

**BMW Car Club of America
Board Conference Call
October 13, 2016**

Thursday, October 13, 2016

1. Call to Order

The conference call was called to order by President Steve Johnson at 7:03 PM EST

2. Attendees

Board Members: Steve Johnson, President; Eddy Funahashi, Executive Vice President; Darlene Doran, Secretary; Tim Beechuk, North Central RVP; Tim Jones, South Central RVP; Lou Ann Shirk, North Atlantic RVP; Dwayne Mosley, South Atlantic RVP and Jeff Cowan, Pacific RVP.

Absent: Brian Thomason, Treasurer

National Office and Roundel: Frank Patek, Executive Director and Lindsey Branston, Director of Financial Operations

3. Updates

Steve Johnson would like to discuss future commitment from board members before the upcoming election. Steve will be having conversations with a few certain board members as to their health and/or commitment via email/telephone conversations. We may need to change the day of the week when we have our conference calls.

Steve Johnson would like to further discuss at our meeting in November the personal time off for CCA paid staff. Lindsey Branston reports as the PTO for paid staff. Our current policy is we allow staff members to carry-over 120 hours to the following year. There is some who carry-over the same 120 hours year after year. With all the events held this year we have an increase of PTO, which needs to be taken by staff. The policy in place currently is that the board has the discretion to either pay staff for their PTO carry-over or they just lose the time. Jeff Cowan asked Lindsey if staff was not taking PTO on purpose so they would receive the payout at the end of the year. Staff is encouraged to take the time off for health and state of mind. Between the Foundation and the Club Lindsey and Frank are required to attend eight (8) board meetings a year.

Steve Johnson stated he would like to discuss the abusive behavior of one member during Festorics.

4. Chapter Issues

North Atlantic Region

Lou Ann Shirk reports the situation with White Mountain, Green Mountain and Pine Tree chapters. With regard to these chapters all chapter officers are up for re-election now and White Mountain has their nominations are to be in by the end of October.

**BMW Car Club of America
Board Conference Call
October 13, 2016**

Should these chapters proceed with the normal election process, since once they merge we will be changing the structure. Green Mountain doesn't have a newsletter and/or a website to get the information regarding elections to their members. We have each members address and we could send out an email blast. Without any type of communications, how are they able to hold an election? As offices became vacant, Green Mountain would not fill the positions. Vacant offices can be appointed by the board. We will check with David Rose and Nick Parente as their knowledge regarding individuals who might want to fill a board position. Lou Ann will contact Pam Loeb regarding the individuals who have an interest in filling a board position for Green Mountain chapter.

5. Future Meetings

5.1 Board Meetings
November 4-7, 2016, Phoenix, AZ

6. Adjourn at 7:27 PM EST

Motion: Darlene Doran made a motion to adjourn the conference call. Tim Beechuk seconded the motion. Motion passes 8 with 1 absent.

**BMW Car Club of America
Board Meeting
Phoenix, AZ
November 5-6, 2016**

**Saturday and Sunday,
November 5-6, 2016**

1. Call to Order

The meeting was called to order by President Steve Johnson at 9:00 AM, MST.

2. Attendees

Board Members: Steve Johnson, President; Eddy Funahashi, Executive Vice President; Darlene Doran, Secretary; Brian Thomason, Treasurer; Tim Beechuk, North Central RVP; Lou Ann Shirk, North Atlantic RVP; Dwayne Mosley, South Atlantic RVP and Jeff Cowan, Pacific RVP

Absent: Tim Jones, South Central RVP

National Office and Roundel: Frank Patek, Executive Director; Lindsey Branston, Director of Financial Operations; Satch Carlson, Roundel Editor-in-Chief; and Len Rayburn, Creative Director.

Guests: Scott Dishman, Executive Director BMW CCA Foundation; Chris Finlay, Roadrunner Chapter; Joe Dawson, Roadrunner Chapter; Adam Tharp, Roadrunner Chapter; Fred Knotek, Sonora Chapter and Kyle van Hoften, Los Angeles Chapter.

3. Minutes

The minutes of the June Board meeting were approved by vote during the Board Conference Call on July 20, 2016. Reading of the minutes will be waived. The minutes of the October Conference Call were approved by vote during the board meeting on November 5, 2016. 7 in favor -1 absent and 1 abstention.

Affirmation of votes on conference calls since last Board Meeting. None

4. Reports

4.1 *President*

Steve Johnson had nothing to add to his pre-meeting report.

4.2 *Executive Vice President*

Eddy Funahashi had nothing to add to his pre-meeting report.

4.3 *Secretary*

Darlene Doran had nothing to add to her pre-meeting report.

4.4 *Treasurer*

Brian Thomason had nothing to add to his pre-meeting report.

**BMW Car Club of America
Board Meeting
Phoenix, AZ
November 5-6, 2016**

- 4.5 *South Atlantic RVP*
Dwayne Mosley had nothing to add to his pre-meeting report.
- 4.6 *North Atlantic RVP*
Lou Ann Shirk had nothing to add to his pre-meeting report.
- 4.7 *Pacific RVP*
Jeff Cowan added to his pre-meeting report that he attended the HPDE at Buttonwillow track.
- 4.8 *South Central RVP*
Tim Jones had nothing to add to his pre-meeting report.
- 4.9 *North Central RVP*
Tim Beechuk added to his pre-meeting report travel to Pittsburgh, PA. next week to talk about 2018 Oktoberfest and driving school and attended Bluegrass Chapter tour at Maker's Mark.
- 4.10 *Executive Director*
Frank Patek added to his pre-meeting report the taco truck incident, hiring a firm to provide a calling campaign for lapsed members and officers in the club who are not members.
- 4.11 *Roundel*
Satch Carlson had nothing to add to his pre-meeting report.
- 4.12 *Driving Events Committee*
Jack Joyner had nothing to add to his pre-meeting report.
- 4.13 *Club Racing Committee*
Gary Davis had nothing to add to his pre-meeting report.

5. Review Action Items

6. Discussion Topics

6.1 *National Events*

6.1.1 Oktoberfest 2016

Frank Patek reports we had 1037 pre-registered attendees for the event. All events were overbooked and turnout was great.

Jeff Cowan questioned what the expenses were for Oktoberfest and are we in the red or black. Lindsey Branston indicated that we were in the black, however all expenses have not been paid.

**BMW Car Club of America
Board Meeting
Phoenix, AZ
November 5-6, 2016**

When implementing the budget for Oktoberfest we try to cost out on a breakeven point. Jeff was also concerned regarding the registration process for the event. Jeff has volunteered to assist with setting up the registration process.

Steven Schlossman suggests that we do a re-classification for the Concours and Autocross since BMW has added many new vehicles and for some consistency. Satch Carlson has generated guidelines for the Oktoberfest TSD Rally for consistency as well.

All vendors used at Laguna Seca track need to be approved by Laguna Seca and fully insured. Club Racing presented a vendor who was approved by Laguna Seca, however couldn't provide insurance. BMW CCA told Club Racing representative Ralph Warren absolutely no to using this vendor. They proceeded to use the vendor and sent CCA a bill for \$1,804.00. Gary Davis needs to address this situation with Ralph Warren.

Motion: Tim Beechuk made a motion to not pay the reimbursement submitted by Ralph Warren for the unauthorized vendor in the amount of \$1,804.00. Darlene Doran seconded the motion. Motion passes 8 - 1 absent.

6.1.2 Oktoberfest 2017

Frank Patek reports that we will have a 2-day driving school, autocross, car control clinic and the concours will be on grass. Our Welcome Reception will be in the hall adjacent to the hotel which is how we are obtaining our parking for the event. The best news for this Oktoberfest is the Hyatt can cater every event venue, including the track. Audubon Golf Course is where the Concours will be held. A big impact event will be the World War II Museum on Friday evening with costume dress for WWII. We may look at a carting event at the NOLA track. However the cost is steep at \$10,000. We would definitely need a sponsor for the event. Possibility would be if we could acquire Bill Auberlen and other race drivers who the participants could race against, this might entice our members to sign up for the event.

6.1.3 Oktoberfest 2018

Frank Patek reports that we are having a conference call with the Allegheny Chapter later today to further discuss the event. They would like to rent the Heinz History Center for the Welcome Reception, however the cost is higher than we would like. Would like to meet with the PVGP group and see if there is a possibility of doing joint events the week of our Oktoberfest event. We will be having a 2-day driving school.

