600.

For availability and reservations, please call (970) 754 5762.



Toscanini

Toscanini is located in the very heart of Beaver Creek Village beside the ice rink and Vilar Center, in the plaza square.

This very stylish, contemporary restaurant is a delicious mix of old and new. Named after the world-famous maestro, and steeped in old-world preparation and service, it breathes fresh life into Italian regional cuisine.

The outstanding wine cellar has been honored with The Wine Spectator Award of Excellence.

Located in Beaver Creek Village. Capacity 100.

For availability and reservations, please call (970) 754 5762.

Winter Activities

Ski & Snowboard School. Beaver Creek offers world-renowned Ski and Snowboard School programs with more than 1,300 instructors from around the world. The Beaver Creek Ski & Snowboard School is dedicated to giving you the most exciting variety of instruction options anywhere. Programs specialize in alpine, snowboard, children's, adaptive, and private groups.

First Tracks. Be the first to make tracks on one of our legendary powder days or on our many pristine groomers. Your group will have special early-morning access to the mountain an hour before the lifts open to the general public. First Tracks packages include access to three chairlifts as well as a private breakfast at one of our on-mountain venues.

Equipment Rentals. Equipment rentals are available at a variety of locations depending on where your group is staying. Rentals of alpine skis, snowboards, cross-country skis, snowshoes, kid's rental and helmets can be arranged. Our knowledgeable staff will fit your guests with the latest equipment and we'll even store it overnight for free.

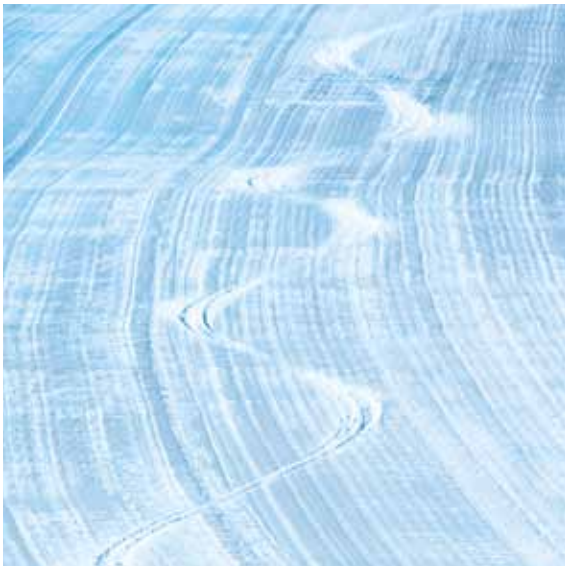
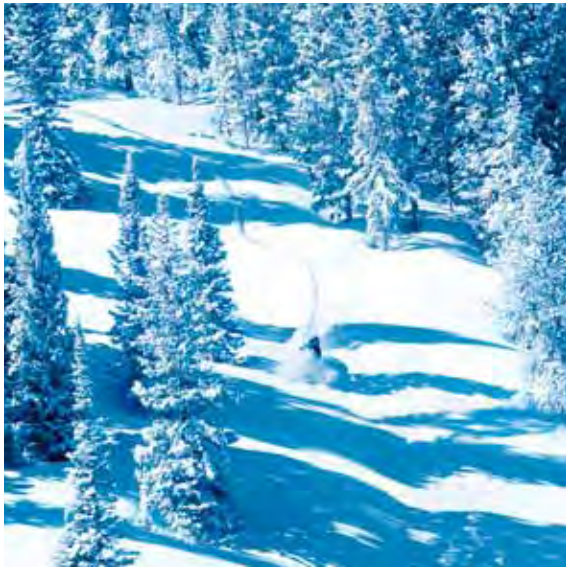
Complimentary Mountain Tours. Take advantage of our complimentary mountain tours for intermediate and advanced skiers and snowboarders. Our Guest Service staff will meet your group at your lodging property and take them on a personal tour of Beaver Creek Mountain. The tour runs from 10:00am to Noon. The tour includes an in-depth look of Beaver Creek, Bachelor Gulch and Arrowhead. It's a great way to spend the first day and learn about the mountain, the resort, and the history of the area.

Nordic Sports. Enjoy cross-country and telemark skiing and snowshoeing in the picturesque terrain of the Rockies. McCoy Park, accessed by the Strawberry Park Express Lift, offers a world class 32-kilometer track system complete with skating lanes, snowshoe trails and amazing mountaintop views. Choose from a variety of half-day and full-day lessons and tours, or simply tour on your own. The Beaver Creek Nordic Center offers instruction, equipment rental and retail items. Special Nordic programs can be customized to meet your group's needs.

Group Ski Races. Rent your own private race course. Our dual NASTAR race course is on a gently rolling blue run and suitable for advanced beginners through advanced racers. Gold, silver or bronze medals are awarded based on time, age, and gender. Custom races on other runs are also available.

Fireworks. Looking to leave your guests with a lasting impression? What better way than a private fireworks display to conclude an amazing evening on Beaver Creek Mountain. Fireworks can be coordinated with your private dinner at Allie's Cabin, Beano's Cabin and SaddleRidge, from 5 to 20 minutes long.

Advance Lift Tickets. We will outline our lift ticket program and ensure you receive the special group rate (with 20 or more skiers/snowboarders). We can assist in determining your needs, compile the order and work with you to have them delivered to the hotel or registration area.



Summer Activities

Golf. Sculpted by the great Rocky Mountains, three championship golf courses are available during your stay. The conveniently located Beaver Creek Golf Course was designed by Robert Trent Jones, Jr. and has been ranked among Golf Digest's "Top 75 Golf Resorts in North America". Just down the road, Red Sky Golf Club encompasses 700 acres of classic western landscape and hosts two world-class courses designed by Tom Fazio and Greg Norman. Tee times can be arranged.

Scenic Chairlift Rides. The views on the mountaintop are fabulous and we encourage everyone to ride the chairlift while visiting the Vail Valley. Group lift ticket rates are available and vary depending upon the size of the group.

Nature Hikes. The Beaver Creek Hiking Center offers guided hiking on Beaver Creek Mountain. Guides are educated in areas of Rocky Mountain flora, fauna and local history. Half day and full day public hikes are available by reservation and private hikes can be customized for your group. Trail maps are available for self-guided hiking on Beaver Creek.

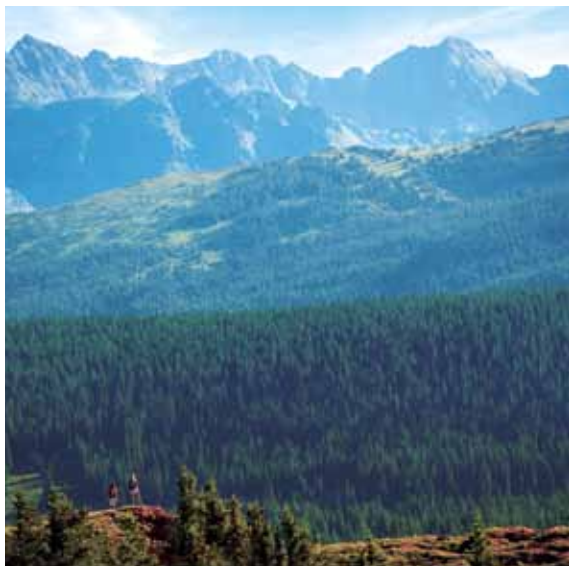
Mountain Biking. Take the Centennial Express Chairlift to the top of Beaver Creek Mountain and enjoy the spectacular and extensive network of mountain bike trails. A wide variety of guided tours and instruction is available, or just cruise the mountain on your own.

Fly Fishing. Experience the great outdoors and try a hand at fishing in Colorado's rivers and lakes. Professional guides can help improve technique or teach the basic skills of fishing to your group. Comprehensive fly fishing schools are offered as well as guided wade and float trips.

Fireworks. Looking to leave your guests with a lasting impression? What better way than a private fireworks display to conclude an amazing evening on Beaver Creek Mountain. Fireworks can be coordinated with your private dinner at Allie's Cabin, Beano's Cabin and SaddleRidge, from 5 to 20 minutes long.

Horseback Riding. Located just above the base of Beaver Creek Mountain, our stables offer trail rides into the wilderness. Groups may depart in the morning or the afternoon. Guided fishing trips on horseback are also available and can include lunch.

Beaver Creek Rodeo. Enjoy classic rodeo events as well as a petting zoo and pony rides. The Beaver Creek Rodeo is every Thursday evening throughout the summer. Food and beverages are available onsite.





Beaver Creek Lodge

Part of the Kessler Collection of Luxury Hotels, this is the only all-suite luxury hotel in the village. Each suite has commissioned art work, a mountain-chic dining room, and complimentary wireless Internet. Unwind at the workout facility or the indoor/outdoor pool. For availability and reservations, please call (970) 845 9800.

72 suites. 6 breakout spaces. 6,000 square feet of meeting space, including 1,344 square feet available in the largest single meeting space.



The Charter at Beaver Creek

Lodge rooms and 1-to 5-bedroom condominiums. Each condominium has a living and dining room, full kitchen, fireplace and a balcony or patio. Enjoy 'Spa Struck' spa services, a health club, indoor and outdoor hot tubs and pools, complimentary parking and Internet access. For availability and reservations, please call (970) 949 6660.

130 rooms and condominiums. 8,500 square feet of meeting space, including 2,250 square feet available in the largest single meeting space. 6 breakout spaces.



East West Resorts

From intimate hotel rooms to spacious 6-bedroom condominiums and private homes, East West Resorts offers Beaver Creek and Bachelor Gulch's finest selection of vacation accommodations. Experience the convenience of premier ski-in/ski-out and village locations. Each deluxe condominium offers a kitchen, fireplace, balcony or patio, full concierge services, access to pools, hot tubs and the award-winning Allegria Spa. For availability and reservations please call (800) 235 3557.

200 condominiums in a variety of locations. 500 square feet of meeting space.



The Osprey at Beaver Creek, A RockResort

The newly renovated Osprey is an intimate slopeside lodge offering lavish amenities, exceptional personalized services and premier alpine-chic sophistication. Located in the heart of Beaver Creek. The Osprey is the closest hotel to a chairlift in North America and the perfect setting for an unforgettable mountain vacation. The Osprey is a member of Preferred Hotels & Resorts Worldwide.

For availability and reservations, please call (877) 620 7669.

41 rooms and suites. 1,216 square feet available in the largest single meeting space.



Park Hyatt Beaver Creek Resort and Spa

In the heart of the Village, at the very foot of the mountain. All the trappings of luxury, topped off with the brand new Allegría Spa. End your day with a dip in the outdoor pool and hot tub. For availability and reservations, please call (970) 949 1234.

190 rooms and suites. 13 breakout spaces. 20,000 square feet of meeting space, including 8,631 square feet available in the largest single meeting space.



The Pines Lodge, A RockResort

Located on the slopes of Beaver Creek Mountain, this intimate, elegant lodge features spacious guest rooms, a AAA Four Diamond Award-winning restaurant, heated outdoor pool and Jacuzzi, ski-in/ski-out access and all the creature comforts of home—right down to the boot warmers. The Pines is a member of Preferred Hotels & Resorts Worldwide.

For availability and reservations, please call (877) 620 7669.

60 rooms and suites. 4 breakout spaces. 5,395 square feet of meeting space, including 1,650 square feet available in the largest single meeting space.



The Ritz-Carlton, Bachelor Gulch

The Vail Valley's only AAA Five Diamond resort is the centerpiece of the Bachelor Gulch Village experience and features exclusive ski-in/ski-out access on Beaver Creek Mountain, Colorado's finest golfing with special privileges at Red Sky Golf Club and the unrivaled luxury of the Bachelor Gulch Spa.

For availability and reservations, please call (970) 748 6200.

175 rooms and suites. 11 breakout spaces. 14,084 square feet of meeting space, including 7,107 square feet available in the largest single meeting space.



Vail/Eagle County Airport is just 25 miles from Beaver Creek. There are daily non-stop flights from major cities in the winter, summer and fall, and year-round connections from Denver International.

Ground transportation is available at baggage claim, at both Denver International and Vail/Eagle County airports.

Once in Beaver Creek, guests can take advantage of complimentary shuttle service anywhere within the resort.



Experiencing this mountain is a privilege, one we do our best to earn. Beaver Creek is 100% powered by wind, and recycles 1.4 million pounds of material every year. Even the brochure in your hand was made with recycled paper. 



To grow together,

sometimes you've got to get away. Away from the everyday, away from the bustle of the big wide world. Village life puts things in perspective, even when the village is straight out of a fairy tale.





Not exactly roughing it.



[8100 Mountainside Bar & Grill](#)

Live action bar and grill specializing in local, organic dishes and Colorado's best microbrews, wines and spirits. Located in the Park Hyatt Beaver Creek.

50 W Thomas Road, Avon, CO 81620

970.827.6600

[Learn More](#)

American

Beaver
Creek
Village



[Allie's Cabin](#)

Located on Beaver Creek Mountain.

970.754.5762

American,
Steaks

Beaver
Creek
Mountain



[Beano's Cabin](#)

Amazing cuisine, well-chosen wines, impeccable service, and unique transportation options to the restaurant have made Beano's Cabin a favorite destination for years. To reach the restaurant in the summer, you have the option of a horseback ride, riding in a wagon pulled by a John Deere diesel tractor, or taking a shuttle up to the cabin. Live music is performed while diners enjoy a meal expertly prepared by Executive Chef Bill Greenwood.

970.754.3463

[Learn More](#)

American

Beaver
Creek
Mountain



[Beaver Creek Chophouse](#)

Featuring the best deck in Beaver Creek offering some of the most spectacular views of the mountain. Located slope side in One Beaver Creek.

15 W Thomas Place, Avon, CO 81620

970.845.0555

[Learn More](#)

American,
Steaks

Beaver
Creek
Village



[Beaver Crêpes](#)

Stop by and watch as we prepare your sweet or savory crepe. Located next to the ice rink. Open for the winter season through Saturday, March 31st.

60 Avondale Lane, Avon, CO 81620

Beaver
Creek
Village



[Blue Moose Pizza](#)

Hand-tossed NY style pizza, salads, sub sandwiches, and Italian entrees. Located in Poste Montane near the ice rink.

76 Avondale Lane, Avon, CO 81620

970.845.8666

[Learn More](#)

Italian, Pizza Beaver
Creek
Village



[Broken Arrow](#)

Located at the bottom of the Arrow Bahn Express Lift (Chair 17) in Arrowhead Village. Open for the winter season through Sunday, April 8th (Limited Menu Offerings 4/1-4/8).

970.754.6750

American Beaver
Creek
Mountain



[Buffalo Bar](#)

Casual dining for lunch or dinner. Located in The Ritz-Carlton, Bachelor Gulch.

0130 Daybreak Ridge, Avon, CO 81620

970.343.1090

[Learn More](#)

American Bachelor
Gulch



[Coyote Café](#)

Beaver Creek's first bar/restaurant and still the local's favorite. Serving Mexican food, burgers, sandwiches, and salads. Located in Ford Hall next to the ticket office.

210 The Plaza, Avon, CO 81620

970.949.5001

American,
Mexican Beaver
Creek
Village

[Learn More](#)



[Dusty Boot Steakhouse & Saloon](#)

Offering Colorado cowboy cuisine for lunch and dinner. Located in St. James Place.

American,
Mexican,
Steaks

Beaver
Creek
Village

210 Offerson Rd , Avon, CO 81620

970.748.1146

[Learn More](#)



[Flying Pig Sandwich Shop](#)

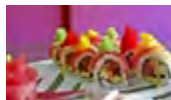
Simply serving delicious sandwiches. Located in the heart of the Beaver Creek Plaza.

American,
Deli-Cafe-
Bakery

Beaver
Creek
Village

45 W Thomas Place, Avon, CO 81620

[Learn More](#)



[Foxnut Slopeside Sushi](#)

Serving a wide array of sushi plates and Asian dishes. Now located steps from the Centennial Lift.

Asian

Beaver
Creek
Village

45 W Thomas Place, Avon, CO 81620

970.845.0700

[Learn More](#)



[Golden Eagle Inn](#)

Serving a wide selection of fish, beef, chicken, lamb, and Colorado elk. Located in Ford Hall, plaza level.

American

Beaver
Creek
Village

118 Beaver Creek Plaza, Avon, CO 81620

970.949.1940

[Learn More](#)



[Grouse Mountain Grill](#)

American,
Steaks
Beaver
Creek
Village

Mountain fine dining with breathtaking views. Featuring regionally-influenced, seasonally-focused cuisine. Located in The Pines Lodge.

141 Scott Hill Road, Avon, CO 81620

970.949.0600

[Learn More](#)

[La Cantina](#)

American,
Mexican
Beaver
Creek
Village

Convenient walk-in spot featuring affordable grab-and-go burritos, wraps, snacks, and drinks. Located in Beaver Creek Lodge near the covered bridge.

26 Avondale Lane, Avon, CO 81620

970.845.1735



[Mamie's Mountain Grill](#)

American,
European
Beaver
Creek
Mountain

Mamie's unique menu features "grill your own" options of Colorado lamb or chicken and burgers, homemade signature soups, European style hotdogs and a myriad of other options. Located on-mountain at the top of Bachelor Gulch. Open for the winter season through April 1st.

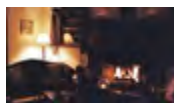


[McCoy's Cafe and Bar](#)

American,
Deli-Cafe-
Bakery
Beaver
Creek
Village

Ideal for a quick breakfast and lunch. Daily Apres-ski featuring Shannon Tanner. Located at the base of Centennial Lift.

970.949.1234



[Mirabelle Restaurant](#)

European
Avon

Award-winning fine dining in a turn of the century ranch house. Located just inside the main gates of Beaver Creek Resort.

55 Village Road, Avon, CO 81620

970.949.7728

[Learn More](#)



[Osprey Lounge](#)

Featuring an ever-evolving tapas-style menu with signature dishes and a hand-picked wine list in a casually elegant atmosphere. Located in The Osprey.

10 Elk Track Lane, Avon, CO 81620

970.754.7400

[Learn More](#)



[Red Tail Camp](#)

Located near the base of Chairlifts 9, 10, and 11. Open for the winter season through Sunday, April 8th.

970.754.5530



[Rimini](#)

Serving Italian gelato, chocolate, wine, coffee, paninis, and more. Located in Ford Hall, plaza level.

45 W Thomas Place, Avon, CO 81620

970.949.6156

[Learn More](#)



[Rocks Modern Grill](#)

Serving classic American grill cuisine for the entire family. Located in Beaver Creek Lodge.

26 Avondale Lane, Avon, CO 81620

970.845.1730

[Learn More](#)



[SaddleRidge](#)

The menu is based on Colorado regional cuisine and featuring steaks, seafood, and signature wild game dishes. Located at the base of the eastern slopes of Beaver Creek Mountain.

SaddleRidge is opening December 10th for the winter season and will close Saturday, March 31st.