**BMW Car Club of America
Board Meeting
Phoenix, AZ
November 5-6, 2016**

6.1.4 Oktoberfest 2019

Frank Patek reports this is our 50th Anniversary of BMW CCA. We will have this event in Greenville, SC in the fall, September time frame. Hyatt downtown will be our host hotel. We have a tentative agreement with the City of Greenville to block off Main Street for a car show. This will also be the grand opening of our new headquarters and that the Foundation has to offer. It was decided to have no driving school during the event. However the Peachtree Chapter could have a driving school the weekend before Oktoberfest or the weekend after for those that want to drive Road Atlanta.

6.1.5 Oktoberfest 2020

Frank Patek reports this would be a great time to make a change or refresh the structure of the event. Would like to open the event to or makes it more appealing to our demographic. What direction do we want BMW CCA to go toward?

6.1.6 Chapter Congress/Leadership 2017

Steven Schlossman reports this will be held in Dallas, Texas March 24-26, 2017. Steven also suggested that each chapter send someone new or at least a new chapter officer. Many of the same individuals have been attending this congress for years.

7. Regional Events

7.1 *2017*

7.1.1 The Vintage, May 2017

7.1.2 Pittsburgh Vintage Grand Prix, July 2017

7.1.3 Bimmerfest East and West 2017

7.1.4 Autolieben 2017

7.1.5 Monterey Weekend August 2017

7.1.6 Monterey Legends / Festorics Weekend 2016

Frank Patek reports that we had 868 attendees pre-registered for Legends (this number only includes those who purchased a lunch or dinner) and 1527 preregistered attendees for Festorics. Both events were well attended. All attendees commented on how great it was to see all staff, board members & their spouses assisting with all sides of the events.

**BMW Car Club of America
Board Meeting
Phoenix, AZ
November 5-6, 2016**

8. National Programs and Services

8.1 *Updates*

8.1.1 IT

Frank Patek reports the database project is moving along nicely. The first boot camp was completed this week with ACGI this camp was finance and membership. We have two (2) boot camps to go. This will be a tight schedule if all goes well, we would like to be up and running ahead of raffle, if not we may have to delay the launch of the new database until after raffle.

Stephen Elliott reports that bimmerlife.co launched in early August. Not much activity has taken place lately. It has a great look and feel to it; we just need to decide what direction we want to go. Chapter Financial Statements and Charity Matching Funds will be able to do online, with chapters able to see previous year's information

We have completed the transition on our service partner for IT. Which is something Stephen doesn't handle in house and the costs have gone down.

AssociationAnywhere is ACGI which is the software we are developing for the new database. We are under a tight timeframe to get everything completed by the launch of the 2017 raffle. With any luck we may have a small demonstration available at Congress.

PCI Compliance: we have gone another full round for tighter restrictions because of the number of transactions we do. This is not necessarily a bad thing, as we want all our members to know that we are taking every step possible to protect their information. We have implemented a security policy which will require that all passwords be changed every ninety (90) days.

Fraudulent email wherein bmwcca.org has been cloned. A number of our chapters have received this type of an email where they are asked by another chapter officer to transfer or send money to a certain place.

Cvent Integration will continue. We will have separate registrations with events that overlap next year which will eliminate most complications in registrations.

8.1.2 Club Racing

Frank Patek reports we had 80 racers for the Oktoberfest event. See Gary Davis's report.

8.1.3 Driving Events Committee – see attached report

8.1.4 Charity Matching Funds – none at this time

**BMW Car Club of America
Board Meeting
Phoenix, AZ
November 5-6, 2016**

8.1.5 Raffle

Frank Patek reports the raffle was strong, however not as strong as 2015. Nevertheless, it was great. One factor that suppressed the raffle, was we didn't have the marketing videos, due to the fact the vehicles are currently unavailable. We sold 48,024 tickets – just 770 shy of the all-time record set in 2015.

8.1.6 Roundel

Frank Patek reports that ad placements for Roundel for 2016 are good and the outlook for 2017 is somewhat off. Roundels are sent to all dealerships for display. Len Rayburn reports that there will be a slight face-lift on the websites and Roundel.

8.1.7 National Office

8.1.7.1 Regional Newsletters

Jeff Cowan reports this has been discussed on several conference calls. Currently, chapters have to submit a newsletter every ninety (90) days. Jeff Cowan suggested that the newsletter requirement be modified so you can submit either a newsletter which currently is in place or you could send an electronic event email showing you have a certain number of events planned. The electronic event email would help with retention and engagement. We are now on our third search for an individual to produce the regional newsletter. All chapters are to provide a printed newsletter to the chapter members. Chapter members do have the option to opt in to receive the chapter newsletter electronically. However, no chapter has the option of not printing a newsletter. We as the board need to reiterate to the chapters the minimum standard as to newsletter delivery. Consolidating the chapter newsletter into a regional newsletter would be a great tool for displaying at dealers and relief to the chapters in that they wouldn't need to produce the piece. Steve Johnson articulated to all RVP's to follow the rules we currently have in place, until we can find a resolution to the situation.

8.1.7.2 Chapter Services

Steven Schlossman reports that we currently have twelve (12) chapter committee members and chapter board position with lapsed memberships. This is not so uncommon, what seems uncommon this time around, is the lack of response from these individuals who currently hold an office in the chapter. We will be putting into place a policy that if you want to hold a club position you have to be an active member.

**BMW Car Club of America
Board Meeting
Phoenix, AZ
November 5-6, 2016**

- 8.1.7.3 CCA New Location
Frank Patek reports that CCA and the Foundation have agreed on a firm to conduct a land use study and a rendering of what the campus will look like in the future. When the first two phases of the master plan are complete, we can then get a good idea as to where our building will sit on the property and we can enter into negotiations with the Foundation to purchase the land. We should break ground at the beginning of 2017 and still on course to have this completed for the 2019 Oktoberfest.
- 8.1.7.4 Foundation Funding
Brian Thomason reports the CCA gives to the BMW CCA Foundation each year a financial grant, charity matching funds and CCA pays for ½ the Street Survival club membership. The set aside grant we provide to the Foundation is approximately one percent (1%) of our bottom line. The set aside is given in arrears.
- 8.1.7.5 Corporate Structure of BMW CCA
Frank Patek reports this was created to help those chapters like Green Mountain, which has essentially evaporated. We have no officers to run the chapter and no one stepping up to take over. We have three (3) chapters in a line that would benefit from the consolidation into an area. The three (3) chapters however don't want to give up their identity. These chapters would become one corporate entity representing the chapters it encompasses. They would maintain a unified and up to date web and social media presence. They could coordinate activities and publish a joint calendar of activities geared toward their members. Publish a quarterly newsletter for the entity and only need to file one joint 990. This would benefit the three (3) chapters whose membership is less than 600. This will basically come down to whether or not the chapters want to consolidate. We have discussed many times before if BMW CCA has too many chapters. We may consider changing our minimum standards as to what constitutes a charter. This plan envisions letting each chapter continue to use their name and the local drive for activities. The goal here is to simply consolidate those tasks which are bogging down a small number of members and reallocate them to a larger body of members.

**BMW Car Club of America
Board Meeting
Phoenix, AZ
November 5-6, 2016**

8.1.8 Member Committees

- 8.1.8.1 Recognition Program Committee
Lou Ann Shirk reports the committee has cancelled all telephone calls for the remainder of the year and they need to be re-appointed as chairs and committees, who work for the board. Steve Johnson will send the current committee an email to find out their interest and will then appoint the members for the committee for 2017 in the next week.

- 8.1.8.2 Technology Committee
Steve Johnson will appoint the members for the committee for 2017 in the next week.

- 8.1.8.3 Leadership Committee
Dwayne Mosley has been asked by Delight Lucas and other committee members as to the board's position for the continuation of the committee.

9. Policy and Administration

- 9.1 Ombudsman – nothing at this time

- 9.2 Benefits Update
Frank Patek reports our newest benefit is Original Gravity Tours and First Cal mortgage program.