Other

Beaver
Creek
Village

American,
Deli-Cafe-
Bakery

Beaver
Creek
Mountain

Deli-Cafe-
Bakery,
European,
Italian

Beaver
Creek
Village

American,
Steaks

Beaver
Creek
Village

American

Beaver
Creek
Mountain

970.754.5456

[Learn More](#)



[Spago](#)

American

Bachelor
Gulch

Chef Wolfgang Puck teamed up with The Ritz-Carlton and esteemed hospitality designer Tony Chi to create the newest Spago. Located in The Ritz-Carlton, Bachelor Gulch.

0130 Daybreak Ridge, Avon, CO 81620

970.343.1555

[Learn More](#)



[Splendido](#)

American

Beaver
Creek
Village

Serving the finest contemporary American cuisine. Located in The Chateau.

17 Chateau Lane, Avon, CO 81620

970.845.8808

[Learn More](#)



[Spruce Saddle Lodge](#)

American,
Deli-Cafe-
Bakery, Pizza

Beaver
Creek
Mountain

Serving grilled fare and casual cuisine. Located at the top of Centennial Express Lift (Chair 6). Open for the winter season through Sunday, April 15th.

970.754.5520



[Starbucks](#)

Deli-Cafe-
Bakery

Beaver
Creek
Village

Serving coffee and pastries. Located in One Beaver Creek at the top of the escalators. Open for the winter season through Sunday, April 15th.

1 Beaver Creek, Avon, CO 81620

970.754.6245

[Learn More](#)



[The Café](#)

Offering quick bites, coffee, pastries, complete salad bar and picnic lunches to go. Located off the lobby of the Park Hyatt Beaver Creek.

136 E Thomas Place, Avon, CO 81620

970.949.1234

[Learn More](#)

Deli-Cafe-
Bakery

Beaver
Creek
Village



[Toscanini](#)

Serving contemporary Italian cuisine in a relaxed yet elegant atmosphere. Located in Market Square next to the ice rink.

60 Avondale Lane, Avon, CO 81620

970.754.5590

[Learn More](#)

Italian

Beaver
Creek
Village

[Book it](#)



[Zach's Cabin](#)

The cuisine is American with a distinctly Pacific flavor. Located on Bachelor Gulch Mountain. Open for the winter season December 9th through Saturday, March 31st.

970.754.6575

[Learn More](#)

American

Bachelor
Gulch

BMW Car Club of America



PARK HYATT BEAVER CREEK

RESORT AND SPA

Dinner Buffets

All Dinner Options include Coffee

Dinner Buffet #1

- Hearty Potato Leek Soup
 - Sweet Brioche Rolls with Sea Salted Butter
 - Watercress and Belgian Endive with Smoked Idaho Trout, Charred Peppers, Cured Olives and Lemon Dressing
 - Grilled Natural Chicken with Roasted Wild Mushrooms and Grilled Asparagus
 - Grilled Organic Salmon with Braised Chard and White Bean Ragu
 - Roasted Fingerling Potatoes with Rosemary and Garlic
 - Sweet Biscuits with Lemon Macerated Strawberries, Star Anise Whipped Cream
- \$39.00 Per Person



Dinner Buffet #2

- Fat Tire Braised Buffalo Chili with Cilantro, Onions and Lime Sour Cream
 - Smoked Cheddar Cheese Biscuits with Apple Butter
 - Orzo Pasta Salad with Dried Pears, Cranberries, Apricots, Dates, Feta and Mint
 - Slow Roasted Chopped Beef Brisket with Colorado Native Brew BBQ Sauce
 - Polish Sausages Braised with Hops of Prey and Kraut
 - Crazy Mountain Brew Whole Grain Mustard and Club Rolls
 - Sea Salt Dusted Fried Chicken
 - Garlic Parmesan Wedge Cut Potatoes with Bourbon Ketchup
 - Individual Ginger Beer Ice Cream Floats with Maraschino Cherries
- \$42.00 Per Person

All Prices Subject to 23% Service Charge and 9.99% Tax. All prices subject to change

Plated Dinner

All Dinner Options include Coffee

Plated Dinner #1

Mache and Papaya Salad,
Hazelnut, Caramelized Shallots
and Meyer Lemon Dressing

Roasted Natural Chicken,
Wild Mushroom Rosemary Polenta,
Bleu Cheese Cream Sauce

Dark Chocolate Pudding,
Toffee Granola Crunch

\$39.00 Per Person



Plated Dinner #2

Shredded Iceberg,
Crumbled Goat Cheese,
Toasted Almonds,
Shaved Green Apples,
Dried Cranberries
and Cider Buttermilk Dressing

Roasted Organic Shelland Salmon, Herbed Fingerling Potatoes,
Creamy Style Swiss Chard,
Champagne Dill Butter Sauce

Graham Cracker Cheesecake,
Lemon Macerated Strawberries,
Whipped Cream

\$42.00 Per Person

All Prices Subject to 23% Service Charge and 9.99% Tax. All prices subject to change



Concourse in Beaver Creek Village

8-10 Individual Restaurants to set up booths in the Beaver Creek Village
Guests to mingle and walk through the concourse sampling food, beer
and wine

\$50.00 Per Person

All Prices Subject to 23% Service Charge and 9.99% Tax. All prices subject to change

Robert J. Charlson

421 S. 78th Street, Apt. #1
Omaha, NE 68114

Phone: (563) 580-1991
Email: charlson89@hotmail.com

PROFILE

I have always been fascinated with cars, BMW's specifically, and I could not imagine doing anything else. After high school I decided to take my education to the next level by attending Universal Technical Institute where I studied automotive technology and completed the Ford FACT program. After graduating I began BMW STEP training in Woodcliff Lake, NJ. BMW amazes me with their technological advances and racing heritage.

I have experience in the field and I am eager to continue and advance my career as a BMW/MINI technician.

EMPLOYMENT HISTORY

From	To	
12/10	Present	Markel BMW <i>Shop foreman BMW/MINI</i> Team Leader BMW/MINI Supervise 11 technicians Work dual brands BMW/MINI Diagnose and repair all concerns Work in a team environment
1/09	05/10	Suburban Tire <i>Lube Technician</i> Perform preventative maintenance on vehicles Stock and face merchandise Brake inspections Lube, oil, filter service Tire service including "Low Profile and Large Diameter" Maintain a clean and safe work environment
09/09	05/10	Universal Technical Institute <i>Peer Tutor</i> Assisted and studied with fellow peer's for courses

CERTIFICATIONS

ASE Certifications: A4, A5, A6, A8
ASE 609 Certified

AWARDS

Student of the course (nine times)
Director's List (thirteen times)
Excellent Attendance Award
Valedictorian - Universal Technical Institute
Second place in Ford AAA auto skills competition in 2007
Third place in DMACC auto skills competition in 2007

EDUCATION

BMW STEP Level 1– Service Technician Education Program, Woodcliff Lake, NJ

Phone: (201) 571-5329

June 29, 2010 to December 10, 2010

BMW Technician Certification in the following areas:

Level 1 certified, Diesel certified, Hybrid certified

MINI Technician Certification in the following areas:

Level 2 certified

Universal Technical Institute- Glendale Heights, IL

Diploma in Automotive Technology and Ford Accelerated Credential Training

Graduated May 7, 2009

Hempstead High School – Dubuque, IA

Graduated May 2007

Northeast Iowa Community College, Peosta, IA

Enrolled and completed general education classes and business classes.

August 2007- December 2008

Chapter Compliance Status

As of 06/10/13

Rebate Withheld		Required		Required		Required	
Items Missing		Required		Required		Required	
Chapter	Chapter Officer and Administration Form	Chapter Financial Stmt	2012 Form 990	Chapter Newsletters Days Overdue	Region		
Allegheny	Received	Received	990-N	41	North Atlantic		
Badger Bimmers	Received	Received	990-EZ		North Central		
Bayou	Received	Received	990-N		South Atlantic		
Blue Ridge	Received	Received	990-N		South Atlantic		
Bluegrass Bimmers	Received	Received	990-N		North Central		
Boston	Received	Received	990		North Atlantic		
Buckeye	Received	Received	990		North Central		
Central California	Received	Received	990-EZ		Pacific Region		
Choo Choo Bimmers	Received	Received	990-N		South Atlantic		
Connecticut Valley	Received	Received	990-T		North Atlantic		
Delaware Valley	Received	Received	990-EZ		North Atlantic		
Everglades	Received	Received	990-N		South Atlantic		
First Coast	Received	Received	990-N		South Atlantic		
Florida Suncoast	Received	Received	990-N	137	South Atlantic		
Genesee Valley	Received	Received	990-T		North Atlantic		
Golden Gate	Received	Received	Ext. Rec'd, need 990		Pacific Region		
Great Plains	Received	Received	990-EZ	68	South Central		
Green Mountain	Received	Received	990-N		North Atlantic		
Gulf Coast	Received	Received	990-N		South Atlantic		
Hawaii	Received	Received	990-N		Pacific Region		
Heart of Dixie	Received	Received	990-EZ	18	South Atlantic		
Hoosier	Received	Received	990-N		North Central		
Houston	Received	Received	June 30th year end		South Central		
Illini	Received	Received	990-N		North Central		
Inland Empire	Received	Received	990-EZ		Pacific Region		
Iowa	Received	Received	990-N		North Central		
Kansas City	Received	Received	990-EZ	83	South Central		
Lone Star	Received	Received	Pending Approval of IRS application		South Central		
Los Angeles	Received	Received	990-EZ	64	Pacific Region		
Michiana	Received	Received	990-N		North Central		
Motor City	Received	Received	990-N		North Central		
Mountain State	Received	Received	Tax Status Revoked		North Atlantic		
National Capital	Received	Received	990		South Atlantic		
New Jersey	Received	Received	990-T	65	North Atlantic		
New Mexico	Received	Received	990-N		South Central		
New York	Received	Received	990-EZ		North Atlantic		
Nittany	Received	Received	990-N		North Atlantic		
North Star Bimmers	Received	Received	990-EZ		North Central		
Northern Ohio	Received	Received	990		North Central		
Old Hickory	Received	Received	990-N		North Central		
Oregon	Received	Received	990-N		Pacific Region		
Patroon	Received	Received	990-EZ		North Atlantic		
Peachtree	Received				South Atlantic		
Pine Tree	Received	Received	990-N	15	North Atlantic		
Pocono	Received	Received	990-N		North Atlantic		
Puerto Rico	Received	Received	990-N	26	South Atlantic		
Puget Sound	Received	Received	990-EZ		Pacific Region		
Rattlesnake	Received	Received	990-N		Pacific Region		
River City Bimmers	Received	Received	990-N		North Central		
Roadrunner	Received	Received	990-N	106	Pacific Region		
Rocky Mountain	Received	Received	990-EZ		South Central		
Sacramento Valley	Received	Received	990-N		Pacific Region		
San Diego	Received	Received	990-EZ		Pacific Region		
Sandlapper	Received	Received	990-N		South Atlantic		
Sierra	Received	Received	990-N		Pacific Region		
Sin City	Received	Received	990-N	250	Pacific Region		
Smoky Mountain		Received	990-N	139	South Atlantic		
Sonora	Received	Received	990-N		Pacific Region		
St. Louis	Received	Received	990-N		North Central		
Sunbelt	Received	Received	990-N		South Central		
Sunshine Bimmers	Received	Received	990-N	93	South Atlantic		
Tarheel	Received	Received	990-T		South Atlantic		
Tejas	Received	Received	990-N		South Central		
Tidewater	Received	Received	990-EZ		South Atlantic		
Wasatch	Received	Received	990-N		South Central		
White Mountain	Received	Received	990-EZ		North Atlantic		
Windy City	Received	Received	990-EZ		North Central		

69

June 18, 2013

Greg Gelatka
21516 W 51st Street
Shawnee, KS 66226-9721

Mr. Frank Patek
Executive Director
BMW CCA National Office
640 South Main Street, Suite 201
Greenville, SC 29601-2563

Re: Request for CCA Membership Reinstatement

Dear Frank,

As you know the term of my CCA membership suspension concluded on June 15th. I am writing you to request reinstatement of my BMW membership having complied with the terms and conditions the national board established in June of 2011. You are fully aware of the circumstances of the event that occurred that understandably justified your decision to take the action that you did. As I have communicated to you previously, I understood and accepted your decision.

I am certain you know that I am an avid BMW enthusiast and have a passion for the brand, and for making our local chapter successful. I have served in numerous leadership capacities with the Kansas City chapter, including tenure as the chapter President. I truly believe that anyone you speak to in the Kansas City Chapter membership ranks will tell you that I have demonstrated this commitment at the highest levels and spanning many areas of responsibility, over many years.

I want to make clear to you that I do acknowledge my actions and judgment surrounding the event that ultimately led to the suspension of my membership. Over the past two years being separated from CCA functions and activities I have reflected at length on this and have worked very hard to look at things through a different lens. I only have the best intentions for the health and viability of our chapter and missed being part of the club.

So, I am again requesting this review with the hope that National will agree that the conditions of my membership suspension have been met and that you will reinstate my CCA membership. I can assure you of this Frank that upon reinstatement of my membership my number one priority will be to re-build trust and respect among the chapter members.

And I understand that any future offensive, unprofessional and counterproductive conduct on my part would most certainly result in National imposing a permanent revocation of my CCA membership. I am taking this very seriously and I commit to you that if reinstated under the above conditions that I will conduct myself as a model citizen and continue to help the Kansas City chapter grow and thrive.

I sincerely appreciate your consideration and understand that you have a national board meeting scheduled this month. My hope is that this issue can be on your agenda and that the national board will review the terms of the suspension, consider that I have complied and served the term and vote to reinstate my membership.

Respectfully Submitted,

Greg Gelatka
cc: Mr. Michael Lingenfelter

SECTION 5. CHAPTERS AND CHAPTER OPERATIONS

A BMW CCA Chapter is a geographically based or non-geographically based affiliation of BMW CCA members. The area covered by a geographically based chapter is defined by a grouping of zip codes. Non-geographically based Chapter membership is defined by their charter. Each Chapter must be chartered by the National Club and must adhere to National bylaws, policies and minimum standards. At the same time, each Chapter is an independent organization with its own bylaws and policies, which, in turn, must be in accordance within those of the National Club.

Chapters are the foundation upon which the BMW CCA was built, and they remain the backbone of the organization. With nearly all BMW CCA members assigned to a Chapter, they are the primary opportunity for members to interact with other BMW enthusiasts with whom they share common interests. The network of Chapters proves the national scope of the Club and provides one of the most effective channels for the National organization to communicate with, and provide benefits and services to its members.

This section of the Operations Manual is designed as a reference for members who want to start, split or operate a BMW CCA chapter. As new volunteers step forward to guide and support their Chapters, this section will help them understand what is required, expected and advantageous for them to know and do. Adherence to the provisions of this section will help ensure continuity between Chapter leaders who have served in positions and the volunteers who are stepping into those positions.

5.1 REGIONS

In 1977, to be more responsive to the needs of Chapters and individual members, the Club organized Chapters into geographic divisions now called regions. To represent the interests of the members and Chapters of each region, a Regional Vice President is elected and serves as a member of the National Board of Directors. Non-geographic chapters will be represented by the Executive Vice President and/or could be assigned to another elected board member. The five regions and states they cover are:

North Atlantic Region: Connecticut, Delaware, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont and West Virginia.

South Atlantic Region: Alabama, District of Columbia, Florida, Georgia, Louisiana, Maryland, southern Mississippi, North Carolina, Puerto Rico, South Carolina. Eastern Tennessee and Virginia.

North Central Region: Eastern Arkansas, Illinois, Indiana, Iowa, Kentucky, Michigan, Minnesota, northern Mississippi, eastern Missouri, North Dakota, Ohio, South Dakota, western Tennessee and Wisconsin.

South Central Region: Alabama, western Arkansas, Colorado, Kansas, Louisiana, southern Mississippi, western Missouri, New Mexico, Oklahoma, Tennessee, Texas and Utah.

Pacific Region: Alaska, Arizona, California, Idaho, Hawaii, Montana, Nevada, Oregon,, Washington and Wyoming.

5.2 CHAPTER COMMUNICATIONS

5.2.1 Communicating with Regional Representatives

Chapter officers should contact their Regional Vice President with questions on Club policy, regional matters, and suggestions and complaints.

At least once per quarter, Regional Vice Presidents are required to communicate with Chapter Presidents. This may be accomplished by the Regional Vice President publishing a regional Pipeline—a report on actions accomplished or under consideration by the Board of Directors that may impact Chapter operations. Regional Vice Presidents may also communicate directly with Chapter Presidents by telephone, mail or e-mail.

Regional Vice Presidents may request input from Chapter leaders on matters under consideration by or being presented to the Board of Directors. It is essential to good governance and good representation that Chapter officers respond as quickly as possible to such requests, so that the National Board can make informed decisions that take into consideration the preferences of Chapter leaders and their members. Such requests for input may also come from other National leaders for specific purposes. For example, the National Treasurer may request input from Chapter treasurers, or the regional Driving Events Committee representative may ask the opinion of Chapter driving events coordinators. Thoughtful and quick responses will help chapter representation.

Chapter driving events coordinators should contact their regional Drive Events Committee representative with questions, comments, suggestions and complaints concerning driving events.

5.2.2 Communicating with the National Office

Chapter officers should contact the National Office on procedural matters concerning member applications, renewals and reports; member changes of address; Chapter forms; insurance requirements; and financial matters such as Chapter rebates and financial reporting.

Much of the information needed by the National Office to operate the Club and support the chapters is derived from standardized forms and reports submitted by the Chapter. These are contained later in this manual in the Section entitled “Forms.” It is essential for the Chapter’s well being to submit these forms accurately and on time. Communications with and benefits for the Chapter depend on the National Office receiving these forms. One of the Chapter President’s most important functions is to ensure that these forms are submitted on time.

The Chapter President, upon assuming office and notifying the National Office, will be issued a toll-free telephone number that will allow him or her to telephone the National Office at no charge.

Monthly As needed, the Executive Director will publish *News From National*, which highlights issues of importance to chapters and members. It is designed to keep members up-to-date on current events and other pertinent news. *News From National* will be sent by e-mail to all Chapter officers for whom National has an accurate and current e-mail address. A copy of *News From National* will be posted to the BMW CCA website for viewing or downloading by members.

The BMW CCA website contains a “Members Only” section where Chapter leaders can find, in addition to the most recent and archived copies of *News From National*, agendas for upcoming or past Board meetings, and minutes from the most recent and previous Board meetings.

Comment [FP1]: No longer seems to be necessary. Recommend delete, but Board decision.

Comment [FP2]: Roundel Weekly makes this monthly deployment less necessary.

After the minutes of a National Board meeting have been approved, they will be posted to the BMW CCA website. Chapter Presidents will receive an e-mail notifying them that the minutes are available for viewing and download. ~~Paper copies of the minutes may be provided upon request to the National Office.~~

Comment [FP3]: Unnecessary

The BMW CCA website will contain a “BMW CCA News” section that members can visit. Chapter officers are encouraged to visit the website frequently to check on the latest news and the status of major events and programs.

5.2.3 Communicating with the National Board of Directors

Chapter leaders and, in fact, all members, may directly contact members of the Board of Directors. Club members are requested to first contact their Regional Vice President on matters of policy or policy enforcement, since it is most likely the matter will first be referred back to the Regional Vice President. Likewise, Club members are encouraged to first contact the National Office on matters pertaining to Club administration procedures, since the Board will most likely refer those matters back to the Executive Director for research.