10. Foundation

- 10.1 Service Agreement
Steve Johnson went through the agreement with the board. The agreement is with the BMW CCA Foundation for services provided to the Foundation by BMW CCA staff. This solidifies what services they will receive and the amount they will pay for said services. Frank Patek reported that Lindsey Branston has been contracted with the Foundation to handle their financial work.

Motion:

Dwayne Mosley made a motion we ratify the Services Agreement as written. Darlene Doran seconded the motion. Motion passes 7 in favor - 1 abstention – 1 absent.

**BMW Car Club of America
Board Meeting
Phoenix, AZ
November 5-6, 2016**

11. Financial

11.1 2016 Status

Lindsey Branston reported she will be sending in the 990 for BMW CCA since all board members have approved the document. Lindsey Branston explained to the board the difference between the 990 and 990EZ. Chapters who have less than \$50,000 in revenue will file a 990EZ and if the income is greater than \$50,000 they will file 990.

12. Chapter Issues

12.1 Chapter Probation Report

Steven Schlossman reports the following chapters have had their rebates withheld due to Newsletter or Financial Statements or both: Green Mountain, Hawaii, Kansas City, Michiana, Sacramento and Sin City.

12.2 Conference Calls

All RVP's have the challenge of chapters attending the conference call. Dwayne Mosley, South Atlantic RVP has 16 chapters and on a normal call he will have 5 – 6 chapter officers on his call. Lou Ann Shirk, North Atlantic RVP has 15 chapters and has 10 -11 chapter officers attending her calls. Tim Beechuk North Central RVP has 6 -8 attending his calls and Jeff Cowan Pacific RVP has 6 – 8 attending his calls.

13. Membership

13.1 Membership

Frank Patek reports that he has been in contact with several companies who do a phone campaign to pull back lapsed members. Much easier to pay an outside service and hold them accountable than to have a volunteer. Frank will pursue this process and update at a later date.

13.2 Marketing

Frank Patek reports that Chris Hennecy has left and we are actively seeking his replacement. One of our candidates will be attending the meeting tomorrow and work with us. One of Chris's strong suits was he was very likeable, fit in with our culture and got along with everyone which made it very comfortable. All of our sponsors really trusted and liked Chris and in seeking a replacement we would want the same quality for our sponsors. Chris did a great job with marketing for 2016.

Griot's Garage has partnered with BMW CCA creating a limited edition co-branded PFM Terry Weave towel that features an exclusive color scheme and custom stitching that all CCA members will recognize.

**BMW Car Club of America
Board Meeting
Phoenix, AZ
November 5-6, 2016**

14. BMW NA

15. New Business

15.1 Nominating Committee

Steve Johnson reports as the business of BMW CCA becomes more technical and requiring more thought and homework, the quality of the board has to grow with these changes. Have a broader committee structure for board members. We should groom and vet new prospects and or candidates for board positions. Eddy Funahashi articulated that the nomination committee would be a suggestion of different individuals across the nation that we would suggest for different roles.

15.2 Ability to audit chapter financials without warning.

We will need to make this part of the minimum standards for all chapters to provide to their RVP when requested. The board grants each chapter's charter and has the right to demand that each chapter's bylaws are in accordance with the BMW CCA bylaws and Operations Manual. CCA could construct a set of model bylaws indicating that each chapter must have the following items included in chapter bylaws.

Motion:

Brian Thomason made a motion that when the National CCA office requests bank statements from chapters, the chapter must provide the requested statements within thirty (30) days. If the bank statements are not received within the 30-day period, the chapter will forfeit in each subsequent month until the bank statements are provided. The rebate will then be reinstated, but forfeited months will not be "made up". Tim Beechuk seconded the motion. Motion passes 8 – 1 absent.

15.3 Operations Manual

Dwayne Mosley would like to see added to the Ops Manual a template model of bylaws indicating that each chapter must have the following items included in chapter bylaws. This will assist all chapters having a similar set of bylaws instead of documents being all over the place. Chapter Congress is a great venue to make sure all chapters are in compliance with the bylaw requirements.

15.4 Electronic Voting

Dwayne Mosley indicated that with the super system we have at the National CCA office, why can't chapters do their voting through the national system, should they want to utilize. Stephen Elliott will need some time to have the systems up and running for next election year. The system will have to have some sort of mechanism for those who have an email, but would rather have a mail in ballot.

**BMW Car Club of America
Board Meeting
Phoenix, AZ
November 5-6, 2016**

16. Future Meetings

16.1 Board Meetings
March 24 - 26, 2017 Dallas, TX

16.2 Conference Calls EST

December 7, 2016
January 18, 2017
February 15, 2017

17. Adjourn

Motion: Jeff Cowan made a motion to adjourn the Saturday meeting at **3:48 MST**. Darlene Doran seconded the motion. Motion passes 8 - 1 absent.

Motion: Tim Beechuk made a motion to adjourn the Sunday meeting at **5:21 MST**. Jeff Cowan seconded the motion. Motion passes 8 - 1 absent.

BMW CCA
Board of Directors Meeting
Nov 5-6, 2016

Pointe Hilton Squaw Peak Resort
Phoenix, AZ

BMW Car Club
of America



BMW Car Club of America
Board Meeting
Phoenix, AZ
November 5-6, 2016

Agenda

Saturday November 5th

08:00am Breakfast Rico's (Hotel Restaurant)

09:00am Call to Order

Introduction: Members, Guests.

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

09:05am 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

**10:00am Reports & Presentations Continue Until Completed
Discussion of Listed Topics**

10:45am Break

**11:00am Resume Discussion of Listed Topics
New Business**

Noon Working Lunch

Sunday November 6th

8:00am Board Retreat

BMW Car Club of America
Board Meeting
Phoenix, AZ
November 5-6, 2016

Discussion Topics

1. Review Action Items

2. National Events

Oktoberfest

- 2016
- 2017
- 2018
- 2019

3. National/Regional Events

- The Vintage, May 2017
- Pittsburgh Vintage Grand Prix, July 2017
- Bimmerfest East and West 2017
- Autolieben 2017
- Monterey Weekend August 2017
 - Legends of the Autobahn
 - Vintage Races
- Others

New Requests

4. National Programs and Services

IT Update

Club Racing

Driving Events

Charity Matching Funds

Raffle

SIG's

Roundel

Member Committees

Recognition Program Committee

Tech Committee

Election Status

National Office

Planning for future location

5. Policy and Administration

Ombudsman update

BMW Car Club of America
Board Meeting
Phoenix, AZ
November 5-6, 2016

Tech Rep's update
Benefits Update
BMW Clubs International
Operations Manual
 Chapter Newsletters and Communications
Leadership Committee
Recognition Committee
Relocation Committee

6. Foundation

Capital Campaign Update
Services Agreement

7. Financial

2016 Budget
2017 Proposed Budget

8. Chapter Issues

RVP Conference call schedule for 2017
RVP Chapter Visitation schedule for 2017
Chapter probation report
Dealer engagement program.

9. Membership

Membership Drive
Marketing

10. BMW of North America

11. New Business:

Discuss efficacy of a Nominating Committee in the future for selection of candidates to National Board.

Creation of Areas as a subset of Regions to alleviate work from chapters.

Should BMW ownership be a requirement to be an officer of the club?

1. Minimum standards for by-laws that all chapters have to implement - any deviation or changes have to be approved by National
2. Ability to audit chapter financials without warning
3. Moving toward consolidated or super-chapters
4. Require electronic voting by chapters via national website.

BMW Car Club of America
Board Meeting
Phoenix, AZ
November 5-6, 2016

5. Recourse when people do not do what they're either supposed to do or are asked to do. Whether it's a voting ratification, or providing financials, or attending scheduled meetings, or scheduled Regional calls.

6. Try to have BOD meetings somewhere in the center of the country for ease of access for everyone. Does the business of the Club require touring the country for Board meetings? Is providing local chapters the ability to attend worth the burden on those fighting airline travel and time zone changes.

12. Future Meetings

March 25th for the 1st Quarter Board Meeting and Annual Meeting

Future Meetings?