5.3 NATIONAL CONFERENCES AND CONGRESSES

A very effective way to disseminate information to its chapters is at a National conference or congress in which Chapter representatives are in attendance. ~~Each year, BMW CCA hosts, in rotation, one of three National conferences. As currently scheduled, these are:~~ Each year BMW CCA may host, at the discretion of the Board, one or more leadership conferences. The current list of topics is as listed below, but not limited to:

- **Chapter Congress** – For Chapter presidents, treasurers and membership chairs.
- **Newsletter Editor/Webmaster Conference** – For Chapter Newsletter Editors and webmasters.
- **Driving Events Conference** – For Chapter driving events coordinators and chief instructors.

5.4 TRAVEL BY CHAPTER REPRESENTATIVES TO NATIONAL CONFERENCES

BMW CCA will reimburse authorized Chapter representatives attending National BMW CCA Congresses and Conferences for reasonable travel expenses as ~~listed in Section 4.1.2 covering travel expense reimbursements specified by the Board.~~ Only those Chapter representatives expressly authorized by BMW CCA will be reimbursed. Additional or unauthorized representatives are the responsibility of the Chapter or the individual. The Chapter must be in compliance with minimum standards in order for their representatives to be authorized to attend the listed events.

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SECTION 6. CHAPTER MINIMUM STANDARDS

To keep status as a BMW CCA chapter in good standing, certain minimum standards must be maintained.

6.1 BYLAWS

Each Chapter is required to have bylaws, a copy of which must be provided to the National Office. If a Chapter amends its bylaws, the Chapter must provide a copy of the amended bylaws to the National Office.

6.2 MEETINGS

Each Chapter is required to hold at least one (1) event or business meeting per each ninety (90) days, advance notice of which will be given to Chapter members in their newsletter.

6.3 POST OFFICE BOX

Each Chapter is required to maintain a post office box with a permanent mailing address. The box must be checked regularly. Even with the advent of electronic communications, important materials are mailed to the Chapter.

Post office boxes are mandatory because a permanent address means that regardless of turnover of key Chapter officers, the Chapter will always have an address where important materials can be mailed. Mail forwarding and loss or delay of mail are kept to an absolute minimum with a static address. A permanent address enables the Chapter to print sufficient stationery and related items without fear of obsolescence, as well as allowing the Chapter to reduce unit prices due to larger volume when ordering.

The post office box should be located at a post office within the portion of a Chapter's geographic area that contains a large number of Chapter members so that there will remain a probability that the post office will be relatively close to one or more Chapter officers. For Non-geographic chapters, the post office box will be maintained by the National office. Chapters should take that approach and resist the temptation to move the post office box to a location nearer to a single Chapter officer who may only be picking up the mail for a year or two.

If it is decided that the post office box location is to change, allow at least three (3) months overlap before ceasing to use the old box. Notify the National Office and other correspondents as soon as possible of the change.

6.4 NEWSLETTER

Each Chapter is required to issue at least one (1) newsletter per each ninety (90) days to each member of that Chapter and to the National Office, and to all other BMW CCA chapters reciprocating in kind. By definition, a newsletter must contain the following minimum items:

- The date or period the newsletter covers.
- A listing of all Chapter officers and at least two (2) telephone numbers, with area code, of any Chapter officers.
- At least one (1) automotive-related article.
- Notification of at least one (1) Chapter event or business meeting per each ninety (90) days.

Comment [FP4]: A more pertinent reason for maintaining a chapter mailbox is the need to have a set location to receive mail related to corporate and tax filings. Potentially could be handled by determining a registered corporate agent.

- The Post Office box address of the Chapter.
- A disclaimer of the materials published in the newsletter.

At the option of any regular Chapter newsletter recipients, the newsletter shall be furnished to those requesting it in printed form rather than electronic.

Chapters are required to provide one (1) copy of their newsletter to the National Office, the preferred format is in PDF or as a Word document. Chapters that are unable to submit a PDF or Word document may elect to send a hardcopy via U.S. mail at their own expense. ~~The cost of distributing the extra copies will be born directly by the National Office.~~ Chapters will not be reimbursed for these expenses. Chapters are requested to distribute copies of their newsletters to every other BMW CCA Chapter.

Comment [FP5]: Remove

6.5 WEBSITE

Each Chapter is required to maintain a Chapter website. The Chapter website must contain the following minimum items:

- The Chapter name.
- A listing of Chapter officers and a means of electronically contacting at least one Chapter officer.
- A listing or calendar of upcoming Chapter events.
- The Post Office Box address of the Chapter.
- A disclaimer of the materials included on the website.
- A link to the BMW CCA homepage, “Join BMW CCA page,” or both.
- For non-geographic chapters, a discussion forum or other social engagement technology is required

Chapters are required to provide by e-mail to the National Office the Chapter domain name and the URL of the Chapter website as soon as the website goes live, or whenever the domain name or URL changes.

For various reasons and for various lengths of time, a Chapter may not have a live Web page. In these cases, BMW CCA will provide, at no cost to those Chapters, a one-page website that will include the Chapter name, a listing of upcoming events, a means of electronically contacting at least one (1) Chapter officer, a disclaimer, and the Post Office Box address of the Chapter. Chapters using this service must provide update contact information and updated information on upcoming Chapter events as they are scheduled. If a Chapter does not have a registered domain name, then the National Office will assign it a sub-domain name to be used as the address for the substitute Chapter Web page.

6.6 REPORTS

Each Chapter is required to submit the Chapter Officer Questionnaire to the National Office annually within two (2) weeks after Chapter elections, but no later than March 15 of each year, and also whenever the data changes. The report must be submitted electronically through the BMW CCA website Chapter Forms page. This form is extremely important because it tells the National Office and Board of Directors who is in charge of the Chapter, who is performing vital functions, where routine and critical communications are sent, and who is eligible for National conferences. The contact information on this report is essential to allow the Club to pass along important information quickly to the Chapter and its members.

Each Chapter is required to submit the Chapter Annual Financial Report to the National Office annually no later than by the end of the third month following the chapter's fiscal year end. The report must be submitted electronically through the BMW CCA website [Chapter Forms](#) page.

Chapters must submit to the National Office a copy of their Federal IRS Form 990 or 990-EZ within 15 days of filing the form with the Internal Revenue Service. **If neither form is required, a statement to that effect shall be submitted to the National Office by the 15th day of the 5th month following the chapter fiscal year end.**

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Comment [FP6]: There is no longer an exemption.

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If a chapter's annual gross revenues exceed \$1,000, a copy of the Federal IRS Form 990-T must also be submitted to the National Office within 15 days of filing the form with the Internal Revenue Service.

6.7 FINANCIAL STATEMENT TO MEMBERS

Each Chapter is required to provide a financial statement to all its members at least once a year. (This could be by inclusion in the Chapter newsletter or by a separate mailing.)

6.8 BANK ACCOUNT AND ELECTRONIC TRANSFER OF FUNDS

Each Chapter is required to maintain a current bank account containing Chapter funds. Further, each Chapter will provide the National Office with the information required for the National Office to initiate electronic funds transfers (EFT). All fund transfers from the National Office to the Chapter will be via EFT. For non-geographic chapters, National will help set up the bank account in Greenville, SC.

6.9 INSURANCE

Each Chapter is required to obtain liability insurance in the amount of ten million (\$10M) dollars for every event, to include driving schools, safety schools, car control clinics, autocrosses, slaloms, rallies of any type, tours, gymkhanas and car shows. Coverage is not automatic. Coverage must be initiated by the Chapter holding the event. The Chapter must obtain a Certificate of Insurance for each event. BMW CCA must be listed as an additional named insured on the Certificate of Insurance.

Chapters may apply for event coverage under the BMW CCA liability policy, or they may obtain their own insurance. Chapters are encouraged to make use of the BMW CCA liability policy because premiums using this policy will probably be significantly less expensive than independently obtained coverage. The policy is written expressly for these types of activities and, in the case of car shows and rallies/tours, the Chapter can apply for a one hundred (100) percent rebate. In any event, the coverage obtained must be for at least ten million (\$10M) dollars.

Chapters utilizing the BMW CCA liability policy must apply for event coverage by submitting the appropriate application form and premium payment in advance of the event. Instructions are on the application form, which is located in the [Chapter Forms](#) section. The application to request a premium rebate from BMW CCA is located in that section as well.

Each Chapter is required to participate in the Directors and Officers (D&O) Liability policy. BMW CCA will pay for twenty (20) percent of the premium, with the remainder of the cost being paid by each Chapter on a sliding scale based on size. The monthly premium will be automatically deducted from the Chapter rebate payment from BMW CCA.

Whereas the BMW CCA liability policy protects the Club, Chapters and volunteers from claims made for property damage or bodily injury, D&O coverage protects Chapter officers and other volunteers from

claims made for other types of damages due to decisions made by those Chapter officers or other volunteers.

6.10 CHAPTER LOGO

Chapters are not required to have a logo. However, a Chapter may choose to design and use a distinctive Chapter logo. A benefit of BMW CCA being a member of the International Council of BMW Clubs is that BMW CCA chapters can use the trademarked BMW roundel logo within their Chapter logo, provided the Chapter logo is designed in accordance with International Council guidelines and approved by the BMW CCA Board of Directors. The International Council Guideline on logos is available from the National Office and also on the BMW CCA website. Chapters may not otherwise use the BMW roundel logo in any way for any reason. Chapters may not incorporate a derivative of the BMW roundel logo in their Chapter logo. Chapter logos that do not use BMW-trademarked and/or word marked logos in any way do not require approval in accordance with International Council guidelines.

6.11 DRIVING EVENTS

Chapters that conduct driving events for which minimum standards have been adopted and included in the [Operations-Driving Events](#) Manual, such as driving school and autocross minimum standards, are required to comply with those standards.

6.12 NON-COMPLIANCE

Failure to comply with these minimum standards could ultimately result in the revocation of the delinquent Chapter's charter. As soon as a Chapter is deemed non-compliant with any one of the minimum standards, the actions under the Minimum Standards Compliance Policy may be initiated.

6.13 MINIMUM STANDARDS NON-COMPLIANCE POLICY

The process for returning a Chapter to compliance with minimum standards begins with either National Office staff or a National Board member noting that a Chapter is not in compliance with the minimum standards.

Once the apparent non-compliance is identified, the Executive Director, after notifying the Regional Vice President, ~~sends a letter to~~ will contact the Chapter President identifying the problem and requesting an explanation and/or corrective action. If the problem is subsequently corrected the matter is closed. If the Chapter requires assistance, the Executive Director and Regional Vice President will attempt to contact the Chapter President and render all possible advice and assistance.

If the Chapter remains out of compliance for fourteen (14) days after notification, the Executive Director will review the Chapter's history. If the Chapter has been on probation within the previous eighteen (18) months, the Executive Director will send a letter to the Chapter officers and members advising them that their Chapter is non-compliant. The Chapter will have thirty (30) days from the date of that letter to bring the Chapter into compliance. If at the end of thirty (30) days the non-compliance is not corrected, then Article 10, Section 3 of the BMW CCA Bylaws may be invoked.

If the Chapter remains out of compliance for fourteen (14) days after notification and has not been on probation during the previous eighteen (18) months, the Executive Director, after notifying the Regional Vice President, will mail a thirty (30) day probation letter to the Chapter post office box and each Chapter officer. The Executive Director and Regional Vice President will attempt to contact at least one (1) member of the Chapter Board by telephone and offer assistance.

Comment [FP7]: Suggest this be changed to Upon recommendation of the Regional Vice President the Executive Director will send a letter of non-compliance and give the chapter 30 days to bring the chapter into compliance.

If the Chapter remains out of compliance after thirty (30) days, the Executive Director, after notifying the President and the Regional Vice President, will mail a sixty (60) day suspension letter to all Chapter members. The President and Regional Vice President will attempt to contact Chapter leaders or other members of the Chapter by telephone to determine if there remains in the Chapter enough interested members and resources to resolve the problems and, with or without assistance from the National Office or Board of Directors, bring the Chapter into compliance.

If the Chapter remains out of compliance after sixty (60) days, then Article 10, Section 3 of the BMW CCA Bylaws may be invoked and charter revocation proceedings may begin.

If a Chapter's charter is revoked, that Chapter's name and address will be removed from *Roundel* and the BMW CCA website. All correspondence from the National Office to that Chapter will cease and the other chapters will be notified. Members previously assigned to that Chapter will be re-affiliated with the closest adjoining chapter. For non-geographic chapter members, they may be reassigned to another non-geographic chapter or could be assigned to their nearest geographic chapter. Members who held dual-chapter affiliation with that Chapter will receive a pro-rated refund of their dual-chapter affiliation dues.

In order to be reinstated, members in a revoked Chapter's area must petition for a new charter and go through the entire New Chapter process.

Chapter membership dues rebates and other rebates may be withheld by the National Office for chapters that are not in compliance with minimum standards. All withheld funds will be released once the Chapter is brought into compliance.

Comment [FP8]: Suggest: If the chapter remains out of compliance after 30 days the Executive Director, after notifying the President and Regional Vice President and Chapter Officers, will immediately withhold the Chapters rebates.

JUNE 2013 REPORT



TO: BMW CCA BOARD OF DIRECTORS

FROM: Jackie Bechek, Director of National Events

DATE: JUNE 22, 2013

RE: Status Report as of June 2013

BMW Car Club of America, Inc.
Jackie Bechek
Director of National Events
640 South Main St., Ste 201
Greenville, SC 29601
(864) 250-0022
jbechek@bmwcca.org
bmwcca.org

STATUS UPDATE OF UPCOMING EVENTS

BMW CCA EVENTS

- | | |
|--|---|
| May 25-27 th | Vintage at Westbend Vineyards —Scott Sturdy—Lewisville, NC
We sold approx. (17) memberships and \$2,500 in merchandise |
| July 20-21 st | Pittsburgh Vintage Grand Prix —Schenley Park—Pittsburgh, Pennsylvania
Will sell memberships, merchandise and give free Spaten to members on German Hill |
| August 16 th | Legends of the Autobahn —Rancho Canada Golf Course—Carmel Valley, CA
Four German marque Concours with VIP luncheon and regular luncheon. |
| August 16 th | Festorics 2013 Kick-off Dinner —Pasadera County Club
Will present Buffet Dinner to 100-150 guests |
| Aug 17th-18 th | Festorics/Reunion —Laguna Seca Raceway—Salinas, CA
Have (250) Corral passes and catered Luncheon on Saturday and Sunday from Classic Catering. (see Report below) |
| Aug 19th-24th | Oktoberfest 2013 —Hyatt Monterey and Laguna Seca—Monterey/Salinas, CA
(See Report below) |
| Aug 29th-Sept 1st | ZFest 2013 —Zentrum Museum—Greenville, SC (LABOR DAY)
Will sell memberships at the Zfest registration at host hotel |
| October 12 th -14 th | Vintage at Saratoga —Saratoga Springs, NY |
| October 18-19 th | Eurofest 2013 —Zentrum Museum—Greenville, SC
Working to bring Spaten to event for free beer; we will host a tent for memberships and merchandise. Event does conflict with ALMS at Road Atlanta, but large turnout (2,000) expected anyway. |

REPORT ON OKTOBERFEST 2013

Driving Schools: We are at capacity (135-140) for all days of driving schools, Wednesday through Saturday. We will pull members off the Wait List through cancellations, and we have already removed the Ultimate Driving and Motorsport Packages off of the Registration.

Social Meals: Our Hyatt Dinners on Monday, Wednesday and Friday nights (475-500) are very well-subscribed. We have more room for sign-ups for the Wine Tour events on Thursday and Friday. Our Wednesday BBQ at Laguna Seca has over (500) signed up, and we will have rental seating to accommodate everyone when they arrive at the track from the TSD Rally, as well as from the Car Control and Gymkhana events. We have contracted with Baja Cantina in Carmel Valley for the Volunteer Reception on Thursday night, and expect upwards of (100) guests. We have (35) members signed up for Hearst Castle, but will provide an exclusive tour for our members with many Board members and staff attending.

Social Activities: We have over (300) signed up for the Dinan Engineering Open House on Monday. Although we researched bus transport, costs were prohibitive, so now this is now a self-guided tour with members driving themselves up to Morgan Hill. On Wednesday, we have (42) for Car Control, (124) for Gymkhana, and we expect (75-100) for the TSD Rally. We have (35) signed up for the Concours Judged category at the Custom House Plaza, and another (89) signed up for Display, but we may need to limit the display category, and perhaps total cars on the plaza, due to some resistance from the City and State. We are awaiting the Temporary Encroachment Permit from the City of Monterey to allow us to stage and disrupt city streets, and then, hopefully, we will receive the State permit to conduct our event on the Plaza.

LEGENDS OF THE AUTOBAHN/FESTORICS 2013

This year to date we are ahead of last year's registration with (22) members signed up for the Legends Concours, and (70) for the Corral. We have a good turn-out for the Buffet Lunch (75), and the VIP Lunch (44) which will be a more substantial meal under the tent. The Four marques will each have a (20X20) Tent for their individual merchandising areas, and we are anticipating that BMW Classic will bring a few noteworthy cars for display as well.

For Festorics, we have sold (95) of the (250) corral passes to date. We have (181) signed up for the Hospitality Tent for the catered lunch by Michael's Catering. We are also ahead of last year's registration pace. We are working with GGC for hospitality area layout. We will receive a 30% discount on Corral Passes and Race Trips from SCRAM due to our volume purchases.

CCA MEMBER-ONLY GETAWAY TRIPS WITH THE PERFORMANCE CENTER

As these trips attract members from across the country, our members are able to socialize across chapter boundaries. **Also, these members tend not to be our typical track guys, but rather owners of late model cars who wish to become better drivers. They often go home and purchase new cars that they have enjoyed during these trips—a great benefit!**

For 2013, we offered seven (7) Getaway Trips with the Performance Center:

February 14th-16th: Valentine's Day Couples Trip: (Greenville, SC and Mts of NC) **\$2495/couple**

We had six (6) couples from six different chapters from California, Virginia, Pennsylvania, Texas, and SC. They enjoyed a romantic Valentines' Day Dinner at the Hyatt Greenville, took a tour of the BMW Factory, spent the day in the mts of SC and NC, and then enjoyed a full day of Car Control School at the Performance Center. A late day snow blizzard added to the excitement of the Renner/Isley hot lap rides!

March 2nd-3rd: Two Day M School (Greenville, SC) **\$3,055/single or \$2,855/double occ.(FULL)**

We had a full program of (15) guests attend from around the country

April 11th-15th: Ladies'-Only Driving & Spa Getaway (Greenville, SC & Grove Park Inn, Asheville, NC)
\$2695/pp (single occupancy): Participant PURCHASED a new 650i

April 13th-14th: Two Day M School (Greenville, SC) **\$3,055/single or \$2,855/double occ.(FULL)**

We had a full program of (15) guests attend from around the county

April 25th-27th: BMW Couples' Driving Experience: (Greenville, SC & Mts of NC) **\$1695/pp**

We had (6) couples -- Participant PURCHASED a new M6

June 1st-2nd: Two Day M School (Greenville, SC) **\$3,055/single or \$2,855/double occ. (FULL)**

We had full program of (15) guests--Participant PURCHASED a new M3

July 13th-14th: Two Day M School (Greenville, SC) **\$3,055/single or \$2,855/single occ. (FULL)**

We have a full program of (15) guests—this is the last program of 2013.