Conference Calls (proposed dates)

**BMW Car Club
of America**



BMW Car Club of America, Inc.
Steve Johnson
President
33 Hune One Ln #6-203
Kihei, HI. 96753
Telephone(858) 705-0303
Email: president@bmwcca.org

October 5, 2016

To: BMW CCA Board of Directors
BMW CCA Executive Director

Subject: President's Pre-meeting Report

Planned Travel:

Board Meeting, Phoenix, AZ. 10/28

Past Travel:

Board meeting, San Jose CA. \$456.82

Foundation / Monterey Meeting \$842.00

International Council meeting Munich, 9/7-9/18

Discussion:

Member issue from Oktoberfest

New campus discussion and vote

Elections

Respectfully Submitted,

Steve Johnson
President, BMW CCA

10/07/2016

Pre meeting report

June 2016 through current

To: All board members, Executive Director BMW CCA

Subject: EVP pre-meeting report

BMW Car Club
of America



BMW Car Club of America
Eddy Funahashi
Executive Vice President
124 W 6th St
Hanford, CA 93230-4514
Tele: (559) 707-0521
Email: evp@bmwcca.org

Travel:

June 23rd-26th>San Jose, Ca, Monterey, Ca>Board meeting and site plan review
“Celebration”

July 14th – 16th>Pittsburgh Grand Prix

July 28th – July 31st>Joint meeting with Foundation Monterey, Ca.

August 18th – 19th > Legends of the Autobahn

August 20th – 21st > Festorics Monterey Ca.

August 22nd – 27th >Ofest Monterey, Ca

September 17th >Monterey, Ca

Future Travel:

October 29-30 > Buttonwillow Ca.> Co-Chief Instructor for a multiple chapter HPDE

November 4th – 7th > Phoenix, Az. Board meeting

November 11th – 13th > Monterey, Ca. Legends Recap and forward vision 2017 with
Mercedes and Audi

November > Date TBD > Board retreat

Travel recap/EVP business:

-Our June board meeting was held in San Jose, CA. on the 24th. After our noon break we traveled to Monterey to conduct a site plan review for our Monterey/Celebration events

-July 14th took me to Pittsburgh to attend the Pittsburgh Gran Prix. Our clubs representation was stellar when compared to other organization’s attendance.

-We met with the Foundation in Monterey for a joint meeting on July 28th. We discussed both current and future relations and goals.

-August 18 through the 22nd was our combined Legends/Festorics/Oktoberfest events known as the 100 year Celebration. According to everyone that I’ve talked with their opinion was that the event was fabulous and appreciated by all. I must say that it appeared that you all knew what was at stake so as Board members, (And board spouses) as well as our CCA office staff, you all worked tirelessly to present this once in a lifetime event.

-On September 17th yet again I traveled back to Monterey to tie up loose ends with regards to equipment, Déjà vu, I found myself clicking my heels attempting to get back home.

Future Travel:

I’ve nothing to report at this time.

Respectfully, Eddy Funahashi



October 22, 2016

To: BMW CCA Board of Directors
BMW CCA Executive Director

Subject: Treasurer's Pre-Meeting Report

Travel: None

Planned Travel: November 4 – 7, BMW CCA Board and Staff Meeting, Phoenix, AZ

Other Activity: Attended BMW Centennial 100 Vision Next Celebration, Santa Monica, CA, October 16.

BMW Car Club of America
Brian Thomason
Treasurer
866 Linden Cir
Thousand Oaks, CA 91360-5319
Telephone: 805 267-9135
Email: treasurer@bmwcca.org

Income Statement
For the period ended September 30, 2016

	<u>Jan - Sept. 2016</u>	<u>Budget</u>	<u>Variance</u>
Ordinary Income/Expense			
Total Income	5,030,490	4,451,525	578,965
Total Cost of Goods Sold	(991,459)	(1,000,328)	8,869
Gross Profit	4,039,031	3,451,197	587,834
Total Expense	(3,131,317)	(3,335,441)	204,124
Net Ordinary Income	907,714	115,756	791,958
Net Other Income	3,531	24,375	(20,844)
Net Income	911,245	140,131	771,115

Balance Sheet
At September 30, 2016

Assets		
Total Current Assets		3,028,056
Total Fixed Assets (net)		207,007
Total Other Assets		3,084,554
Total Assets		<u>6,319,617</u>
Liabilities and Equity		
Total Liabilities		3,938,951
Total Equity		2,380,666
Total Liabilities and Equity		<u>6,319,617</u>

Detail support by individual account is provided in the enclosed spreadsheet.

Respectfully submitted,
Brian Thomason

	<u>Jan - Sept. 2016</u>	<u>Budget</u>	<u>Variance</u>
Ordinary Income/Expense			
Total Income	5,030,490	4,451,525	578,965
Total Cost of Goods Sold	(991,459)	(1,000,328)	8,869
Gross Profit	<u>4,039,031</u>	<u>3,451,197</u>	<u>587,834</u>
Total Expense	(3,131,317)	(3,335,441)	204,124
Net Ordinary Income	<u>907,714</u>	<u>115,756</u>	<u>791,958</u>
Net Other Income	3,531	24,375	(20,844)
Net Income	<u><u>911,245</u></u>	<u><u>140,131</u></u>	<u><u>771,115</u></u>

Assets

Total Current Assets	3,028,056
Total Fixed Assets (net)	207,007
Total Other Assets	<u>3,084,554</u>
Total Assets	<u><u>6,319,617</u></u>

Liabilities and Equity

Total Liabilities	3,938,951
Total Equity	<u>2,380,666</u>
Total Liabilities and Equity	<u><u>6,319,617</u></u>



BMW Car Club of America
Darlene Doran
Secretary
17015 E Dorado Cir
Centennial, CO 80015-3015
303.710.1997
secretary@bmwcca.org

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

Date: October 7, 2016

Subject: Secretary Pre-Meeting Report

Past Travel & Expenses:

- June Board Meeting, San Jose, CA
June 24-26, 2016 - \$432.20
- New Campus Meeting, Monterey, CA
July 28-31, 2016 - 428.20
- Monterey Week & Oktoberfest, Monterey, CA
August 16 - 28, 2016 - \$451.20

Planned Travel:

- November Board Meeting, Phoenix, AZ
June 24 - 26, 2016 - \$432.20

Drafts & Finalize Board Minutes:

June 24-26, 2016 - San Jose, CA
July 20, 2016 Conference Call Minutes
September 22, 2016 Conference Call Minutes

Discussion Topics:

Bylaws / Elections

Respectfully submitted

Darlene Doran

Official BMW Club

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

Date: Oct 13, 2016-Revised

Subject: North Atlantic RVP Pre-Meeting Report
Nov 4-7 2016 Phoenix BOD Meeting and retreat

Travel & Expenses:

- July 8-10 2016 Vintage @ Saratoga NY \$616
- July 14-17 2016 PVGP Pittsburgh, PA \$329
- July 22-24 2016 Lime Rock Park, CT \$378
- Aug Legends, Festorics, Ofest Monterey \$630

Planned Travel:

- BOD Meeting Phoenix Nov 4-7 2016

RVP Discretionary Funds:

- Allegheny Chapter for PVGP \$600
- Patroon Chapter for Vintage @ Saratoga \$350

Newsletter Delinquencies:

- Green Mountain

Chapter on Probation:

- Green Mountain

Relevant Notes:

>Conducted Phone conference with North Atlantic Region Chapters Sept 28. Discussed potential for wire fraud and check fraud scams. The following day Genesee Chapter had a fraudulent attempt. Also had a discussion about emailing Newsletters to the National Office and cc'ing the RVP to avoid delinquencies. Very interested in seeing the suggestions for changing Chapter Newsletter minimum standards.

> Chapter Certificates: Started with only 3 out of 14 completed. Only two outstanding at this time.

>Continue to work with Green Mountain Chapter to either merge with Pine Tree and White Mountain Chapters or create a new slate of officers to bring the club back into compliance. The three chapters are awaiting guidance from the Board to move forward with this.

>Continue to support the Allegheny chapter with their rules changes to quiet the complaints from a member that believes they are violating the By-laws by changing the By-laws. Also in constant communication with the Allegheny Officers answering questions about Ofest 2018. Allegheny Chapter Ofest planning meeting on Oct 8th was cancelled.

>Elevated a complaint to Ombudsman John G about a member having to replace 7 tires in 2 years.

> Lime Rock Park event new membership totals: 22 memberships plus 3 associate memberships: 5 each - 3year, 3 each - 2 year, 14 each- 1 year, 3 each - 1 year associate members.

Discussion Points:

>How to Blend Green Mountain, White Mountain and Pine Tree Chapters? Develop documentation for the structure of this.

>Make a plan of action to deal with Bob Briggs from the Allegheny Chapter before all of the Officers step down.

Respectfully submitted,

Lou Ann Shirk



BMW Car Club of America
Lou Ann Shirk
North Atlantic
Regional Vice President
39 Woodsedge Dr
Elizabethtown, PA 17022-8524
717 308-8527



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

BMW Car Club of America
Tim Beechuk
North Central RVP
Tel: 513.604.2398

Subject: North Central RVP 4th quarter 2016 Pre-meeting Report

Travel:

Completed Travel:

BMW CCA Board meeting – San Jose 6/24 – 26	\$1026.81
PVGP	\$114.62
Iowa Chapter DE/ITS and AutoLieben w/North Star Chapter	\$631.11
O’Fest	\$435.63
Raffle drawing – Augusta	\$1096.43

Planned Travel:

CCA Board mtg. – Phoenix

Other:

Discussions with 3 chapters to resolve held distributions due to newsletters.

Regional Events:

Upcoming Regional Chapter Presidents’ conference call: 10/24

Respectfully,
Tim Beechuk



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

Date: October 9, 2016

Subject: Pacific Region 4th Quarter Pre-Meeting Report

BMW Car Club of America
Jeff Cowan
Pacific Regional Vice President
425 Concord Dr.
Menlo Park, CA 94025
650.918.4938
pacificrvp@bmwcca.org

Travel Completed:

- San Jose/Monterey, CA Board Meeting, June 24-25, \$0 additional expenses
- Monterey, CA BMW CCA Centennial Celebration, August 19-28, \$0 additional expenses.

Planned Travel:

- Hawaii Chapter Meet & Greet with Steve Johnson, October 16, \$TBD
- National Board Retreat, Phoenix, November 4-6, \$210 flights

Discretionary Funds Requested/Dispersed:

- None

Regional Call Update:

- August 2, Pre-O'fest discussion
- Next call: October 11 (last for calendar year)

Chapter Compliance Issues:

- Hawaii Chapter Newsletter delinquent
 - o Meeting John in person October 11 to continue dialog, with Steve Johnson present
- Sin City Chapter Newsletter delinquent
 - o No follow up since May.
- Sacramento Chapter Newsletter delinquent
 - o Chapter claims to be continuing to work on it but remains delinquent.

Other Business

- Waiting for update on Henderson, NV group and their relationship with Sin City leadership. Quiet since just before O'fest.
- RoadRunner chapter leadership update: new president, Adam Tharp reigniting chapter activities.
- Connected with many Pacific Region chapter leaders during Monterey/O'fest, was great to meet so many in person.
- Continue discussion regarding chapter newsletter and general communications minimum standards.



Pre meeting report

Date: September 28, 2016

To: All board members, Executive Director BMW CCA

From: Tim Jones

Subject: SCRVP pre-meeting report

BMW Car Club of America, Inc.
Tim Jones
South Central RVP
10296 W. Ottawa Ave.
Littleton, CO 80127
(303) 946-4588
southcentralrvp@bmwcca.org

Past Travel & Expenses:

- None

Planned Travel:

- Most likely to AZ for November Board Meeting.

Future Travel:

Nothing at this time.

Notes:

- Contacted 3 chapters (Houston, Great Plains, & Kansas City) to have them submit their delinquent newsletter. Assumption is that this was resolved.

Respectfully,

Tim Jones



BMW Car Club of America
Dwayne Mosley
South Atlantic
Regional Vice President
3431 N. Industrial Dr
Simpsonville, SC 29681
864-735-7246

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

Date: October 11, 2016

Subject: South Atlantic RVP Pre-Meeting Report for 11/16 BOD meeting/retreat.

Travel & Expenses:

Completed Travel:

- Board of Directors Mtg – San Jose, CA – June 24 – 27 \$770.20
- All Florida chapters meeting in Tampa – 7/15 – 7/17 - \$1,121.90
- Peachtree Chapter HPDE visit – 9/3 - \$0
- Peachtree Chapter Corral – Petit Le Mans 9/30 & 10/01- \$0
- Sandlapper Chapter in Cashiers, NC 10/8 - \$0

Planned Travel:

- Euro Auto Festival – 10/21 & 22
- Board of Directors Mtg/Retreat – Phoenix, AZ – 11/4 – 11/7
- Michelin Proving Grounds – 11/12/16 - TRSS & Wet Handling Course events

RVP Discretionary Funds:

- None this quarter

Newsletter Delinquencies: An improving disaster – working on them.

Relevant Notes

- 7/20/16 – July BOD Conference Call
- 9/22/16 – September BOD Conference Call
- Tom Plucinsky at Petit - discuss challenges with a Sebring effort in 2017
- Working with First Coast Chapter on membership zip code locations
- SA Quarterly Conference Call scheduled for 11/15 – To Discuss – Items learned from retreat, Submit events to Regional Calendar, newsletters, Bricks for Foundation, Check on bylaw changes to have the President & Secretary, VP & Treasurer elected every second year on 2-year terms. Past President - member at large. Shared April Curtis' 2016 DEC mtg info

Respectively submitted,
Dwayne Mosley



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 25, 2016 San Jose, CA

DATABASE/WEBSITE/OPERATIONS

As of now the database project will move forward with ACGI, pending their final proposal and timetable. We were sad to lose Director of Marketing and Sponsorship Chris Hennechy. We have begun to interview for his replacement. BMWLive.co launched with extensive coverage of our efforts in Monterey.

ROUNDEL

Ad placement and billings continue to look good for 2016.

COMMUNICATIONS and MARKETING

Ofest Sponsorship Income	\$162,500
Festorics Sponsorship Income	\$23,500
Legends Sponsorship Income	\$58,000
Other 2016 Sponsorship Income	\$82,062

RAFFLE

48,034 Raffle Tickets sold Gross income \$1,200,850.00

MONTEREY 2016 WRAP UP

Oktoberfest Attendance/Income	1037	\$366,772.23
Legends Attendance/Income	868	\$43,730.52
Festorics Attendance/Income	1527	\$247,473.72
Club Race/Income	80	\$63,148.75

Legends of the Autobahn

Judged	85/84
Breakfast	127/126
Display (Motorcycle)	15
Display	339
VIP Lunch	176/178
Friday Lunch	280/280

(Numbers do not include walk and drive ups day of event.)

Festorics

Friday Race Ticket	10
Saturday Race Ticket	321
Sunday Race Ticket	40
Two-Day Race Ticket	178
Three-Day Race Ticket	677
Kickoff Dinner	401/400
Turn 5 Corral	227/240
Lakebed Corral	481/495
Hospitality	1471
Saturday Breakfast	116/125
Saturday Lunch	413/400
Sunday Breakfast	69/75
Sunday Lunch	188/200

47th Annual Oktoberfest

Welcome Dinner	511/515
Dinner at Holman Ranch	484/480
Liberty Mutual Trakside Lunch	533/550
A Taste of Monterey	147/250
Beach Party and Dinner	496/490
Awards Banquet	515/550
Concours - Display	109/108
Concours - Judged	47/120
Car Control Clinic	51

Autocross (sat & sun)	136
Gymkhana	135
TSD Rally (registered)	114
Salinas Valley Agricultural Education/Wine Tasting Tour	44/46
Driving School Thursday	128/132
Driving School Friday	134/132
Driving School Saturday	67/66
Driving School Sunday	50/66

OKTOBERFEST 2017

Booked.

OKTOBERFEST 2018

Approved and Booked

LEADERSHIP 2017

The 2017 Conference will again focus on chapter leadership and will be used to introduce the new database system. The host hotel will be the DFW Westin and will be held in March.

REGIONAL EVENTS

Need dates from RVP's for the Regional Events they will support in 2017

AFFINITY/MEMBER BENEFIT PROGRAMS

First Cal contract has been signed.