DATES FOR 2014

MEMBERS' ONLY TWO DAY M SCHOOLS: Feb 1st-2nd; March 8th-9th; April 12th-13th; August 23rd-24th

LADIES' ONLY TWO DAY M SCHOOL (BRAND NEW!!): April 12th-13th

VALENTINE'S DAY PROGRAM (couples or singles welcome): FEB 13TH-15TH

COUPLES' EXPERIENCE (couples or singles welcome): May 9th-10th

		<u>web_enable</u>	<u>max</u>	<u>available</u>	<u>wait</u>	<u>book</u>
AUTOCROSS						
Thursday, August 22, 2013	Autocross	1	172	1	0	171
CLINIC						
Wednesday, August 21, 2013	Car Control Clinic - Morning	1	25	5	0	20
Wednesday, August 21, 2013	Car Control Clinic - Afternoon	1	25	1	0	24
CONCOURS						
Tuesday, August 20, 2013	Concours - Judged	1	1000	960	0	40
Tuesday, August 20, 2013	Concours - Display	1	1000	912	0	88
GYMKHANA						
Wednesday, August 21, 2013	Gymkhana	1	1000	874	0	126
MEETING						
Monday, August 19, 2013	Concours Judges Meeting	0	1	1	0	0
Monday, August 19, 2013	First Timers Meeting	1	1000	894	0	106
Tuesday, August 20, 2013	TSD Rally Meeting	0	1	1	0	0
SCHOOL						
Wednesday, August 21, 2013	Wednesday Driving School	1	140	4	0	136
Thursday, August 22, 2013	Thursday Driving Event	1	140	2	0	138
Friday, August 23, 2013	Friday Driving Event	1	140	2	0	138
Saturday, August 24, 2013	Saturday Driving Event	1	140	0	1	140
SOCIAL						
Monday, August 19, 2013	Dinan Tour	1	1000	677	0	323
Monday, August 19, 2013	Welcome Reception	1	1000	483	0	517
Tuesday, August 20, 2013	Concours Dinner	1	1000	518	0	482
Wednesday, August 21, 2013	Wednesday Lunch	1	1000	483	0	517
Wednesday, August 21, 2013	Wednesday Dinner	1	1000	522	0	478
Thursday, August 22, 2013	Carmel Valley Wine Tasting Tou	1	90	26	0	64
Thursday, August 22, 2013	Volunteer Reception	0	1000	1000	0	0
Thursday, August 22, 2013	A Taste of Monterey	1	1000	841	0	159
Friday, August 23, 2013	Friday Salinas Valley Tour	1	45	30	0	15
Friday, August 23, 2013	Awards Banquet	1	1000	517	0	483
Saturday, August 24, 2013	Private Guided Tour	1	200	161	0	39
TSD						
Wednesday, August 21, 2013	TSD Rally	1	1000	871	0	129



BMW Car Club of America
640 South Main St, Ste 201
Greenville, SC 29601-2564

Tel 864-250-0022
Fax 864-250-0038
bmwcca.org

Marketing Report

Oktoberfest Sponsorship Sales Update

FLIR Systems: Official Technology Partner of Oktoberfest 2013

Thermal imaging technology leader FLIR Systems has agreed to be the "Official Technology Partner of Oktoberfest 2013." FLIR's camera technology is OE on many of the latest BMW models and company representatives are excited to demonstrate some of their newest innovations at O'Fest. Driving School participants will have the chance to demo their new digital video eyewear along with their thermal imaging cameras, which will provide valuable insight to DE participants. FLIR will even provide Micro SD cards free-of-charge to participants so they can capture their run sessions at the world-famous Laguna Seca.

Crowne Plaza Hotels & Resorts Gymkhana Challenge

IHG Crowne Plaza has signed on to be the sponsor of this year's Gymkhana, which happens to be an excellent fit with their current "Battle of the Drivers" marketing campaign. Several of this year's Gymkhana stations will feature challenges from the IHG marketing campaign and may even play host to a special guest (BMW race driver) who will compete head- to-head with the overall winner.

List of sponsored events at Oktoberfest 2013:

Bentley Publishers: Presentation by Rob Siegel "The Hack Mechanic"
BMW CCA Foundation Casino Night Presented by Liberty Mutual
BMW NA Friday Night Banquet
BMW of El Cajon Welcome Reception
Bridgestone Autocross
Crowne Plaza Hotels & Resorts Gymkhana Challenge
Dinan Engineering Trackside BBQ Lunch
Dinan Engineering Tour in Morgan Hills
FLIR: Official Technology Partner of Oktoberfest
La Jolla Independent BMW: Official Hydration Sponsor
Michelin Driving Schools
Odometer Gears TSD Rally
Spaten Biergarten

Sponsorship opportunities remaining:

Concours Dinner
Concours/Car wash area title sponsor
Car Control

New Festorics Sponsors: Bridgestone, Michelin, BBS, and Performance Technic

With the increasing costs of the Festorics Turn Five corral at Laguna Seca we set out to find additional funding and ended up signing four new sponsors: Bridgestone, Michelin, BBS, and Performance Technic.

Bridgestone, a long-time sponsor of O'Fest, increased their usual sponsorship commitment to take advantage of the back-to-back member events in Monterey. Two familiar faces, Chris Welty and Jeremiah Stotler of Bridgestone will join us for each event during the BMW CCA Monterey Experience.

Michelin, who is back in a big way as this year's O'Fest Driving School sponsor has also signed a sponsorship deal for Festorics. Richard Winchester of Michelin will conduct a 20-minute tire talk during Saturday's lunch as part of the sponsorship. Also, Michelin will be inviting 1 BMW CCA member and 1 PCA member to display their cars at their display in the vendor village.

We have inked a deal with BBS wheels for the title sponsorship of Friday night's kickoff dinner at the Pasadera Country Club. A representative from BBS will address dinner attendees along with a possible raffle drawing. Special thanks to longtime member Jay Chamberlain for encouraging BBS to become involved with the Club's signature events such as Festorics.

Joe Gaffey, Managing Director of Performance Technic, has stepped up his support of the event this year with an associate sponsorship. Performance Technic will have a tabletop display and bring a few display cars as well.

Spaten Oktoberfest Trip Giveaway and Lapsed Member Campaign

The very popular Oktoberfest vacation giveaway sponsored by Spaten will make its return on July 1 with an email announcement to all members along with a *Roundel* drop-in card. Just like last year new members who join for 3, 4, or 5 years will be entered to win the trip to Germany along with members who extend their membership for another 3, 4, or 5 years. In addition, we are extending the offer to lapsed members who rejoin the Club during the month of July via a targeted email campaign. The contest will run from July 1 to July 31 with the official drawing to take place on Friday, August 2.

Trip Itinerary

Depart any major airport of your choice on September 19th and arrive at either the four-star Hotel Preysing or Hotel Novotel in Munich, Germany. The trip will include multiple guided tours, including one to the famous Spaten Brewery, fine dining and entertainment, VIP treatment at the 180th Oktoberfest, and even a float trip down the River Donau!

Second Quarter 2013 Associate Member Campaign

During the second quarter we launched an email campaign to recruit new associate members. In May we sent a standalone email to 50,000 plus primary members offering a \$10 BimmerWorld gift card in exchange for adding a new associate. The 5-day campaign garnered 64 new associates thanks to the support of James Clay at BimmerWorld! The gift cards are being mailed by BimmerWorld in July and we are working on a plan to add even more associates during the next campaign.

Website Traffic

The website stats continue to show big gains in unique visitors and pageviews each month. Traffic has increased steadily for more than a year now as more and more current and potential members access the website to sign up, renew, buy raffle tickets, get the latest event updates, browse the classifieds, chat on the forum, and more.

Unique Visitors to bmwcca.org Year-to-Year Comparison

	2012	2013	% Change
Jan	41,362	47,850	+15.6%
Feb	41,999	55,512	+32.1%
March	49,363	63,637	+28.9%
April	41,865	62,441	+49.1%
May	49,475	69,641	+40.7%

Most Popular Pages in Terms of Pageviews (Jan. 1 – May 31)

1.	Forum	265,628
2.	Homepage	230,166
3.	Login	118,267
4.	Shop	56,653
5.	Chapter Finder	35,117
6.	Membership Benefits	27,313
7.	Event Landing	26,522
8.	Roundel Landing	24,937
9.	News	24,185
10.	Community	20,027

Top Referring Websites (Jan. 1 – May 31)

1.	Google	161,792
2.	Bing	7,543
3.	Yahoo	7,208
4.	Facebook	3,986
5.	O'Fest Website	2,778
6.	Bimmerfest	1,458
7.	National Capital Chapter	1,287
8.	Facebook Mobile	1,241
9.	Motorsports Reg	843
10.	Bimmer Forums	753

Mobile Browsing

On average **25.9%** of Visitors to the website are using a mobile device compared to 17.1% during the same time period last year (Jan. 1 – May 31). Here are the most popular mobile devices used to access our site:

1. Apple iPad	41,608	39.0%
2. Apple iPhone	40,508	37.9%
3. Android Based Phone	16,671	15.6%
4. Other	8,023	7.5%

Regional Events Email Newsletters

The second quarter event newsletters were deployed from May 2 to May 30. Chapters are doing a great job submitting events overall with only a few exceptions. Please encourage your chapters to continue submitting events as the third quarter newsletter approaches. Email reminders to submit events are being sent to all chapter officers 1 week prior to each official submission deadline.

Email Send Dates

	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
North Atlantic	Jan. 31	May 2	July 11	Oct. 31
North Central	Feb. 7	May 9	July 18	Nov. 7
Pacific	Feb. 14	May 16	July 25	Nov. 14
South Atlantic	Feb. 21	May 23	Aug. 1	Nov. 21
South Central	Feb. 28	May 30	Aug .8	Nov. 28

Events Must Be in the Calendar by:

	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
North Atlantic	Jan. 24	April 25	July 4	Oct. 24
North Central	Jan. 31	May 2	July 11	Oct. 31
Pacific	Feb. 7	May 9	July 18	Nov. 7
South Atlantic	Feb. 14	May 16	July 25	Nov. 14
South Central	Feb. 21	May 23	Aug. 1	Nov. 21

Chris Hennecy
 Director of Marketing & Communications
 BMW CCA



Re: June 22, 2013 Board Meeting—Denver, CO

BMW Car Club of America
640 South Main St, Ste 201
Greenville, SC 29601-2564

Tel 864-250-0022
Fax 864-250-0038
bmwcca.org

IT Update

Roundel Android App

We announced the availability of the Roundel Android app to the membership in *Roundel Weekly* on June 18, 2013. Shortly after sending the e-mail we found that the app cannot be moved from the tablet's internal storage to an SD card. This causes a problem because downloading multiple issues can fill up the tablet's storage. I have informed iMirus of the problem and asked them to provide an updated version.

Director's Report

The new Director's Report has been completed and I have distributed the reports for the months of February through May. The version of the new Director's Report I sent earlier in the year was a prototype. I have made the report more easily reproducible for different dates so that the Board will receive the report on or about the fourth of every month. For the months of February through December each report will compare the reporting month to the previous month to determine growth and retention. In January I will send a report that makes a comparison for the previous entire calendar year so that you can see annual growth and retention.

Roadside Assistance

Development is complete on the interface between our membership database and Road America Motor Club. There are a few more items to test before we resume offering roadside assistance to members, but I anticipate an early to mid-July launch.

2013 Membership Satisfaction Survey

Chris Hennecey and I worked with Ipsos to provide them with member lists, create and schedule the invitation e-mails, and send follow ups. Ipsos had specific requirements for the selection of members to poll, and limited the number of invitations sent at a given time during the day. The first wave is complete, and I will mark the members who responded so that they are not invited to respond in wave two.

Oktoberfest Registration

The gомembers developers worked out the bugs in O'Fest registration. We found that there was one major stumbling block for members: having to enter their cars in the garage before beginning their registration. We will look for a better way to integrate it into the registration process for next year.

I created an interface and provided Steven with the code necessary to display a live list of registrants for O'Fest and what events each one is attending. You can find these lists by visiting the "Who's Going" page, and the event description pages.

Technology Committee

The staff recommends the following members to serve on the Technology Committee:

- Josh Butts
- Ian Dunn
- Don Louv
- Amy Louv
- Brian Ghidinelli
- Jim Dresser
- Nick Parente
- Kish Galappatti

Events Apps

We have been in talks with various app developers and have found that CrowdTorch provides the best app for the best price. In fact, we didn't have to compromise on features because their product already contained many of the features we were looking for. CrowdTorch creates apps for many different types of events, and will provide a native app for iOS and Android that will list all upcoming National, Regional, and Chapter events. We will also have three event-specific native apps for iOS and Android. All of the apps will have advertising to help offset their costs. We haven't identified what the three events will be, but one of them will definitely be O'Fest. The O'Fest app will contain an interactive map of the track, vendor area and more. It will have a schedule of events, and when a person logs on to the O'Fest app with their bmwcca.org username and password, they will be able to see the events for which they are registered. Of course, each app will have its own look and feel tailored to the event and the club.

CrowdTorch is going to waive the fee to integrate gомembers with their CMS, Cvent. This is a great benefit because once an event that a chapter officer submits has been approved, it will automatically appear in the Event Listing app on the next synchronization.

Total App Pricing:

	Platinum Package	Downloadable Event Apps Capability	Total Annual Cost (3 events)	June Promotion (20% Off)
1 Year Term	\$12,900/yr	\$2,000/event	\$18,900/yr	\$15,120/yr
2 Year Term	\$11,900/yr	\$2,000/event	\$17,900/yr	\$14,320/yr
3 Year Term	\$10,900/yr	\$2,000/event	\$16,900/yr	\$13,350/yr
4 Year Term	\$9,900/yr	\$2,000/event	\$15,900/yr	\$12,720/yr

Features & Packages

Bronze	Silver	Gold	Platinum
iPhone & Android platforms Event FAQs Event schedule Speaker bios Personal schedule Illustrated maps Facebook & Twitter integrations Social media feeds Access to CMS Multi-language capabilities*	Push notifications Schedule reminders Phone calendar integration Google maps Vendor lists Sponsor lists YouTube playlist Photo gallery In-app photos/sharing Advanced photo editing	Grid schedule layout Banner ads Interstitial ads News ticker Interactive maps User ratings Opening video Event countdown Featured content iPad platform* Multi-instance capabilities*	Scavenger hunt Trivia Live streaming Radio integration Real-time scoring* Custom interface* Custom development* Custom games* Downloadable event apps*

*additional fee

Website

Due to lack of responsiveness and Drupal expertise, we are going to cease our relationship with Worthwhile. We are going to have a hosting company separate from the professional services provider. Acquia will host bmwcca.org, including the forums and classifieds. The membership, shopping cart/store, and event registration portion of the site are not hosted at Worthwhile and will remain on the current server.

When Worthwhile developed the current version of bmwcca.org, they didn't use Drupal best practices, nor did they separate content from the theme templates. As a result, we are unable to apply a new theme without losing a lot of content. DrupalSquad will complete a project to move the imbedded content to the appropriate place in Drupal, upgrade us to the latest stable version, and will apply the new theme of our choosing. The cost for these services will be determined after DrupalSquad completes an audit of our site.

Worthwhile currently charges \$1,500 per month for both hosting and professional services. Acquia will charge \$618.33 per month for a dedicated server with better specs than what Worthwhile provides. DrupalSquad will charge \$900 per month. Our projected new monthly costs for hosting and professional services will be \$1,518.33. We are negotiating for a lower fee.

DrupalSquad will provide ongoing website maintenance and any PHP, Drupal, and .net development. Their hourly rate is \$50, which is about one-third of the cost of Worthwhile's rate. They offer additional savings if we pre-purchase hours at the beginning of the year.

DrupalSquad is currently conducting a Site Audit for \$1,600.00. During this process they will review our site and deliver a report with the following:

- List of main site functionality (list of what BMW CCA does regularly on their site and identify pain points)
- Inventory of modules - recommend additional modules, if applicable. What modules are installed and why?
- Recommend any configuration changes
- Performance improvements
- Security improvements
- Identify pro/cons to current hosting - provide recommendation
- List theme issues

After the Site Audit is complete DrupalSquad will make a proposal to migrate and upgrade the site. To simply migrate the site from Worthwhile to Acquia will cost \$2,500.00. However, after the Site Audit we will determine the best course of action and see if there is a cost savings to migrate and upgrade at the same time.

Bmwcca.org currently runs on Drupal 6. When Drupal 8 is released later this year Drupal will cease support for version 6. There were significant changes between versions 6 and 7 and we must upgrade to version 7 before we can proceed to 8. After upgrading to the latest stable version of Drupal 7 it will be better to wait for a later stable version of Drupal 8 so that all the bugs of the new release are worked out.

Anticipated Expenses in 2014

I would like to make changes to our servers in 2014. We currently have a couple of servers that support our previous membership database software, iMIS. I will move the data to one of our other servers and create an application so that the staff can have access to archived information. Once the application is complete I will shut down the two old servers which will reduce our hosting costs.

Then we need to upgrade the hardware and versions of the Microsoft products we use on the remaining servers. This will serve to increase performance of gomembers and the website. It will also prepare us to upgrade to the newer version of gomembers. Please note that it is not necessary to upgrade gomembers in 2014, I include it to provide notice that it will be necessary in the future. We are currently on gomembers version 3.13 and the latest is 4.6. There is no software licensing fee to go to gomembers 4.6, however, they do charge for labor to perform the upgrade of the base software and all modifications we've made.

Following is the breakdown of the cost. The gomembers cost is my estimate as I have not contacted them for a quote. The estimate is based upon my conversations with other gomembers clients who have completed upgrades.

Hardware:

\$6,135 - Onetime cost for the following:

- 1 - Windows 2012 (down gradable to 2008 R2) \$875
- 1 - MS SQL 2012 (down gradable to 2008 R2) \$875
- 5 – MS SQL CALs \$1025
- Project labor (subject to change based on scope) \$3360

\$850 - Recurring monthly cost for 4 hosted servers with the following specs:

- 3x (4vpu / 8 GB RAM, 1x 75 GB OS volume), and 1x 200 GB volume attached
- 1x (4vpu / 4 GB RAM, 1x 75 GB OS volume)

gomembers Upgrade:

- \$50,000 - \$75,000 – Onetime cost to upgrade the base software and all modules to the latest version



Stephen Elliott
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June 2013

Report of the Creative Director

ROUNDEL

We just recently completed the July 2013 issue of the *Roundel*, my seventh as Creative Director. We have continued to refine the design and explore ways to make the magazine more engaging to readers and more attractive to advertisers.

We've opened up an additional two-page spread for advertisers in the front of the magazine before the Editor's Letter and Table of Contents. It's an attractive area that can feature a two-page ad or serve as the one spot where advertisers don't have an issue with having facing ads.

We've worked to streamline and standardize some department layouts and refine the magazine's center feature well to make the magazine easier to navigate.

Satch has done a great job in incorporating advanced technology into the editing process, letting us collaborate much more efficiently. His ability to edit copy directly in the layout without disrupting my ability to continue working on the same layouts is significantly better than the old "send the designer a list of edits." He's able to nondestructively directly edit, add and remove copy in the layout.

We did encounter one press issue with the May *Roundel*. At some point during the file output and conversion process for the press run, the standard black ink color used for text throughout the magazine had been converted to a four-color black. Brown Printing discovered this while printing the May issue, as every word was being printed in all four colors, making registration nearly impossible. I was out-of-state and worked with Brown Printing to research the issue, discovering the root cause to be an unknown Adobe software update that had subtly changed the Brown Printing required output profile. We manually adjusted the profile, re-output the full magazine and Brown did a new press run at no cost. The June and July issues haven't had any similar issues recur.

For future issues, Satch and I are currently working to further streamline our monthly schedule to further streamline our design and editing turnaround times.

ROUNDEL ONLINE AND APP EDITIONS

We've worked with EMG and Imirus to smooth out some repetitive rendering errors with the web-only version of the *Roundel*. Advanced graphic effects were often being

incorrectly rendered in the online Flash-based version. After consulting with their technical experts, we worked out a process to add another layout of review and updating prior to launching each digital issue.

For the *Roundel* App, we've had fewer rendering issues, though we have worked to insure that both the iOS and Android versions of the App are properly requiring members to sign in before allowing downloads of the issues.

EVENTS

I've also been working to complete the Oktoberfest, Legends of the Autobahn, and Festorics materials for the upcoming events. Programs, meal tickets, passes and other materials are being completed.

INTERNAL

Other projects have included various club and event advertisements for other publications as needed. Booth signage, club advertisements, membership pin cards, membership cards, and other internal materials needing standardized designs.

PERSONAL

My wife and I completed our move to Greenville in late March and are adjusting to life in the pleasant Greenville area.

Once again, I want to thank Frank and the Board for the opportunity to serve BMW CCA's members as Creative Director.

Thank you!

W. Len Rayburn
BMW CCA Creative Director

BMW Car Club of America Driving Events Committee

To: BMW Car Club of America Board of Directors
Dan Baker - BMW CCA Board Liaison - DEC
Frank Patek - Executive Director BMW CCA

From: Bill Wade – National Driving Event Committee Chairman

Date: June, 2013

Subject: Quarterly Report – 2nd Quarter 2013

Items / Issues–

1. Stand Alone Driving Events Minimum Standards

Awaiting approval from Board on the creation of the stand alone Min. Standards to allow distribution to the Chapters.

2. Track Directional Issue update

No further discussions or developments.

4. Oregon Driving Tours

No further discussions or developments.

5. Letter to Golden Gate Chapter regarding Autocross Violation.

All quite after their conformation of receipt of violations. No further discussions or developments.

6. National Instructor Training School Program -

None of the proposed DEC Rep's (Scott Adare or Mike Clemens) where able to attend the National ITS program at Watkins Glen.

7. Boston Chapter 'Ice Racing' -

No further discussions or developments.

8. Barber Lawsuit Motorcycle Event Death

A lawsuit stemming from a death of a corner worker and rider is having impact on how tracks make operational decisions during events.

<http://www.jerebeasleyreport.com/2012/10/jury-returns-verdict-in-speed-way-case/>

A jury in Jefferson County, Ala., returned a verdict last month in a case that arose out of a race track accident. Sutton Helvey-Chandler, a 33-year-old motorcyclist in the novice class, was training on the Barber Motorsports race track in Leeds for an event known as "Track Day." The track had been leased for "Track Day" by Zoom Motorsports, LLC., and the event was organized and run by Ed Bargy Racing, LLC. Helvey-Chandler's husband, Russell, was also running practice laps. While Helvey-Chandler rode her motorcycle around the track, a corner marshal named Holley Hance ran onto the track to remove a dead bird that was littering the track. Hance, who had been trained by a company known as Flagging by Faynisha, LLC, ran directly into Helvey-Chandler's path, and she struck him.

Both Hance and Helvey-Chandler were killed. The estate of Helvey-Chandler filed suit against Ed Bargy Racing, Zoom Motorsports, and Flagging by Faynisha and blamed them for Helvey-Chandler's death. The estate's theories included negligence and wantonness. The estate offered into evidence racing guidelines that stated that corner marshals should "never enter a hot track without permission from race control."

Flagging by Faynisha obtained summary judgment in its favor after discovery was performed and Plaintiffs conceded Flagging by Faynisha had not been supervising Hance on the day of Helvey-Chandler's death. Ed Bargy Racing and Zoom Motorsports argued that Helvey-Chandler was at fault for the collision. Eyewitnesses, including another rider on the track and an accident reconstructionist, testified to show that Helvey-Chandler did all she could to avoid striking the corner marshal in front of her.

The Defendants also argued the corner marshal might have made a mistake in judgment, but that his conduct did not rise to the level of wantonness. They claimed that punitive damages were not appropriate under the circumstances. The jury disagreed as to Ed Bargy Racing and awarded the estate a verdict of \$10,000,000 against that Defendant. The jury returned a defense verdict as to Zoom Motorsports.

Mike Clemens (North Central DEC Rep reports : I was chief instructor at an event at Road America on Monday and Tuesday and RA decided to make some changes in the operation of events due to the results of the Barber lawsuit.

They are deferring almost all decisions about the operation of the event to the club or organization that contracted for the event. We now have to have someone from the club or organization running the event in the control room at all times during the event.

On the first day of the event it was foggy. Normally the person working control in conjunction with the corner workers would have made the decision to hold off on starting until the fog cleared enough to see from corner to corner. Instead they deferred to the organization (not BMW CCA) running the event to decide when it was clear enough to start.

The organization also had to make all decisions on bringing cars in for reported mechanical problems. In the past this decision was made by control and the corner workers. In every case where a corner worker reported a mechanical problem the organization was asked if they wanted the car black flagged. In the past the person running control would have made the decision.

Mike has asked the other DEC reps just this week if there have been any changes to any of the tracks in our areas. I have forwarded this to Pete Lyon for comment. We are reviewing this and will continue to monitor its effect and determine if any other action is needed.

Board Action Needed –

1. Approval of Standalone Minimum Standards

Travel Completed –

1. North Central Chapter Congress (Representing Bluegrass Bimmers and BMW CCA Foundation)
- Detroit MI 1/18/13
2. DEC Committee Meeting - San Francisco CA 2/2/13
3. South Atlantic Chapter Congress (Representing Street Survival) 3/9/13

Travel Anticipated –

1. South Central Chapter Congress (Representing Street Survival) 4/6/13

Respectfully submitted,



Bill Wade
National Driving Event Committee Chairman

1. We know that there is not a provision that would take care of someone's car if they go into the guardrail at a track, but since there is the ability to cover the cost of a fence or a light pole that gets damaged in an autocross/car control clinic, does that carry over to the guardrail? Most tracks are now requiring that any damage to a guardrail be paid for by the driver that hits it.

Pete - Yes it does and yes we can file for a claim but excessive use will cause the rates to rise

2. Do you want to have any input on what our health form requires for DE's? or how we administer it?

Pete - no

3. Do you have any input on a suggestion that we would like to require using only professional corner workers at DE's?

Pete - where possible they should be used. BUT if not possible volunteers are acceptable as long as they are 'trained'. Don't just send them out there with no idea what to do

4. When do we report an injury? Right now it says a 'significant injury' not sure what constitutes significant, a badly cut finger could still require medical care. What do you want to know?

Pete - If it required transporting off site.

5. Someone asked how many autocrosses we held last year. Can you tell us? How many DEs? Rallies? Tours?

Pete - attached at the end

6. As you know we have had discussions about driving tracks 'backwards'. We have confirmed that the SCCA has not designated Grattan or Gingerman safe to be run backwards but is there a list to support this? Is there a formal process that the SCCA goes thru for this?

Pete - yes there is and they could be used to set a level of standard

7. Is there any problem with having chapters compensating 'professional' instructors (from the Porsche Experience as an example) to work with students for an additional fee?

Pete - no issues as long as they are following the same rules as anyone else

8. Do you have any input on using a K-rated helmet in DE's?

Pete - should not be used but additional research should be done .

BMW CCA Event Count 2010-2011 2011-2012 2012-2013

Event Type	Number of Events	Event Days	Number of Events	Event Days	Number of Events	Event Days
Driving School	69		57		59	
One Day		32		21		24
Two Day		16		20		12
Three Day		78		69		81
Four + Day		12		12		8
Club Race/Driving School	17	51	13	36	12	37
Autocross	123	133	117	121	133	160
Safety School/Car Control Clinic	62	74	57	60	49	53
Rally	16	21	14	19	15	16
Gymkhana	4	5	2	2	2	2
Tours	149	196	139	175	129	166
Concours/Car Shows	24	31	19	22	19	22
Social Events/Tech Sessions	86	97	75	75	75	75
Totals	550	746	493	632	493	656

BMW CCA CLUB RACING

Gary Davis

18159 Meridian Road

Grosse Ile, MI 48138

734-308-7299

chairman@bmwccaclubracing.com

June 17, 2013

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

Subject: Club Racing Chairman's Pre-meeting Report for the June 22-23, 2013
Board Meeting.

Travel: June 22-23, 2013; BMW CCA National Board Meeting; Denver, CO.

Planned Travel: None.

Appeals/Protests: None.

New Activity:

- 4th Annual CR Stewards Workshop conducted March 9-10, 2013 in Atlanta, Georgia.
- First Club Racing Endurance Series race conducted May 24, 2013 at Mid-Ohio in conjunction with the Northern Ohio Chapter Club Race.
- North American Challenge Race conducted at the Circuit of the Americas June 7-9, 2013 in conjunction with the Texas Trifecta DE.
- National CR event to be conducted at Watkins Glen International September 25-29 to include a 2 day Club Race School, an CR Endurance Series Race as well as 4 "sprint series" races in lieu of O'fest National Race for 2013.

Respectfully submitted,

Gary Davis

Chairman, BMW CCA Club Racing

**BMW Car Club
of America**



DRIVING EVENTS OPERATIONS MANUAL

Version 2.0

Last revision: March, 2013

1.1 DRIVING EVENT PROGRAMS

BMW CCA believes that driving BMWs is a significant part of the BMW experience. The Club supports its Chapters that conduct various types of driving events. This support may be financial, and it may also be in the form of affordable liability and D&O insurance, as well as a standardized set of operating rules to maximize safety and minimize risk in certain types of driving activities.

Driving events supported by BMW CCA and its chapters include, but are not necessarily limited to:

- Driving Schools
- Autocrosses
- Slaloms
- Safety Schools/Car Control Clinics
- Fun Rallies, Gimmick Rallies, and Time-Speed-Distance (TSD) Rallies
- Gymkhanas

A low-speed, timed event conducted on a closed course that may combine driving skills with other physical activities. It is commonly a Driver and Navigator team event not requiring helmets. Convertibles are eligible to participate with only regular street safety equipment.

- Tours, Dinner Drives, Overnight and Weekend Trips
- Car Shows, Concours d'Elegance

Driving events may be held on public roads or on closed courses such as racetracks or parking lots. Individuals participating in Chapter, Regional, or National driving events on public roads and facilities must understand that they are to observe and abide by all traffic laws at all times. Participants on a closed course must understand that they, too, must operate in accordance with all applicable laws, regulations, and procedures established by the facility owner.

Chapters must ensure that all driving events, such as those listed above, are covered by liability insurance with at least a ten million (\$10M) dollar limit. BMW CCA offers liability insurance that Chapters must utilize for all driving events unless they have made other equivalent insurance coverage arrangements. Prior to each event, Chapters must submit the Event Insurance Application and premium payment. Events eligible for insurance premium rebates and the rate schedule will be established by the National Office on an annual basis. Chapters must make application for the available rebate following conclusion of event.

1.2 DRIVING SCHOOL MINIMUM STANDARDS

1.2.1 Introduction

BMW CCA supports driving school programs conducted by its chartered Chapters as part of its goal of promoting driver education and safety. Since an element of risk is inherent in these events, BMW CCA is providing the following minimum standards and recommendations to minimize the risk of property damage and personal injury at BMW CCA driving schools.

- 1.2.1.1** BMW CCA Chapters conducting driving school programs bear the primary responsibility to exercise reasonable care during each event. Chapters are encouraged to consult with BMW CCA to propose any changes to these standards that will improve the program.
- 1.2.1.2** These standards and recommendations, upon adoption, will be presented to the BMW CCA Board of Directors for inclusion in accordance with the BMW CCA bylaws, into the Driving Events Operations Manual. The standards may be updated periodically with changes proposed by the BMW CCA Board of Directors, based on National Board or Chapter input and adopted by a simple majority vote of the Chapters. Updates to these standards and recommendations become effective immediately upon adoption and will be included in the next *Driving Events Operations Manual* update. In the interim, Chapters shall be notified in writing of updates.
- 1.2.1.3** A copy of the most recent Driving Events Operations Manual to include Minimum Driving School Standards must be present at every BMW CCA Chapter school. Either electronic or paper copies of the manual are acceptable.
- 1.2.1.4** These standards are minimum event standards that Chapters must meet for a driving school to receive BMW CCA sanctioning and to continue to be a Chapter of BMW CCA. BMW CCA sanctioning is defined as use of any of the following: use of BMW CCA name or logo; use of BMW CCA insurance; use of BMW CCA website or *Roundel* advertising or calendar listings; or use of BMW CCA dealer drive program.
- 1.2.1.5** Chapters may set additional and/or more stringent requirements for their events.

1.2.2 Driving School Requirements/Recommendations

1.2.2.1 Budgets

Chapter Boards have full responsibility for the budgeting of the event, for the components of the event (including sponsorship), and for full accounting of the revenues and expenses involved.

1.2.2.2 Insurance

BMW CCA driving schools must be insured by a reputable company licensed to conduct business in the state in which the event is to occur. Chapters may use BMW CCA, Inc.'s policy or purchase coverage through the track. BMW CCA must be listed as an Additional Named Insured in the policy covering the event. A copy of the endorsement page or the certificate of insurance must be provided to the National Office prior to the event. If BMW CCA insurance is used then the insurance provider will forward a copy of the certificate to the National Office. If insurance is obtained from another party then the event organizer is responsible for forwarding a copy of the certificate to the National Office.

Chapter members with administrative access on the BMW CCA website may use the "Chapter Admin" function to complete the insurance application process.

All rules, regulations and requirements of the policy must be followed explicitly and without deviation.

BMW CCA's minimum insurance coverage requirements are set by the National Office. Contact the National Office for current minimum liability amounts. The required minimums shall apply regardless of the source of coverage.

- **Other Insurance.** Other insurance for Accidental Death, medical expenses, and lost wages may be required by the event facility. This insurance is included under BMW CCA Inc.'s policy; however, the limits of coverage may be less than those required by the event facility.

- **Cost of Insurance.** The cost of insurance shall be the sole responsibility of the sponsoring chapter.
- **Insurance Waivers.** All individuals entering the event premises must sign the appropriate insurance waiver(s). Chapters must keep original hardcopy signed waivers for a minimum of seven (7) years from the date of the event. Waiver forms for adults and minors may be obtained by sending an email to wf.motorsports@wellsfargo.com with the mailing address where the forms should be sent. The National Office will store waivers for member chapters. Waivers can be sent to 640 South Main Street, Suite 201, Greenville, SC 29601.
- **Insurance Start Date.** If you allow access to a track facility the day before an event you should the start date for the insurance to cover this access. This is necessary if access to the track is gained after signing the BMW CCA waiver.
- Copies of the waivers (adult and minor) shall be provided to students in advance of the event in their registration materials so that they are aware of the content. It is acceptable to email copies of the waivers or provide a link to the waivers from a registration or club website.
- The Club's motorsports insurance policy has no provision for payment for physical damage to vehicles.

1.2.3 Track Rules and Regulations

All rules and regulations specified by the event facility (and as negotiated by the sponsoring Chapter with the facility) must be followed explicitly and without deviation.

1.2.4 Chapter Event Plan

Recommendation: Each chapter desiring to conduct a driving school should create a Driving School Plan with details for conducting the driving school(s). The Chapter Event Plan and curriculum must be in conformance with these standards and should be approved by the Chapter's Board of Directors. A chapter that has not previously held a driving school shall submit a copy of the Plan, in advance, to its regional Driving Events Committee representative.

Requirement: Before their first driving school a chapter must complete the standard BMW CCA Crisis Response and Communication Planning Workbook (emergency response plan). A copy of the Workbook is available on the BMW CCA website at www.bmwcca.org/crisis_planning.

1.2.5 Required Meetings

As part of the event plan, the Chapter shall conduct participant meeting(s) for students and instructors to review safety, policies and procedures before conducting on-track sessions.

1.2.6 Driver's Qualifications

- 1.2.6.1 **Age of Drivers.** Minimum age for drivers in BMW CCA driving schools is eighteen (18) with a full driver's license (not a provisional license or a learner's permit).
- 1.2.6.2 **Driver's License.** Each instructor and student shall have a full operator's license that shall not be suspended or revoked.

1.2.7 Safety Devices

- 1.2.7.1 **Helmets.** Must be worn by all participants during all in-car sessions other than low speed track familiarization sessions (50 mph or less), and touring laps referenced in Section 1.2.9. See Section 1.5 for helmet standards.
- 1.2.7.2 **Lap and Shoulder Belts.** Required for driver and passenger and must be fully functional. Chapters may, at their option, require equal restraints. Aftermarket seatbelts must be installed in compliance with manufacturers' installation instructions.
- 1.2.7.3 **Aftermarket Seatbelts.** If four or more point belts are provided for the driver, it is recommended that equal restraints be provided for the front seat passenger.
- 1.2.7.4 **Advanced Vehicle Systems – ABS, Etc.** Advanced vehicle systems including ABS and traction control provide opportunities for the driving school curriculum and instruction. Classroom, on-track exercises, and in-car instruction should address their benefits and limitations.
- 1.2.7.5 **Safety System Control.** At no time should an event organizer, instructor or volunteer endorse or participate in the disabling of a factory installed safety system that is not normally driver-controllable (i.e. ABS).
- 1.2.7.6 **Driver-Controlled Safety Systems.** A system that has a driver-controlled switch (such as automatic traction control) may be turned off by the driver after discussion with the instructor; it is important that the instructor always be aware of the status of such systems.
- 1.2.7.7 **Cars Equipped With Roll Cages.** Any portion of the roll-bar or bracing that might be contacted by the driver's or passenger's helmet shall be covered with non-resilient material such as Ethafoam or Ensolute or other similar material, with a minimum thickness of one-half (1/2") inch. The energy absorbing material shall be firmly attached.