HPDE INSURANCE 2016

Affinity program:

Our new website (www.locktonmotorsports.com) finally went live in early July. Overall, the transition has been relatively smooth. As expected, the vast majority of our customers like the change in design and flow; also as expected, some customers have needed some coaching to complete their policy purchase on the new website. The 2 key metrics we look at to see the effectiveness of our website both look very encouraging: customers are spending less time on our website (they are able to make their purchase faster) and our conversion ratio has improved by almost 25%. Over the next 6 months we will be updating the site monthly to add additional features and fix any bugs we find.

As mentioned in our last update, we just released a new autocross product; this is really an extension of the off-track/Storage, Transit, and Paddock policy we offer to Club Racers. This new policy option allows autocross enthusiasts the ability to cover all of their race-related gear (tools, track wheels, spares, etc) everywhere and the ability to cover their car while they are competing in autocross events. While incidents in autocross events are infrequent, it's amazing how much damage can be done in the rare instance a car collides with a light pole or even a curb. The coverage is extremely affordable and covers an unlimited number of autocross events. We expect that this will be very popular with avid autocross competitors.

Since our off-track/Club Race policy is already part of our marketing agreement (and the autocross option is an extension of this policy), our current marketing agreement with BMW CCA will automatically extend to this new product option. To gain awareness and traction for this new product, it would be helpful to do some announcements to members early next season about this new coverage option.

If you have any questions, or if I can help in any way, please let me know.

Regards,

Ryan Staub
VP - Motorsports Practice Leader

**BMW CCA HPDE
Insurance Production**

as of 10/17/16

2014			2015			2016		
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-14	1	3.26	Jan-15	0	0	Jan-16	6	27.04
Feb-14	6	29.36	Feb-15	2	6.02	Feb-16	7	38.42
Mar-14	103	438.1	Mar-15	99	494.4	Mar-16	50	237.34
Apr-14	77	273.88	Apr-15	83	391.62	Apr-16	123	508.76
May-14	117	521.38	May-15	158	687.04	May-16	128	602.34
Jun-14	106	425.64	Jun-15	132	541.28	Jun-16	196	868.26
Jul-14	38	166.04	Jul-15	64	306.3	Jul-16	47	206.38
Aug-14	51	206.96	Aug-15	73	289.08	Aug-16	112	460.12
Sep-14	121	499.82	Sep-15	148	704.7	Sep-16	226	1004.46
Oct-14	95	362.04	Oct-15	87	346.62	Oct-16	41	148.4
Nov-14	62	272.28	Nov-15	43	203.02	Nov-16		
Dec-14			Dec-15	8	54.24	Dec-16		
Annual / multi-event policies	123	3,496.50	Annual / multi-event policies	103	3,234.84	Annual / multi-event policies	120	2,894.86
<i>Total</i>	900	6,695.26	<i>Total</i>	1000	7,259.16	<i>Total</i>	1056	6,996.38

Member Source as of 10-28-2016

Source	Total	Current	Lapsed	2013	2014	2015	2016
Dealership	843	313	530	281	120	106	161
	1	0	1	1	0	0	0
Email	140	68	72	5	14	59	15
FAX	20	18	2	1	0	10	9
Gift	1,597	704	893	384	363	395	148
Mail	773	476	297	39	27	513	145
Phone	501	286	215	103	98	175	71
Renewal	19	17	2	0	0	6	12
Street Survival	6,034	1,670	4,364	1,255	1,419	1,037	1,102
Walkin	158	63	95	64	42	45	2
Web-Bimmer Magazine	1,782	979	803	347	275	278	243
Web-bimmerlife.co	5	5	0	0	0	0	5
Web-BMW CCA Website	5,943	3,132	2,811	975	936	976	925
Web-BMW Center	3,566	2,181	1,385	768	753	631	888
Web-BMW Performance Center	1,098	695	403	252	261	318	267
Web-BMWBlog.com	287	208	79	44	44	94	102
Web-BMWCAR Mag UK by Unity Media	39	20	19	16	2	1	0
Web-Car and Driver Magazine	447	253	194	70	80	64	64
Web-Classic MotorSports	49	28	21	8	15	13	10
Web-CPO Sample Roundel	183	96	87	28	76	15	9
Web-Facebook	496	310	186	61	105	178	150
Web-GrassRoots Magazine	200	119	81	42	34	47	40
Web-Independent Shop/Dealer	1,164	664	500	280	231	221	267
Web-Link from Another Website	1,546	822	724	299	273	294	255
Web-National Aftersales Conference	7	4	3	1	2	2	2
Web-Performance BMW Mag UK Unity	8	2	6	6	1	1	0
Web-Radio Ad	12	6	6	4	1	2	4
Web-Referred by BMW CCA Member	5,019	3,066	1,953	1,302	1,233	1,269	1,117
Web-Search Engine	1,980	1,104	876	361	399	479	400
Web-Sports Car Market Magazine	99	55	44	15	14	13	9
Web-Television Ad	12	6	6	4	3	2	1
Web-Word of Mouth	15,712	7,884	7,828	2,449	2,229	2,361	2,224
Totals	49,740	25,254	24,486	9,465	9,050	9,605	8,647

Membership Renewal Promotions 2016

Since the start of the year 816 members have opted for a 3 or 4 membership in exchange for a promotional BMW CCA map or M grille badge. 127 have opted for a 5 year membership in exchange for a Tribute badge. (01/01/2016-09/30/2016)

3rd Quarter Lapsed Membership Offer pulled back 232 members.

Source (10/28/2016)	Member Count
Bimmer Magazine	1003
bimmerlife.co	5
BMW CCA Website	3170
BMW Center	2198
BMW Performance Center	705
BMWBlog.com	210
BMWCar Mag UK by Unity Media	20
Car and Driver Magazine	256
Classic MotorSports	30
CPO Sample Roundel	97
Facebook	311
GrassRoots Magazine	121
Independent Shop/Dealer	668
Link from Another Website	826
National Aftersales Conference	4
Performance BMW Mag UK Unity	2
Radio Ad	6
Referred by BMW CCA Member	3103
Search Engine	1113
Sports Car Market Magazine	55
Television Ad	6
Word of Mouth	7926

REGIONAL NEWSLETTERS

We are now awaiting a proposal from a third provider.

To: **Mr. Frank Patek**
Executive Director
BMW Car Club of America
640 S Main St, Ste 201
Greenville, SC 29601

July 27, 2016

BMW CCA New Campus: Program Management Services Proposal

BOD ID: P16-008

Dear Mr. Patek;

Thank you and Mr. Steve Johnson for the opportunity to present this professional services proposal for the new BMW Car Club of America (BMW CCA) administrative campus at 190 Manatee Court in Greer, South Carolina.

- 1) **Project Overview:** Based on our meeting, emails, and discussions, I understand the BMW CCA Foundation owns a parcel of land at Manatee Court including an on-site existing warehouse-type building. The Foundation and the BMW CCA has jointly agreed to a lot-line adjustment creating two separate parcels with unique ownership, one with the existing warehouse for the Foundation's use, and the second for the BMW CCA's use. The Club is seeking assistance in programming and managing the process of the planning, design, and construction of the new administrative headquarter campus; Basis-of-Design is pleased to offer this Programming and Project Oversight Services proposal, acting as an Owner's Representative to project designers, contractors, and vendors.
- 2) **Scope of Work:** BOD believes the following phases and scopes to reflect the project owner's wishes and needs:
 - a) **Programming Phase:** BOD will author a series of documents identifying the needs of the future campus:
 - i) A Facility Assessment Survey of the existing administrative headquarters at 640 South Main Street, Suite 201, Greenville South Carolina;
 - ii) Onsite interviews of (up to) the twelve BMW CCA National Office Staff members and selected National Board of Directors conducted through 2 consecutive days of on-site interviews;
 - iii) Facility Needs and Assessment Report identifying and describing:
 - (1) The current state of the physical building and workflow process based on i) Survey and ii) Interviews;
 - (2) A forecast of future physical growth and uses based on in ii) interviews;
 - (3) Identification of new uses & needs of potential collaborative tenants based on in ii) interviews;
 - iv) Scheduling Document establishing goals for project deadlines and milestones;
 - v) Budgeting Document with construction cost opinions localized for the area with potential escalation costs as a result of scheduling. This scope will be managed and provided by BOD but will be performed by a BOD sub-consultant specializing in construction cost opinions;
 - vi) Recommended strategy(s) to proceed.
 - vii) The preceding documents may be collected into one formal report;

viii) (1) interstate travel trip is budgeted for this phase.