1.2.8 Instruction

- 1.2.8.1 **Instructor/Student Assignment.** The focus of driving school events is driver's education. In-car instruction is required for all students. Even students who have been signed off should be encouraged to continue in-car instruction to advance their learning.
- 1.2.8.2 **Sign-Off Procedure.** The sign-off procedure is to be communicated in writing in the event documentation provided to instructors.
- 1.2.8.3 **Low-Speed Exercises.** In-car instructors are encouraged for low-speed exercises (e.g. safety school exercises like skid pad or slalom).
- 1.2.8.4 **Supplemental Methods of Supervision.** Instructor observation from corners and lead/follow activities are encouraged, but do not replace the requirement for in-car instruction. Lead/Follow format is only appropriate for low-speed orientation laps and is most effective with no more than three (3) student cars per lead instructor car.
- 1.2.8.5 **Run Group Assignments.** Students are to be assigned to run groups based on their prior experience at a given facility, at events sponsored by the hosting Chapter and other Club or professional driving schools or racing experience. Other things being equal, the performance potential of the car should be considered. The Driving School Plan should allow for students to be moved up or down to a more appropriate group based on the Instructor's recommendation.

1.2.8.6 Classroom Instruction. A required, integral part of the school program is Classroom Instruction. On-track Instructors should be aware of the schedule and content of the Classroom Instruction. Classroom instruction should be tailored to the varying experience level of the students. Classroom curriculum that the Chapters may use is available on request from the National Office.

1.2.8.7 On-Track or Skid Pad Exercise. Strongly encourage wherever it is physically possible to safely provide them. They should focus on safety and their application to both real driving situations and full-course driving. On-track and classroom instructors should be fully aware of their intent and method of execution, and integrate them into their instruction.

1.2.8.8 Driving School Staffing Guidelines. BMW CCA Chapter Driving School committees should have a named designee who has overall responsibility for the driving school. He or she should be knowledgeable of and be willing to uphold the BMW CCA Minimum Standards for Driving Schools, possess good managerial and communication skills, and be proactive, putting safety and the student's best interests first.

Examples of the Designee's Duties include:

- Upholding and enforcing BMW CCA Driving School Minimum Standards and philosophy;
- Instilling a positive learning environment that is effective, safe and enjoyable;
- Assuring that liability insurance has been procured;
- Appointing a Chief Instructor (CI – see job description below);
- Work with the CI closely, and oversee the CI team;
- Insure that the Driving School committee contains one member responsible for: working with the track personnel to obtain corner workers; coordinate flag procedures, safety measures, ambulance and Crisis Management Plan; coordinate with the CI to promptly and correctly use the Incident Report Form forwarding to the National Office per procedure; monitor these duties and coordinate them with CI; and
- Insure that the student meeting prior to on-track and classroom instruction is led by a person who has knowledge of the above and will relate pertinent safety and procedural information to the students.

Chief Instructor Job Description

- The CI should have experience as an in-car instructor in BMW CCA driving schools;
- Be knowledgeable of and willing to uphold the BMW CCA Minimum Standards for Driving Schools;
- Possess good managerial and communication skills;
- Be proactive, putting safety and the student's best interest first.
- The CI is *prohibited* to simultaneously be involved at a Club racing event as a participant or otherwise.

Examples of the Chief Instructor's duties include:

- Recruiting, evaluating, training, mentoring and retaining in-car instructors.
- Facilitate in-car and student pairings, make changes as needed.

- Conduct Instructor Meeting prior to on-track instruction.
- Perform evaluations and/or check out rides of any instructor or student when the occasion requires that evaluation.
- Obtain a classroom instructor and coordinate his or her instruction with the in-car instruction being given by the driving school in-car staff.
- Review and properly deal with “offs,” “spins,” and other on-track student/instructor errors.
- Review incident reports with the Driving School designee and file an incident reports as needed.

In the event that no such individual is willing or qualified under this standard to serve in this capacity, then the BMW CCA Regional Driving Events Committee representative shall assist the Chapter in finding one.

1.2.8.9 Handling Issues During an Event

- The event leader and tech leader should handle issues related to the fitness of a vehicle to go on to the track for the first time and to return to the track following an incident.
- The chief instructor and individual instructors should handle issues related to driver qualifications and judgment around safety issues related to drivers.
- The event leader and the chief instructor should handle issues relative to track safety. Track facility staff should be included in any discussions related to track safety including weather conditions.

1.2.9 Conduct of the Event

1.2.9.1 Medical Information.

Medical information will be collected for each participant; students and instructors, and will be available for use by emergency medical services personnel. This information must be immediately accessible in case of an emergency, but it must remain secure in order to ensure confidentiality. The information should include past medical history, current medications, and known drug allergies, as well as emergency contact information.

See Section 1.6 for a sample medical information form.

The medical forms may be returned to the participants at the conclusion of the event, if requested. All other forms must be destroyed.

Recommendation: Forms may be held in sealed, labeled envelopes to protect confidentiality of the information.

Recommendation: A form should be filled out by anyone who goes on the track, including guests taking rides with instructors.

1.2.9.2 Tech Inspection.

The Driving School participant is solely responsible for the safe condition of the vehicle to be driven to, at and from this event. The vehicle must be inspected no earlier than four (4) weeks prior to the event. This inspection must be carried out by a qualified individual who is familiar with the make and model of the vehicle. The participant must sign this completed Pre-Event Technical Inspection Report at the time of inspection and present it at registration for the event.

See Section 1.7 for a sample tech inspection form.

1.2.9.3 Corner Workers.

MANDATORY for the entire time that students and/or instructors are on the track at speed and must be in constant two-way voice communication with control person at all times.

Flag meanings will be clearly communicated to participants prior to the first on-track session.

Chapters may use their judgment in requiring corner workers during low speed touring sessions and low speed exercises.

Experienced SCCA or professional corner workers are highly recommended. Students may be used as corner workers, preferably as supplements to “official” corner workers.

If students or other volunteers are used as corner workers, they must receive written information regarding their duties prior to the event, and verbal information on the task and on flag use (in a drivers meeting and/or classroom).

Non-professional trained corner workers are acceptable when experienced SCCA or professional corner workers are not available.

Corner workers should clearly understand their responsibilities and authority. They should be used as the eyes and ears of the event management and encouraged to report Students or Instructors in need of help, who are driving too aggressively or dangerously, passing incorrectly, etc.

1.2.9.4 Passing.

PASSING AREAS AND RULES SHALL BE CLEARLY DEFINED (in writing, if possible) to event staff, on-track and classroom instructors, students and corner workers AND THEY SHALL BE AGGRESSIVELY ENFORCED.

Advanced Student groups and Instructor groups may have additional passing areas as safety allows at the discretion of the Chapter. Instructors in any run group must comply with all passing rules applicable to the run group without exception.

Passing is ONLY allowed upon clearly defined hand signal by the driver of the car being overtaken—pointing to the direction that the passing car should take.

A passing car must receive a signal from EACH car being overtaken.

EACH car allowed to pass requires an individual signal.

Note that a passing signal is an invitation to pass, but NOT a requirement. The pass must only be initiated if it can be completed safely within the designated areas.

PASSING VIOLATIONS must be handled aggressively by event management with offenders spoken to, deprived of track time, and, if necessary, ejected from the event!

Recommendation: Passing techniques should be standardized between schools (at least schools at the same track—even by different Chapters) to improve understanding and eliminate confusion regarding the rules.

Recommendation: That the standard procedure be to have the passing car go offline to complete the pass wherever the facility allows this to be safely implemented. Special care must be taken where the line crosses the track in a passing zone.

1.2.9.5 Event Timing.

Data acquisition is allowed but in-car lap time display is discouraged.

At no time will the collection, comparison, posting or recording of lap times be permitted by event organizers.

1.2.9.6 Passengers.

Students are not permitted to take any passengers other than an instructor on the track during any sessions at speed.

Instructors may take students, their guests, and/or other event participants (e.g., corner workers) on the track if the proper waivers are signed. If possible completed medical forms should be obtained for any passenger that has not provided a form as part of the event registration process.

In sessions at-speed, a passenger may not be under the age of 16. Individuals between the ages of 16 and 18 may not be passengers in cars at-speed unless they and their parents have executed and signed a Parental and Minor Release Waiver. If both parents/legal guardians aren't at the event and can't sign the waiver in front of the event registrar or official, a notarized Parental and Minor Release Form must be presented.

In sessions at-speed there can be no passengers in the back seat of a car.

Optionally, events may include low-speed "touring" sessions under a carefully controlled environment (i.e., using pace cars; not exceeding 50 miles per hour) where Students and Instructors may drive family/guests around the track. Proper seatbelts are required for all passengers; helmets not required; no age limit.

Recommendation: The use of wristbands in standardized colors to identify staff, workers, students, instructors and guests, and to signify that the appropriate waivers have been signed.

1.2.9.7 Convertibles.

Convertibles are defined as cars with retractable tops, whether soft-top or folding hardtop. Convertibles are not allowed to participate in sessions driven at speed without a roll-bar and a 5 or more point harness. Arm restraints are strongly recommended. Cars equipped with only factory pop-up posts are not allowed.

Convertibles are not allowed to participate in sessions driven at-speed unless the car is equipped with the following minimum requirements:

- a. A roll-bar or roll cage meeting the requirements of Section 1.4.
- b. A 5 or more point harness for both driver and passenger.

At the discretion of the Chapter, cars with factory-installed, fixed rollover protection or removable roof sections may be allowed, but only if this protection meets the Helmet Reference Plane described in Figure 1 in Section 1.4 for both the driver and the passenger.

Cars equipped only with factory pop-up posts or similarly activated rollover protection are not allowed.

- Chapters may elect to exclude convertibles or cars with removable roof sections entirely from sessions driven at-speed regardless of roll-bar or fixed rollover protection, or any provision of this.
- Cars with factory installed, fixed rollover protection (targas, T-tops, etc.) are a chapter decision. Exclusion of convertibles is also a chapter option.

1.2.9.8 Windows/Doors/Sunroofs.

Driver and front passenger side windows must be completely down while on the track. Doors must be unlocked, when possible. Sunroofs must be closed and latched.

1.2.9.9 Open Wheel, Single Seat Cars.

Open wheel, single-seat cars are not allowed to participate in any run group where street sedan type cars are on the track at the same time.

1.2.9.10 Consumption of Alcohol or Drugs.

Participants are strictly prohibited from consuming alcohol or illegal drugs, as well as any medication which can cause any degree of impairment. This includes (but is not limited to) prescription and over-the-counter medications (such as cold and allergy products) which can cause drowsiness or adversely affect their ability to operate a motor vehicle. Consumption of alcohol by anyone present at an event is prohibited during the event's on-track hours, including lunch. Violators are subject to immediate expulsion from the event. Participants should be reminded that alcoholic beverages cannot be consumed by anyone until the track has gone cold for the day.

Recommendation: Handouts and Drivers meetings should remind participants not to overindulge in alcoholic beverages the night before scheduled track time.

1.2.10 Emergency Services

All requirements of the event insurance regarding emergency services must be adhered to. At a minimum the following is required:

- A basic life support (BLS) ambulance staffed with two (2) EMTs that remains on-site at all times when the facility is used for high-speed activities.
- Fire/Rescue equipment and trained personnel capable of firefighting and vehicle extrication.
- Fire extinguishers in the pit area and at all manned corner stations.

Should the ambulance have to leave the site, no high-speed activities of any kind may be conducted until the ambulance returns to duty. Low-speed (under 50 mph) touring laps or exercises may be conducted as facility tours and to continue instruction, if allowed by the facility.

Recommendation: Two (2) staffed ambulances be present so as not to shut down the event in case one ambulance has to provide a transport.

Recommendation: An ambulance capable of providing advanced life support (paramedics) is utilized.

Requirement: Chapters must have a completed Crisis Response Communication Planning Workbook (emergency response plan).

1.2.11 Driving Event Accident/Incident Occurrence Reports.

It is required that a Driving Event Accident/Incident Occurrence Report be completed for any accident at a driving school in which a vehicle sustains physical damage, or in which an occupant or other event participant sustains physical injury.

This report is to be completed and submitted through the BMW CCA website within forty-eight (48) hours after the end of the event. A copy of the waivers signed by those involved in the incident must also be sent to the national office. The chapter will retain a copy of both the completed report and the waivers submitted to the national office.

1.2.12 Compliance Procedure

BMW CCA's first priority is to encourage ongoing and safe driving schools. If any Chapter is alleged, in writing, to have violated these specified requirements, a letter will be sent to the Chapter President

detailing the issues and requesting the Chapter's response. If the allegations are true, the Chapter must prepare a Corrective Action Plan to ensure the violation is not repeated.

Failure to respond to or cooperate with the Board shall lead to Chapter disciplinary actions, such as denying use of BMW CCA insurance, probation or suspension of the Chapter's charter.

If a Chapter wishes to propose a methodology not in compliance with the minimum standards, the Chapter must submit a Detailed Event Plan to the Driving Events Committee. Upon review, the Driving Events Committee may authorize the Chapter to conduct a test event using the proposed methodology. The Driving Events Committee may require an observer to attend and evaluate the event. Based on this evaluation, the Driving Events Committee may propose changes to the standards per Section 1.2.1.2.

1.3 DRIVING EVENT MINIMUM STANDARDS COMPLIANCE ENFORCEMENT PROCEDURES

1.3.1 Introduction

As noted in the Operations Manual BMW CCA supports driving events for its members. Because these events contain the potential for property damage, personal injury or worse, minimum standards have been established for the conduct of certain driving events as conducted by BMW CCA chapters so as to minimize the risk of any of these happening. Adherence to these minimum standards is mandatory for any chapter conducting an event for which minimum standards have been published. BMW CCA Driving Event Minimum Standards are in Chapter 1.2 of this Operations Manual.

1.3.2 Minimum Standards Compliance Enforcement

- 1.3.2.1** When a possible violation of the Driving Event Minimum Standards is identified, the applicable Regional DEC representative will advise the chapter, preferably the Chapter President and the applicable Regional Vice President, that a possible violation of the Minimum Standards has been brought to the attention of the DEC.
- 1.3.2.2** A DEC review panel comprised of the elected or appointed Regional DEC members will investigate and reach a conclusion as to whether or not there was failure to comply with the Minimum Standards. To conclude there was a failure to comply, at least four (4) Regional DEC representatives must vote in the affirmative.
- 1.3.2.3** If the DEC review panel concludes there was a failure to comply with the Minimum Standards, the DEC will recommend corrective action in accordance with Section 1.3.3.3. A "Preliminary Determination of Noncompliance and Recommended Corrective Action" will be presented to the Chapter Board of Directors/Officers who will have fourteen (14) calendar days to respond in writing to the DEC. Upon receipt of the Chapter response or expiration of the 14-day response period, the DEC panel will issue a "Final Determination" to the Chapter that: (i) confirms the preliminary determination and corrective action; or (ii) adjusts the recommended corrective action; or (iii) rescinds the preliminary determination. If the DEC panel confirms the recommended corrective action or determines a lesser corrective action is appropriate, the corrective action will be implemented. If the DEC panel, after receiving the Chapter's response, determines a more severe corrective action is appropriate, the DEC will provide a new fourteen (14) calendar day period for the Chapter to respond.

1.3.3 Corrective Actions for Noncompliance

- 1.3.3.1** Any corrective action recommended or implemented shall be commensurate with the importance of the Minimum Standards from a safety and risk perspective, and the severity of

the noncompliance. The Chapter's probation status and prior noncompliance history will be considered by the DEC. The recommended corrective action is at the discretion of the DEC.

- 1.3.3.2** For a failure to comply, which the DEC panel concludes is minor and of no immediate consequence, the DEC shall send a letter to the elected officers of the chapter pointing out the failure and with a request that the chapter take steps to avoid a future Failure to Comply.
- 1.3.3.3** The DEC may place the chapter on probation. The probationary period is at the discretion of the DEC, but may not exceed one (1) year. During the probation period, in addition to any other forms or submissions required to conduct each chapter driving event, the chapter shall submit to the DEC a document signed by two (2) elected officials of that chapter that the chapter understands that adherence to all Minimum Standards is a required condition for conducting an activity as a BMW CCA activity and acknowledging that any failure to comply with the Minimum Standards may result in appropriate action that could include revocation of the chapter's charter as provided for in the BMW CCA, Inc., Bylaws, Article 10, Section 3 and the Operations Manual.
- 1.3.3.4** For failure to comply with the Minimum Standards, which could have or did result in an increased risk of damage or loss that may or may not be covered by insurance, or may result in increased insurance costs for all chapters in the future, the DEC may apply an insurance surcharge against the chapter. The surcharge may be applied for the specific noncompliance and/or future failures to comply with the specific Minimum Standard noted during a stated period not to exceed eighteen (18) months. The insurance surcharge shall not exceed an amount equal to four (4) times the current insurance rate for the type of event associated with the noncompliance. Application of an insurance surcharge requires the affirmative vote of at least four (4) members of the DEC panel.
- 1.3.3.5** In addition to any other corrective actions, if the DEC deems it appropriate to send an observer to a future driving event conducted by the chapter, the chapter shall pay all travel costs for the observer. Travel expenses will be reimbursed by the chapter in accordance with BMW CCA travel expense reimbursement policies per Ops Manual Section 4.1.

1.3.4 Appeals

- 1.3.4.1** If a chapter disagrees with either the final determination of noncompliance with the Driving Event Minimum Standards or the corrective action imposed within ten (10) calendar days of receipt of the Final Determination of Noncompliance and Corrective Action issued under Section 1.3.2.3 above the chapter shall inform the DEC that it wishes to appeal the decision.
- 1.3.4.2** An appeal will be based upon a written submission from the chapter. Within twenty-eight (28) calendar days of receipt of the Notice of Noncompliance the chapter shall submit, in writing, all facts, circumstances, information and evidence that the chapter wishes an appeal committee to consider. This will be referred to as the Chapter Appeal Package. The DEC will provide to the DEC Appeal Committee all information it considered in reaching its decision.
- 1.3.4.3** Upon receipt of the chapter's appeal package, a DEC Appeal Committee shall be formed. The DEC Appeal Committee will be comprised of the BMW CCA Board Liaison to the DEC, if one has been appointed under Ops Manual Section 2.18.4 otherwise the BMW CCA Executive Vice President, the Chairman of the DEC, if the Chairman is not an elected or appointed Regional DEC representative, any other members of the DEC appointed by the BMW CCA Board of Directors, and two (2) chapter driving event chairs (by whatever title the chapter uses). One (1) of the chapter driving event chairs will be selected by the DEC and one (1) will be selected by

the appealing chapter. No member of the chapter involved or anyone previously involved in the driving event or the DEC decision may be a member of the DEC Appeal Committee.

1.3.4.4 The DEC Appeal Committee will review all information submitted to determine the following:

- Was there a failure to comply with the specified Driving Event Minimum Standards?
- If “Yes,” was the corrective action commensurate with the noncompliance?

A “NO” answer to either question requires a unanimous vote by the DEC Appeals Committee. If the DEC Appeal Committee, by unanimous vote, determines that the corrective action is not commensurate with the noncompliance it shall recommend to the DEC what it believes would be appropriate corrective action. The DEC shall take into consideration the DEC Appeal Committee recommendation and either confirm or modify its prior imposed corrective action. The DEC shall document the basis for its conclusion.

1.3.5 National DEC Appeals Committee

1.3.5.1 The purpose of the National Appeals Committee is to address issues brought to the Board of Director's attention that are unresolved after due process within the Driving Events Committee and DEC Appeals procedures.