The Programming Phase identifies and documents the parameters for the future campus and building design in a narrative format. This phase does not provide any architectural design work; it does provide direct parameters for the architectural team to design. Typically, the determinations of the Programming Phase may be modified during the design phase however only with rigor of process and deliberation.

- b) Design Team Selection:** Processes to find, select, and contract with a prime architectural design team:
- i) Lead and facilitate discussions with the BMW CCA to identify parameters for potential architectural design teams (firm size, prior experience, location, etc.);
 - ii) Prepare a Request for Qualifications (RFQ) package;
 - iii) Solicit for architectural design teams;
 - iv) Lead and facilitate architectural design team interviews and selection process;
 - v) Prepare a Request for Proposal (RFP) package;
 - vi) Review RFP submittal(s) with the BMW CCA;
 - vii) Assist the Club in contracting for an architectural design team;
 - viii) (1) interstate travel trip is budgeted for this phase.
- c) Design Team Oversight:** Act as the Owner's Representative including oversight and management of the architectural team during all phases of design including Schematic Design (SD), Design Development (DD), Construction Documents (CD), and Permitting. This will include:
- i) Review of Architect's basis-of-design document (the document identifying the defining parameters for the architectural and landscape design, civil, structural, mechanical & plumbing, electrical, data, fire protection system, and other significant building and site sub-systems. While the Programming Document is 'what' we are doing, the purpose of the basis-of-design document is to strategically answer 'how and why' they are doing it.)
 - ii) Supervising the design team's progress, scope, budget, and time and includes workflow, payments & invoicing, and additional services;
 - iii) Observation of sub-consultant coordination;
 - iv) (5) interstate travel trips are budgeted for this phase..
- d) Construction General Contractor Selection:**
- i) Assist the Architect to prepare a Request for Qualifications (RFQ) package;
 - ii) Assist the Architect to advertise and solicit for General Contractors;
 - iii) Assist the Architect to facilitate and participate in General Contractor selection process;
 - iv) Assist the Architect to prepare a Request for Bid package;
 - v) Assist the Architect to review Request for Bid submittal(s);
 - vi) Assist BMW CCA and Architect in contracting for a Construction General Contractor;
 - vii) (0) interstate travel trip are budgeted for this phase.
- e) Construction Administration Oversight:** There is a delicate balance in BOD's work in this phase. The prevailing service for BOD will be as an Owner's Representative; this limited role promotes the responsibility of the Architect in managing their legal Bid Documents (also known as Construction or Permit Drawings) and their responsibility to coordinate with the General Contractor. As an Owner's Representative, BOD will:
- i) Lead and facilitate the Project Kickoff meeting with the Architect, General Contractor, Inspector (as required), et al.;
 - ii) Attend and observe four initial weekly construction meetings;
 - iii) Observe subsequent weekly construction meetings remotely (phone, Skype, or other);

- iv) Attend and observe one construction meeting per subsequent month;
- v) Observe contractor submittals including Request For Information (RFI), Product Submittals, Proposed Change Orders (PCOs). Review Architect responses and document control logs;
- vi) Review and approve General Contractor Change Orders with the Architect;
- vii) Review and approve General Contractor Payment Applications (Pay Apps) with the Architect;
- viii) Attend, observe, and coordinate with Architect for Pre-Punchlist, Punchlist, and Final Walk-through Inspections;
- ix) Review and approve Warranty Binder and General Contractor's As-built drawings with the Architect;
- x) (15) interstate travel trips are budgeted for this phase.

f) Post Occupancy Coordination:

- i) One month post occupancy walk-through to survey building for warranty defects and claims, utilities & equipment assessment;
- ii) Review and acceptance of architectural as-built drawings (summary drawings documenting building construction deviations from permit drawings);
- iii) Review and recommendation to release Architect's and General Contractor's final retention payment;
- iv) (1) interstate travel trip is budgeted for this phase.

3) Assumptions: The following assumptions have been made by BOD in developing this proposal. These assumptions are based on our understanding of the project, as either communicated to us or with the information developed through our experience with similar projects. Should any of these assumptions be inaccurate, BOD may require Additional Services.

- a) All work subsequent to the Programming Phase will be performed as an Owner's Representative.
- b) The Scopes of Work identified above will not trigger additional unidentified work.
- c) Construction cost opinions, Cost estimate validations, and constructability reviews are not included in this scope and will be performed as additional services. Management and coordination of these services will be provided at no additional costs.
- d) Except as specifically noted, all work to be performed in accordance with BOD's 2016 Standard Terms & Conditions.

4) Schedule: Fees for all work are based on the following time allowances. Delays as a result beyond BOD's control may trigger Additional Services:

- a) **Programming Phase:** (2) month duration;
- b) **Design Team Selection:** (2) month duration starting within (1) month of Programming Phase completion;
- c) **Design Team Oversight:** (5) month duration starting within (1) month of Design Team Selection completion;
- d) **Construction General Contractor Selection:** (2) month duration starting within (1) month of Design Team Oversight completion;
- e) **Construction Administration Oversight:** (12) month duration starting within (1) month of Construction General Contractor Selection completion;
- f) **Post Occupancy Coordination:** (1) month duration starting within (2) months after Construction Administration Oversight completion.

5) Fees: BOD proposes to perform the work on a phased fixed fee basis of \$120,560. In recognition of a 25-year relationship with the BMW CCA, this fee represents a reduced base labor rate of 37% and a waiver of time fees associated for scheduled interstate travel.

A written notice to proceed from the BMW CCA will authorize BOD to commence each phase. If appropriate and acceptable to BOD and BMW CCA, phases may occur concurrently and overlap.

- a) Billing for each phase to be:
 - i) **Programming Phase:** \$8,140 for labor plus \$1,760 for travel;
 - ii) **Design Team Selection:** \$8,360 for labor plus \$1,760 for travel;
 - iii) **Design Team Oversight:** \$22,880 for labor plus \$8,800 for travel;
 - iv) **Construction General Contractor Selection:** \$3,740 for labor plus \$0 for travel;
 - v) **Construction Administration Oversight:** \$73,920 for labor plus \$28,160 for travel;
 - vi) **Post Occupancy Coordination:** Remaining phased fixed fee balance for labor plus \$1,760 for travel;All contract scheduled travel time will be billed and waived.
- b) All reimbursable expenses will be billed per BOD's 2016 Standard Terms & Conditions.
- c) BOD consultants and sub-contractors will be invoiced as reimbursable expenses.
- d) Any work as a result of "Assumptions" inaccuracies, and all work not specifically identified in "Scope of Work" may be performed on a time and materials basis with prior written notice by BMW CCA in accordance with BOD's 2016 Standard Terms & Conditions or through an executed contract addendum for Additional Services;
- e) Invoices will be based on equal distribution of fees per phase, per month from date of Proposal Acceptance through the final scheduled month as identified above;
- f) Except as specifically noted, all fees to be invoiced in accordance with BOD's 2016 Standard Terms & Conditions;
- g) This Proposal will be honored for two months.

6) Attachments

- a) Attachment 1: BOD's 2016 Standard Terms & Conditions.
- b) Attachment 2: Fee Calculation Basis, July 27, 2016

7) Acceptance

BOD's receipt of this proposal with an authorized BMW Car Club of America signature will serve as an executed Master Project Contract and authorization to proceed with the work described herein.

Thank for the opportunity of allowing me to participate in the exciting project. As a 25-year member, I am excited to work with you and the BMW Car Club of America.

Sincerely,



Sherman Koo
Principal

BMW CCA #80825

Acceptance
Signature: _____

Name: Frank Patek

Title: Executive Director, BMW Car Club of America

Date: _____

cc: Mr. Steve Johnson, President, BMW Car Club of America

2016 Standard Terms & Conditions

1) Application:

- a) This document applies to any signed Master Project Contract ("Contract") where provided as an attachment to the Contract. Specific exclusions or changes expressly stated in the Contract or any subsequent Contract addendum ("Addendum") will supersede only the contradictory portions of this document. Addendum exclusions or changes will not be assigned to future Addendum(s) unless expressly stated in the initiating Addendum.
- b) A formal written proposal signed by Basis-Of-Design ("BOD") and BMW Car Club of America ("Client") will be a Contract or Addendum if so noted in such written proposal.
- c) Any reference to BOD may include BOD owners, employees, sub-consultants, vendors, and contracted providers.