1.3.5.2 The National DEC Appeals Committee is comprised of the BMW CCA President, another officer of the BMW CCA Board of Directors other than a Regional Vice President, selected by the President, and a Regional Vice President selected by the President. A National Board member connected with the chapter involved, or otherwise previously involved with the alleged noncompliance, may not serve on the National DEC Appeals Committee.

1.3.6 Decisions of the National DEC Appeal Committee are final and binding.

1.4 ROLL-BARS FOR CONVERTIBLES

These specifications are for inspecting convertible roll-bars and represent minimum requirements. The words “shall” and “shall not” indicate that the specification is mandatory. Convertible roll-bars shall be inspected by and are subject to approval by the Chief Technical Inspector at each event.

1.4.1 Basic Design Considerations

1.4.1.1 The basic purpose of the roll-bar is to assist in the protection of the driver (and passenger) if the car turns over or is involved in a collision. This purpose should not be forgotten.

1.4.1.2 The top of the roll-bar shall be a minimum of two (2) inches above the top of the driver's (and passenger's) helmet with the driver (and passenger) seated normally, and restrained by seatbelt/shoulder harness. A plane (Helmet Reference Plane) drawn from the top (not including padding) of the roll-bar to structural parts of the chassis in front of the base of the windshield (e.g., top of front suspension strut towers) shall pass over the driver's (and passenger's) helmet. (See Figure 1).

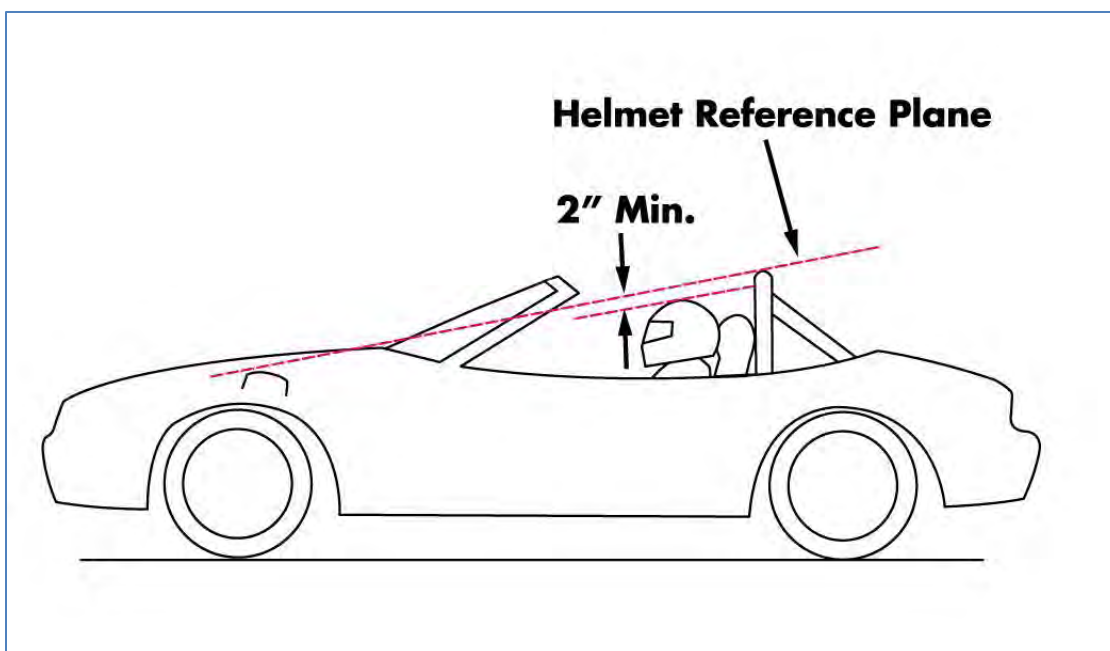


Figure 1. Helmet Reference Plane

- 1.4.1.3** The roll-bar shall be designed to withstand compression forces resulting from the weight of the car coming down on the roll-bar, and to take fore, aft and lateral loads resulting from the car skidding along the ground on the roll-bar.
- 1.4.1.4** The roll-bar shall extend the full width of the cockpit.
- 1.4.1.5** Any portion of the roll-bar or bracing that might be contacted by the driver's (and passenger's) helmet shall be covered with non-resilient material such as Ethafoam or Ensolite, or other similar material, with a minimum thickness of one-half ($\frac{1}{2}$ ") inch. The energy absorbing material shall be firmly attached.

1.4.2 Material

- 1.4.2.1** The roll-bar hoop and all braces shall be seamless, ERW (Electric Resistance Welded) or DOM (Drawn Over Mandrel) mild steel tubing (SAE 1010, 1020, 1025 or equivalent), or chrome molybdenum alloy steel tubing (SAE 4125, 4130 or equivalent). It is recommended that mild steel tubing be used as chromium alloys present difficulties in welding and must be normalized to relieve stress. Proof of the use of alloy steel shall be the responsibility of the participant.
- 1.4.2.2** The size of the tubing shall be determined based on the vehicle curb weight as follows:

Vehicle Curb Weight	Roll-bar Mild Steel (Outside diameter x wall thickness in inches)
Under 2,000 lbs.	1.50 x 0.120 or 1.75 x 0.075
2,001 lbs. – 3,500 lbs.	1.75 x 0.120 or 2.00 x 0.075
Over 3,500 lbs.	2.00 x 0.120

The minus tolerance for tubing diameter and wall thickness shall not be less than 0.010-inch below the nominal value.

An inspection hole of at least 3/16 inch diameter shall be drilled in a non-critical area of the roll-bar hoop to facilitate verification of tubing wall thickness.

Where bolts and nuts are used, the bolts shall be at least 3/8-inch diameter SAE Grade 5 or equivalent.

1.4.3 Welding

1.4.3.1 Welding shall conform to American Welding Society D1.1, Structural Welding Code, Chapter 10, Tubular Structures. Welds shall be visually inspected and shall be acceptable if the following conditions are satisfied:

1.4.3.2 The weld shall have no cracks.

1.4.3.3 Thorough fusion shall exist between weld metal and base metal.

1.4.3.4 All craters shall be filled to the cross-section of the weld.

1.4.3.5 Undercut shall be no more than 0.01-inch deep.

1.4.4 Roll-bar Hoop

One (1) continuous length of tubing shall be used for the roll-bar hoop with smooth, continuous bends and no evidence of crimping or wall failure. The radius of the bends in the roll-bar hoop (measured at centerline of tubing) shall not be less than three (3) times the diameter of the tubing. The roll-bar hoop shall have a maximum of four (4) bends totaling 180 degrees \pm 10 degrees. Whenever possible, the roll-bar hoop should start from the floor of the car.

1.4.5 Bracing

1.4.5.1 Roll-bar hoops shall have two (2) fore/aft braces with tubing diameter and wall thickness as listed in Section 1.4.2.2. The fore/aft braces shall be attached as close as possible to the top of, but not more than six (6) inches below, the roll-bar hoop. The included angle between the fore/aft brace and the vertical part of the roll-bar hoop shall be no less than 30 degrees. The fore/aft braces shall have no bends. (See Figure 2.)

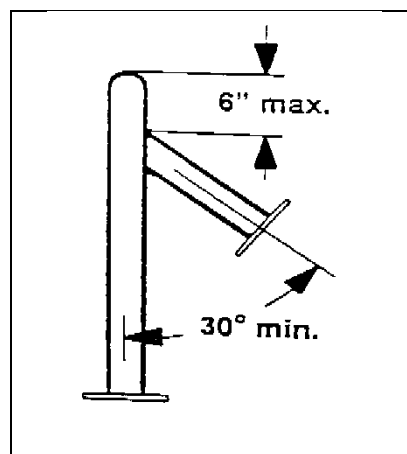


Figure 2. Bracing

1.4.5.2 Roll-bar hoops shall have a diagonal brace with tubing diameter and wall thickness as listed in 1.4.2.2 to prevent lateral distortion of the hoop. The diagonal brace shall be attached at the

bottom corner of the roll-bar hoop on one side and the top corner of the roll-bar hoop on the other side. The diagonal brace shall have no bends.

1.4.6 Mounting Plates

- 1.4.6.1** Roll-bar hoops and fore/aft braces shall be attached to the chassis of the car with mounting plates that are at least 3/16-inch thick.
- 1.4.6.2** Carpet/padding/insulation shall be removed under the mounting plates.
- 1.4.6.3** Mounting plates shall be either welded or bolted to the chassis.
- 1.4.6.4** Mounting plates bolted to the chassis shall have a back-up plate of equal size and thickness on the opposite side of the chassis with the plates through-bolted together. Whenever possible, the mounting plate should extend onto a vertical section of the chassis panel.
- 1.4.6.5** There shall be a minimum of three (3) bolts per mounting plate, if bolted.
- 1.4.6.6** The through holes for the bolts shall be a minimum of $\frac{3}{8}$ inches from the edge of the mounting plate.
- 1.4.6.7** Each mounting plate shall be no more than 100 square inches in area and shall be no greater than 12 inches, nor less than 2.5 inches, on a side.
- 1.4.6.8** The mounting plate may be multi-angled, but shall not exceed the dimensions in Section 1.4.6.7 in a flat plane.

1.4.7 Other Roll-bar Designs

Any roll-bar design that does not comply with the specifications in 1.4.2 thru 1.4.6.8 shall be accompanied by engineering specifications signed by a registered Professional Engineer (PE), which attest that the installation is able to withstand the following stress loading applied simultaneously to the top of the bar:

- 1.5 X laterally
- 5.5 X longitudinally (fore/aft) in either direction
- 7.5 X vertically

where X = curb weight of car

With no permanent deformation to any part of the roll-bar or the chassis, and with no greater than 1/2-inch deflection of any part of the roll-bar or the chassis as referenced to the unstressed condition. The induced loads must be carried over into the primary structure of the chassis. Other roll-bar designs shall comply with the specifications in Section 1.4.1.

1.5 HELMET STANDARDS FOR AUTOCROSS EVENTS AND DRIVING SCHOOLS

Helmets used in Autocross events or Driving Schools must be rated to Snell, SFI or FIA standards as detailed below.

Snell Rated Helmets. Either Snell SA (Special Applications, e.g. racing) or Snell M (motorcycle) or Snell K (karting) helmets may be used. Chapters may at their discretion choose to require the more stringent SA rating for high speed events such as Driving Schools.

These helmets must be rated to either:

- a) The current or immediate prior Snell Memorial Foundation SA, M or K standards, or
- b) The second prior Snell standard, for a grace period extending through the end of the calendar year following the nominal year of a newly issued standard. (This is intended to allow sufficient time for helmets meeting the most recent standard to become generally available for purchase to replace these older helmets.)

Example: If the current standard is Snell 2010, then helmets meeting either Snell 2010 or the prior 2005 standard are always allowed. In addition, Snell 2005 helmets may be used through the grace period until the end of calendar 2016.

Recommendation: That any older helmet used during the grace period be replaced as soon as possible with one meeting the latest standard.

SFI or FIA Rated Helmets. Helmets that meet BMW CCA Club Racing eligibility rules at the time of the event are also allowed. (These presently include SFI 31.1 and FIA 8860, subject to change.)

General recommendation: Use of a full-face helmet with its face shield in place is strongly advised. The face shield of a full face helmet should either be worn closed or removed from the helmet. Any external visor above the eye-port should be removed.

1.6 MEDICAL FORM

Please fill out this form as close to the day of registration as you can. Place it in a sealed letter sized envelope with your name printed on the outside in large letters. This information will only be used in the case of a situation where you are unable to provide it to the medical personnel. Otherwise it will be destroyed after the driving event.

Driver's name: _____ Age: _____

Emergency Contact: _____ Is this person at this event? Y N

Phone number of Emergency Contact: _____

Other person at the event to notify: _____ Phone number _____

Current medical conditions: _____

Current medications: _____

Drug allergies: _____

Name of driver's personal physician: _____

Physician's phone number: _____

Anything else you would want the people caring for you in a potentially life-threatening situation to know?

1.7 PRE-EVENT TECHNICAL INSPECTION REPORT (SAMPLE)

The Driving School participant is solely responsible for the safe condition of the vehicle to be driven to, at and from this event. The vehicle must be inspected no earlier than four (4) weeks prior to the event. This inspection must be carried out by a qualified individual who is familiar with the make and model of the vehicle. The participant must sign this completed Pre-Event Technical Inspection Report at the time of inspection and present it at registration for the event.

Please PRINT the following information

Name: _____

Vehicle Make, Model, Year: _____ **Color:** _____

VIN: _____

Plate No.: _____ **State:** _____

Vehicle Modifications: _____

The Pre-Event Technical Inspection must include, but is not limited to, the following items. Additional items should be included as deemed necessary by the inspector to ensure the safe condition of the vehicle. Please indicate with a checkmark (✓) those items listed below that have been deemed **acceptable**. Indicate with an "X" those items deemed **unacceptable**.

-
- | | |
|-------|--|
| _____ | 1. General: No excessive body or chassis corrosion. No loose or improperly secured parts. |
| _____ | 2. Battery: Must be securely mounted and have no fluid leaks or corroded mountings. |
| _____ | 3. Brakes: Stock pads must have 50% or more friction material thickness. Hoses and lines must not be cut, abraded or cracked. Rotors and drums must not be worn beyond manufacturer's recommendations. Master cylinder must not exhibit excessive bleed-down when steady pedal pressure is applied. All brake lights must be working. |
| _____ | 4. Brake Fluid: Must have adequate level and be in good condition. Brake fluid to have been changed within 6 months of the event. High quality DOT 4 fluid should be used. Brake pedal must not exhibit excessive travel.

Date of last fluid change: _____ |
| _____ | 5. Drive and Half Shafts: Universal and CV joints must not have excessive looseness or exhibit leaks. Drive shaft flexible coupling must not exhibit cracks or other deterioration. Drive shaft center support bearing must not have excessive looseness or deterioration of its mounting. |
| _____ | 6. Drive Belts: Must be in sound condition and properly tensioned. |
| _____ | 7. Engine, Transmission and Differential Mounts: Secure, without signs of deterioration or excessive play. |
| _____ | 8. Exhaust: Must be securely mounted and in good condition. |
| _____ | 9. Fuel and Coolant Hoses: Must be in good condition and not exhibit cracks, swelling or other |

deterioration.

- _____ 10. **Leaks:** No coolant, brake fluid or fuel leaks. No excessive oil leaks. All fluid levels adequate.
- _____ 11. **Mirrors:** Securely mounted. Vehicle must have at least an inside rearview mirror. Side mirrors are strongly recommended.
- _____ 12. **Pedals:** Must be securely mounted and exhibit free return. No interference from carpet. Floor mats should be removed.
- _____ 13. **Seatbelts:** At least a 3-point lap/diagonal, securely mounted in sound condition and with metal-to-metal buckles. Equivalent restraints are recommended for driver's and passenger's seats.
- _____ 14. **Seats:** Must be in sound condition and securely mounted.
- _____ 15. **Steering:** Must not exhibit looseness, play or binding throughout range of travel. Power steering fluid level must be adequate.
- _____ 16. **Suspension:** Mounting points must be secure and in sound condition. Vehicle must not have excessive side-to-side height variation. Shock absorbers must provide adequate damping and be securely mounted.
- _____ 17. **Throttle Linkage:** Smooth operation and free return without binding through entire travel.
- _____ 18. **Tires:** No cracks, blisters or cord evident. Front tires must be same size. Rear tires must be same size. Tread depth must be adequate for wet track driving.
- _____ 19. **Wheel Bearings:** Properly adjusted with no excessive looseness or noise. No lubricant leakage.
- _____ 20. **Wheels:** No cracked or bent rims. Lug nuts or bolts must be properly tightened.
- _____ 21. **Windows:** Must be secure and in sound condition. Any tinting must allow for proper vision.
- _____ 22. **Windshield Wipers:** Must be functional and in good condition.
- _____ 23. These or other items found to be unacceptable (explain): _____

I hereby certify that the above vehicle has been carefully examined by a qualified individual and that all the foregoing items have been checked. I understand that the safe condition and operation of this vehicle are entirely my responsibility that the BMW Car Club, Inc., the Chapter and its members cannot be held liable or responsible for any vehicle and that problems, malfunctions or damage may occur in connection with the operation of this vehicle prior, during, or subsequent to the driving school.

Participant(s) Signature(s): _____ Inspection Date: _____

Inspector's Name (PRINTED): _____ Signature: _____

FOR CHAPTER STAFF USE ONLY – OPTIONAL, ON-SITE TECH INSPECTION CHECKLIST

- _____ **Tires:** 3/32" minimum tread, all 4 of similar/appropriate size and type
- _____ **Front/Rear Glass:** No significant cracks _____ **Wipers:** functional and in good condition
- _____ **Brakes:** Pad thickness, no cracks on rotors, working brake lights _____ **Wheels:** No cracks, visible dents, missing bolts/nuts, bolts/nuts torqued correctly
- _____ **Engine:** No obvious leaks, fluids OK, belts tight _____ **Brake Fluid:** clean, adequate quantity
- _____ **Throttle:** no sticking, free travel, good return _____ **Battery:** Securely mounted
- _____ **Other Equipment:** Equivalent restraints for driver and passenger. Harness systems must be securely installed. Fire extinguisher or other equipment such as cameras, securely mounted.

Inspector notes of any safety concerns: _____

1.8 AUTOCROSS MINIMUM STANDARDS

1.8.1 Introduction

As part of its goal of promoting driver education and safety, the BMW Car Club of America, Inc. (BMW CCA) supports autocross programs conducted by its chartered Chapters and as an element of its national events (e.g. Oktoberfest). An autocross event is a timed non-speed driving skill contest. These events are run on short courses that emphasize the driver's ability and the car's handling and agility. Competition licenses are not required, and hazards to participants and property are not expected to exceed those encountered in normal, legal highway driving. Maximum speed is expected to be 70mph or less.

- a. Since an element of risk is inherent in these events, BMW CCA is providing the following minimum standards and recommendations to minimize the risk of property damage and personal injury at BMW CCA autocross events.
- b. BMW CCA Chapters and national events conducting autocross programs bear the primary responsibility to exercise reasonable care during each event. Chapters are encouraged to consult with BMW CCA to propose any changes to these standards that will improve the program.
- c. These Minimum Standards and recommendations, on approval by the BMW CCA Board of Directors, shall be included in the Operations Manual. They become effective immediately upon publication, and may be updated at any time as required in the interests of safety or to satisfy legal or insurance requirements.
- d. A copy of the most recent Autocross Minimum Standards must be present at every BMW CCA Chapter or national autocross.
- e. These standards are minimum event standards that Chapters must meet for an autocross to receive BMW CCA sanctioning and to maintain BMW CCA Chapter status. BMW CCA sanctioning is defined as use of any of the following: BMW CCA name or logo, BMW CCA insurance, BMW CCA web site, Roundel advertising, or calendar listings. Chapters may set additional and/or more stringent requirements for their events.
- f. For the purposes of this Minimum Standard the term "participant" means any person present at the event, including but not limited to competitors, drivers, staff, organizers, course workers, visitors and spectators. All participants must sign the event's Insurance Waiver (see 1.8.2.3).

1.8.2 Autocross Requirements/Recommendations

1.8.2.1 Budgets

Chapter boards and national event staff have full responsibility for event budgeting, for the components of the event (including sponsorship), and for full accounting of the revenues and expenses involved.

Recommendation: Autocross is a member benefit and should be priced to be accessible to as many members as possible.

1.8.2.2 Insurance

BMW CCA autocross events must be insured by a reputable company licensed to conduct business in the state in which the event is to occur. Chapters may use the BMW CCA policy or purchase coverage through the event facility (if this is available) which meets BMW CCA minimum coverage and limits. BMW CCA must be listed as an Additional Named Insured in the policy covering the event. If the insurance obtained is other than through the BMW CCA policy, then a copy of the endorsement page or

the certificate of insurance must be provided to the National Office prior to the event. All rules, regulations, and requirements of the insurance policy must be followed explicitly and without deviation. BMW CCA's minimum insurance coverage and limits requirements are set by the National Office. Contact the National Office for current minimum liability amounts. It is the Chapter's responsibility to make certain that insurance coverage obtained other than through BMW CCA meets the Club's required levels of coverage.

Recommendation: That an autocross not be publicly advertised as a spectator event.

Other insurance for Accidental Death, Medical Expenses, and Lost Wages may be required by the event facility. This coverage is included under BMW CCA's policy. It is the Chapter's responsibility to make sure that whatever insurance coverage provided meets the event facility's requirements.

The cost of insurance shall be the sole responsibility of the sponsoring Chapter or national event.

1.8.2.3 Insurance Waivers

All persons entering the event premises must sign the appropriate original printed insurance waiver. Chapters must keep original signed waivers for a minimum of seven years from the date of the event. Event premises shall be defined. Participants under age 18 must have minor consent waivers signed by both of their parents or legal guardians. Participants and workers under age 18 must have minor consent waivers signed by either parents or guardians. Wrist bands shall be used to indicate that individuals have signed the waivers.

Recommendation: Minor waivers can be an annual waiver signed for "all events" and "all dates."

Recommendation: The use of colored wristbands can help identify competitors, staff, workers, and guests and help organizers ensure that the appropriate waivers have been signed.

1.8.2.4 Liability Insurance for Cars.

Chapters may choose to require evidence of liability and/or collision insurance on cars entered. They may at their option allow uninsured or unregistered vehicles to participate.

BMW CCA's motorsports insurance policy has no provision for payment for physical damage to vehicles.

1.8.2.5 Course Rules and Regulations

All rules and regulations specified by the event facility (and as negotiated by the sponsoring Chapter with the facility) must be followed explicitly and without deviation.

1.8.2.5.1 Course Design and Operation

- a. The course design should be such that vehicles proceed in a forward motion and that reverse gear will not be needed.
- b. The course shall be laid out so that there is an acceptable distance between the course and any obstacles or impediments, such as ditches, light poles, curbs, spectator areas, buildings, fences, parked cars, or other objects. A minimum distance of twenty-five feet is recommended. This safety margin must be increased on the outside of faster corners and unobstructed spinout areas shall be included where possible. Event viewing areas should be at least 75 feet from the course boundaries.
- c. Course boundaries shall be clearly defined. Site boundaries should also be defined as clearly as possible.

- d. No cone should weigh more than five pounds and its position should be clearly marked with chalk or other temporary means to facilitate easy replacement by the course workers.
- e. The course design may be such to allow the overlapping of multiple cars on course at the same time if space and timing equipment allow. When running more than one car on the course at the same time, allow sufficient separation between cars so that competing cars never come in close proximity on the course; and, so that there is adequate time to flag a following car to a stop if the preceding car knocks down a cone or gets into trouble.
- f. Course boundaries shall remain the same for all drivers. If, while on course, a driver observes a course change due to displaced cones, they must report the course change to course personnel, at which time the driver is to safely drive to the end of the course at a reduced speed and trip the finish line timer. The driver may then be granted a rerun. A driver shall not be granted a rerun if they have already received a DNF on any portion of the course prior to the altered portion in question. Once they score a DNF their run is over and a rerun should not be granted. (DNF = Did Not Finish; essentially, a disqualification for that particular run.)
- g. Whenever a pylon is moved, it must be returned to its original position. If the pylon cannot be returned safely then any affected participant may be granted a rerun subject to 1.8.2.5.1 f. If the missing pylon either positively or negatively affects the participant's run.
- h. When laying out a course, both the size and type of the vehicles competing as well as site conditions should be taken into consideration. Speeds on straight stretches will not normally exceed 70 miles per hour. The fastest portions of the course shall be those most remote from spectators and property. These guidelines should be adjusted downward when site conditions will not safely support the speeds indicated above.
- i. The course as laid out shall be on a paved surface that contains no dangerous holes, loose gravel, gratings, oily spots, or other hazardous features. Dips that could get a car airborne shall not be included. Special care shall be taken in the location of the start, finish, staging, and timing areas. The timers and staging area must be placed well clear of the course in a safe area. The course design should allow for a safe and controlled finish. It is not recommended that competing cars be required to come to a complete stop immediately following the finish line. It is preferred that cars be required to slow to a walking speed within a controlled area before returning to the grid or paddock areas. A complete stop should be required only when unusual site conditions exist. In all cases, a sufficient distance past the finish line must be available to safely slow or halt any competing car from the highest possible speed attainable at the finish without locking brakes or wild maneuvering. It is recommended that an official be assigned to control the finish area. Particular care must be exercised in the finish area to keep it free from hazard to participants.
- j. Negative cambered turns shall be avoided if at all possible.
- k. A long straight (over 150 feet) should not terminate in an extremely sharp turn (e.g. a short radius U-turn).
- l. Except on permanent circuits such as go-kart tracks, the inner and outer limits of turns and corners should be marked by course markers, displacement of which results in time penalties. Chapters are encouraged to outline the course with chalk or other suitable means to make it easy for novice drivers to follow.
- m. Corner limits must never be marked by curbs, buildings, poles, trees, soft shoulders or other hazards likely to cause damage to a car, or likely to cause a car to overturn.

- n. Cars on the course simultaneously shall not run in close proximity to each other.
- o. All portions of the course shall be visible to at least one course marshal who can communicate through signals or by electronic means with the starting line.
- p. Entrance and exit lanes should enter the course at separate points, though they may be close together. They will be kept clear for use by competing cars at all times.
- q. Participants and/or obstacles should not be located at the end of long or high-speed straights.
- r. Participants must be kept at a safe distance from the course, particularly at the outside of turns and at the start and finish lines. Unless protected by substantial barriers, viewing areas must be isolated. Chapters shall have the authority to set minimum viewing distances from the course but such minimum viewing distances may not be less than 75 feet from the course edge in unprotected areas (e.g. those without adequate barrier protection such as concrete or tire walls).
- s. Appropriate fire extinguishers, flags and material for cleaning up fluid spills must be provided by the host Chapter.
- t. Manned video or still cameras are not permitted at course worker positions or other locations within the course area. Exceptions may be granted for special purposes by the event organizers only if the location is acceptable to the event chair and if the photographer is accompanied by a spotter to warn of approaching vehicles.
- u. A DNF results in no time being given for that run.
- v. The participant shall neither exit the car nor release seatbelts until the run is safely completed. Doing so will incur a DNF for that run.
- w. The Autocross Chairperson or appointee must approve course designs in advance of the event. Before the first car runs, the Autocross Chairperson or appointee shall check the complete course layout for compliance with course design standards.

1.8.2.6 Car Classification

To be determined by the sponsoring Chapter for Chapter events. For national events, classification shall be consistent with the Oktoberfest/National Events Manual.

1.8.2.7 Course Design/Car Classification References

The following references have been included for assistance to those Chapters starting autocross programs, and for general reference. This is not a comprehensive list, and these references may not all remain up to date.

- Roger Johnson's Solo2 Course Design Booklet:
<http://www.houscca.com/solo/courses/coursedesign.zip>
- Kate Hughes's AX Handbook:
<http://www.tirerack.com/features/solo2/handbook.htm>
- Bob Tunnell's Advice For The First Time Autocrosser:
<http://www.tunnellracing.com/advice.html>

- The SCCA Solo II web site www.scca.org/Solo/, then click on “Cars and Rules.”

1.8.3 Chapter Event Plan

Recommendation: Each Chapter desiring to conduct autocrosses must create an autocross plan with details for conducting this type of event. The Chapter plan must be in conformance with these standards and shall be approved by the Chapter’s Board of Directors.

1.9 DRIVER’S QUALIFICATIONS

1.9.1 Age of Drivers

Minimum age for drivers in BMW CCA autocross is 16.

1.9.2 Driver’s License

Each driver shall possess a valid driver's license

1.10 SAFETY DEVICES

1.10.1 Helmets

Helmets must be worn by all participants during all course runs. For helmet standards, please refer to Section 1.5.

1.10.2 Lap and Shoulder Belts

Lap and Shoulder Belts are required for all occupants and must be fully functional. If aftermarket seat belts are used, they must be installed in compliance with manufacturers’ installation instructions. (See 2.8.2.d for kart exemption.).

1.10.3 Advanced Vehicle Systems, ABS, etc.

At no time should an event organizer, worker, or volunteer endorse or participate in the disabling of a factory installed safety system that is not normally driver-controllable (e.g. ABS).

Note: A system that has a driver-controlled switch (such as automatic traction control) may be turned off/on by the driver ONLY.

1.10.4 Instruction

Chapters may, subject to available time, personnel and resources, offer classroom and/or individual instruction to participants. This might be especially helpful to novice autocrossers. It is up to the individual Chapter to select/designate those instructors, who should be identified during the Drivers Meeting.

Recommendation: Chapters designate one or more individuals as instructors.

1.11 CONDUCT OF THE EVENT

1.11.1 Technical/Safety Requirements

Vehicles used to autocross must be in acceptable mechanical condition such that they do not present unacceptable hazards to participants or to the facility. BMW CCA and/or the Chapters reserve the right to reject any vehicle for any reason.

1.11.1.1 Technical/Safety Review Items

All vehicles must pass a safety review prior to each event. Safety inspectors may identify defects in the vehicle, but should not attempt to fix them. Below are examples of items that could be checked by an event staff worker familiar with the safety and mechanical systems of vehicles. Beyond checking that the required safety equipment is present and that the vehicle is not leaking fluids, the extent of the safety inspection is at the discretion of the event organizer, keeping in mind that the primary consideration is to minimize hazards for all individuals at the event. The ultimate responsibility for the condition of the vehicle rests with the participant.

- a. Wheels must be safely attached and exhibit no cracks. Wheel nuts/bolts should be tightened to the manufacturer's recommended value.
- b. All loose items must be removed from the vehicle. If a video camera is employed, it must be securely mounted.
- c. Tires must show no cords, belts, or cracks in the tread or sidewall.
- d. Seat belts and/or harnesses must be properly installed and in good condition.
Note: Due to their special safety considerations, karts are exempt from requiring seat belts.
- e. Brakes must be in good working order, have no leaks under pressure, and have adequate fluid in the master cylinder.
- f. No fluid leaks (fuel, oil, coolant, power steering fluid, transmission and differential fluids, brake fluid) are permitted while the vehicle's engine is running.
- g. Wheel bearings, steering mechanism, suspension, and shocks must be in good operating condition.
- h. The exhaust should be in good working order.
- i. Helmets for all occupants must meet the standards in Section 1.5.
- j. Competitors driving karts of any kind are required to wear a collar type neck brace designed for motorsports use, as well as gloves, jackets and full length pants made of leather, vinyl, abrasion resistant nylon or equivalent.
- k. Closed-toed shoes are mandatory for drivers. No open-toed shoes, sandals or "flip-flops" are allowed on course.
- l. Roll bars, if installed, must be properly and securely mounted.

1.11.2 Drivers/Workers Meeting

Before the first car runs, the event organizer shall conduct a meeting to explain all of the procedural and safety rules to all the competitors, staff and spectators. This should include:

- a. Confirmation that everyone has signed the insurance waiver(s)
- b. The meaning of each flag.
- c. Procedures to be followed in case of a “red flag” situation.
- d. Corner worker responsibilities.
- e. Explanation of the “down and out” rule if cones are used.
- f. Explain the use of radios and fire extinguishers if they are provided.
- g. Emphasis on safe conduct in the grid area and in the general site area.
- h. An explanation of where spectators are allowed to go.
- i. Ensuring that any children present must be supervised at all times and any pets must remain on a leash.
- j. Reminding course workers to remain alert and observant, stay standing, to watch each car as long as it is on course, and to carry their red flags at all times.
- k. Reminding all that the use of alcohol or drugs is forbidden.
- l. Reminding all that only certain individuals, as approved by the Chapter, may take passengers.
- m. Reminding all participants that all cones hit after the start will count as penalties.
- n. Reviewing any special safety considerations, policies or procedures that apply to your specific site.

In addition, the event organizers must make arrangements to cover these safety issues with anyone arriving after this meeting.

1.11.3 Course Inspection

All drivers should have an opportunity to inspect the course prior to driving their first run.

1.11.4 Site Access

The site shall be closed to non-participant traffic. The autocross area shall be clearly marked, and be separate and distinct from parking, staging, and grid areas. Only competitors, course workers, event staff, and emergency personnel are allowed to be in the course area during timed runs.

1.11.5 Fun Runs

Fun runs may be allowed, as long as all safety considerations in place for competitive runs remain in place for fun runs.

1.11.6 Passengers

Only Chapter designated instructors or other experienced drivers as designated by the event officials are allowed to take passengers for rides during their runs. Passengers must have signed all required insurance waivers. If the passenger is under the age of 18, they must be a minimum of 4' 9" tall and are required to have the proper minor consent waivers signed by both of their parents or legal guardians. Passengers are required to wear a proper fitting helmet as outlined in Section 1.5, and each passenger must have his or her own exit door.

1.11.7 Consumption of Alcohol or Illegal Drugs

Participants are strictly prohibited from consuming alcohol or illegal drugs, as well as any medication which can cause any degree of impairment. This includes (but is not limited to) prescription and over-the-counter medications (such as cold and allergy products) which can cause drowsiness or adversely affect their ability to operate a motor vehicle. Violators are subject to immediate expulsion from the event.

1.11.8 Emergency Services

The event organizers shall have access to appropriate emergency response contact numbers, including ambulance, fire, and police. Chapters shall have a completed Crisis Response Communication Planning Workbook (emergency response plan).

1.11.9 Driving Event Accident/Incident Occurrence Report

This form must be filled out in the case of any incident at an autocross event in which a vehicle or property sustains physical damage, or in which an occupant or other event participant sustains physical injury.

This report is to be completed and submitted to the National Office within 48 hours after the end of the event. The Chapter will retain a copy. If an incident involves injury, the National Office must be notified immediately in accordance with the BMW CCA Crisis Communications Plan.

1.11.10 Compliance Procedures

1.11.10.1 BMW CCA's first priority is to encourage ongoing and safe driving events. If any Chapter is alleged in writing to have violated these specified requirements, a letter will be sent to the Chapter president detailing the issues and requesting the Chapter's response. If the allegations are true, the Chapter must prepare a corrective action plan to ensure the violation is not repeated. Driving Event Minimum Standards Compliance Enforcement Procedures are set forth in Section 1.3.

1.11.10.2 If a Chapter wishes to propose a methodology not in compliance with these minimum standards, the Chapter must submit a detailed event plan to the National DEC. Upon review, the DEC may authorize the Chapter to conduct a test event using the proposed methodology, and may send an observer to evaluate the event.

BMW CCA Driving Events Operations Manual – Summary of Changes

1. Split the driving events section of the Operations Manual into a separate manual.
2. Allow electronic copies of the Driving Events Operations Manual to be used in addition to paper copies.
3. Removed the recommendation that driving events be priced to be accessible to as many members as possible.
4. Chapters should know that copies of insurance certificates obtained from Wells Fargo will be forwarded by Wells Fargo to the national office.
5. Let chapters know that copies of insurance certificates obtained from other than Wells Fargo must be forwarded to the national office by the chapter obtaining the insurance.
6. How to obtain waiver forms from Wells Fargo and that the national office will store completed waivers for chapters.
7. It is now acceptable to provide before event copies of waivers through email in addition to paper copies. The email can contain the waivers as attachments or provide links to the waivers on a registration or chapter website.
8. Removed the recommendation about requiring evidence of liability and/or collision insurance on cars entered in an event.
9. Insurance for an event should begin on the date when access to a facility is initially granted which might not be the actual first date of the event.
10. Added a BMW CCA website link to the source of Crisis Response and Communication Planning Workbook and restated the requirement for have completed the document before a chapter's first driving school.
11. Changed the description of after-market seat belts to include 4 or more point belts instead of specifying 4, 5 or 6 point belts.
12. In the discussion of advanced vehicle systems (ABS, TC) changed "new challenges" to "opportunities".
13. Event organizers, instructors or other event volunteers should not endorse or participate in the disabling of safety systems that are not normally driver controlled.
14. Driver controlled safety systems should be controlled by the driver only after discussion with the instructor.

BMW CCA Driving Events Operations Manual – Summary of Changes

15. New requirement - Any portion of the roll-bar or bracing that might be contacted by the driver's or passenger's helmet shall be covered with non-resilient material such as Ethafoam or Ensolite, or other similar material, with a minimum thickness of one-half (1/2") inch. The energy absorbing material shall be firmly attached.
16. Removed "whenever possible" from the requirement to communicate sign-off procedures in the event documentation provided to instructors.
17. Rewrote the medical information collection section of the document – See section 1.2.8.6.
18. Event timing was changed from:

While timing by individuals is discouraged, timing and data acquisition will be allowed with the provision that no real time display can be used inside the car during the session. If the display cannot be turned off, it should be covered so as not to be seen by the driver or instructor while the car is being operated.

to the following:

Data acquisition is allowed but in-car lap time display is discouraged.
19. Added a recommendation to collect medical information forms from anyone riding as a passenger during an at-speed session that has not provided the form during event registration.
20. A requirement was added to prohibit back seat passengers during at-speed sessions.
21. Removed the chapter option of allowing windows up during at-speed sessions.
22. Rewrote the consumption of alcohol or drugs section of the document – See section 1.2.8.8.
23. Corrected an inconsistency in the document about the requirement of a completed Crisis Response Communication Planning Workbook (emergency response plan). In some places in the manual it was a requirement and in other places it was a recommendation. It is a requirement.
24. Changed National Office to Driving Events Committee for proposals by chapters to change the minimum standards for driving events.
25. Corrected the drawing depicting the "Helmet Reference Plane" for helmet clearance for open top cars.
26. Added additional sizes for roll-bar tubing to conform to what is being used in the industry.

BMW CCA Driving Events Operations Manual – Summary of Changes

27. Added Snell K rated helmets to those that are allowed.
28. Changed the sample tech inspection form:
 - a. Floor mats should be removed.
 - b. Equivalent restraints are required for driver and passenger. This was a requirement in other places in the manual but was a recommendation on the sample tech form.
 - c. Removed the requirement for DOT approved treaded tires.
29. Changed the description of an auto cross event to say that it is a timed event with maximum speeds expected to be 70mph or less.
30. Corrected many formatting problems in the original text copied from the Operations Manual.