2) Professional Service Fees

- a) **Labor Fee Schedule:** Fees for services provided in addition to the Contract or subsequent Addendums will be based on the time charged to the project as listed below unless negotiated prior to the start of such services:

Managing Principal / Consultant	\$175 per hour
Administrative / Project Accounting	\$45 per hour
- b) **Reimbursable Expenses:** BOD may bill all direct cost plus 10% for:
 - i) Printing, copies, photos, mileage, tolls, parking, postage, telephone;
 - ii) Air travel, lodging, and subsistence expenses;
 - iii) Rental or purchase of project related materials and equipment;
 - iv) Sub-consultants / contracted providers unless specifically included in Contract;
 - v) Other outside expenses incurred for the project on behalf of the client or project.
- c) **Payment Schedule:** For fixed fee projects, fees for each phase will be equally distributed per month from date of Contract execution through the completion of any and all services as identified in the Contract. Delays beyond the phase or project scheduled completion date or duration not directly attributable to BOD may incur additional fees in proportion to the fee & project or phase duration ratio.

3) Terms & Conditions

- a) **Scope of Service:** The scope of services provided by BOD shall be set forth by the Contract. Additional services include, but are not limited to, changes in the scope or detail of the work made at the request of Client; services made necessary by unforeseen conditions not disclosed to BOD before entering into this Contract; services as a witness in connection with litigation, arbitration, or other proceedings against persons other than BOD; and any other service performed by BOD not reasonably within the scope of the work envisioned at the time of entering into this Contract.
- b) **Invoices:** BOD may submit invoices up to once a month. Invoices are payable upon receipt. Interest of one and one-half percent per month may be due on any amounts not paid within 30 days from invoice date. Reimbursable expenses will be billed with project invoices; Reimbursable expenses may also be billed when accumulated amounts exceed \$5,000.
- c) **Limitation of Liability:** The liability of BOD on account of any claim of loss, damage, or expense of any kind or character related directly or indirectly to the performance or lack of performance of services to Client, shall be limited to the amount of labor fees invoiced to and paid by Client under a Contract or \$50,000, whichever is less. Additional coverage may be requested at Client's expense, and failure to request additional coverage waives any claim of liability beyond such limits. This limitation on BOD's liability shall apply whatever the nature of any claimed basis of liability including (without limitation) contract, warranty (expressed or implied), tort, absolute or strict liability, negligence, professional errors of omissions, and any other theory. Client further agrees that in no event shall BOD be liable for any claims or damages of any nature (including costs related thereto) unless such claims and damages are the direct result of their gross negligence or willful misconduct. BOD shall not be held liable for "Acts of God," including but not limited to: earthquakes, fires, windstorms, floods, tornadoes, hurricanes and the reliance damages. BOD shall not be held responsible or liable and Client agrees to defend and

indemnify BOD for claims that arise, directly, or indirectly, as a result of information that has been provided to BOD by Client or Client's agents that is inaccurate, false, or materially misleading and where BOD has relied upon the data as a basis or input to its work.

- d) **Project Site & Event Safety:** BOD shall be responsible only for the activities of BOD and Client agrees that BOD shall not be held responsible for the safety of others, the site & event, or any circumstance related to any services performed under a Contract.
- e) **Indemnification:** Client shall defend, indemnify and save harmless BOD from and against all claims, demands, causes of action, damages, costs, expenses, losses, or liabilities for injury or damage to any person or corporation resulting directly or indirectly from the conduct of Client or its agents, servants, suppliers, or contractors.
- f) **Instruments of Services:** Client acknowledges that all work generated by BOD are instruments of professional service. In accepting and utilizing deliverables, whether documentation or services, Client covenants and agrees that BOD shall be deemed the author of all such work and the data contained in them, and BOD shall retain all common law, statutory law, and other rights, including copyrights, in those instruments of services. Client releases BOD from, and shall defend, indemnify, and hold BOD harmless from and against, any and all claims or other consequences arising from or as a result of any use of any of those instruments of service without BOD's written authorization.
- g) **Confidential Information:** Client and BOD acknowledge that either party may disclose commercial, technical, proprietary, trade secret, or confidential information to the other party prior to or subsequent to the engagement of BOD's services. Client and BOD agree that each has an obligation to not disclose to third parties such information except as is required to reasonably necessary enable BOD or Client to perform duties under the Contract.
- h) **Advertising:** Unless specifically denied, BOD has permission from Client to obtain photographs of work, work descriptions, and work processes for online, printed, and other communicative uses.
- i) **Termination or Suspension:** If Client fails to make payments to BOD in accordance with the Contract, such failure shall be considered substantial non-performance and cause for termination or, at BOD's option, cause for suspension of performance of services under the Contract. If BOD elects to suspend services, BOD shall give seven (7) days written notice to the Client. In the event of suspension of services, BOD shall have no liability to Client for delay or damage caused by such suspension. Before resuming services, BOD shall be paid all sums due and any expenses incurred in the interruption of BOD services. BOD's fees for the remaining services and the time schedules may be adjusted. Either party may terminate this Contract without cause by giving not less than seven (7) days written notice to the other party. In the event of such termination by Client, BOD shall be compensated for its services performed prior to the termination, together with Reimbursable Expenses committed to project, and any expenses directly attributable to termination for which BOD is not otherwise compensated.
- j) **Dispute Resolution:** In the event of a dispute arising out of or relating to this Contract, the Client and BOD agree to attempt to resolve such disputes in the following steps and manner:
 - i) Through direct negotiations between representatives of each party;
 - ii) Through formal nonbinding mediation conducted in an agreeable manner by each party;
 - iii) Each party shall retain the right to resolve disputes of \$5,000 (or less) in small-claims court;
 - iv) In a court of competent jurisdiction located in the State of California under California laws without regard to its conflict of law rules.
- k) **Entire Contract:** The Contract and all supporting Addendum(s) constitute the entire obligation between BOD and Client with respect to the subject matter. There are no private, unwritten understandings, or agreements that vary, supplement, or detract from the terms of the Contract.
- l) **Amendments to Contract:** The Contract shall not be modified, altered, changed, or amended in any respect except through Addendums signed by both BOD and the TRI.
- m) **Severability of Provisions:** If any provision or portion of this Contract or Addendum(s) is held to be unenforceable in any proceeding or by any governmental authority having jurisdiction, the validity and enforceability of the remaining portions or provisions shall not be affected.

Phase	Mnths	Labor		Travel		\$110 /hour			\$110 /hour w/o Travel			\$110 Travel Only
		Days	Days/month	Days	Days/month	Total Days	Labor Fee	Phase Fee	Total Days	Labor Fee	Phase Fee	
a) Programming Phase	2											
i) A Facility Assessment Survey of the existing		2		2		4	\$3,520		2	\$1,760		
ii) Onsite interviews of the twelve BMW CCA Nat		2				2	\$1,760		2	\$1,760		
iii) Facility Needs and Assessment Report ident		2				2	\$1,760	\$9,900	2	\$1,760	\$8,140	\$1,760
iv) Scheduling Document establishing goals for		3/4				3/4	\$660		3/4	\$660		
v) Budgeting Document with construction cost		1 1/2				1 1/2	\$1,320		1 1/2	\$1,320		
vi) Recommended strategy(s) to proceed.		1				1	\$880		1	\$880		
b) Design Team Selection	2											
i) Lead and facilitate discussions with the BMW		1/2				1/2	\$440		1/2	\$440		
ii) Prepare a Request for Qualifications (RFQ) f		2				2	\$1,760		2	\$1,760		
iii) Solicit for architectural design teams;		2				2	\$1,760	\$10,120	2	\$1,760	\$8,360	\$1,760
iv) Lead and facilitate architectural design team		3		2		5	\$4,400		3	\$2,640		
v) Prepare a Request for Proposal (RFP) packag		1				1	\$880		1	\$880		
vi) Review RFP submittal(s) with the BMW CCA;		1/2				1/2	\$440		1/2	\$440		
vii) Assist the Club in contracting for an architect		1/2				1/2	\$440		1/2	\$440		
c) Design Team Oversight	5											
i) Review of Architect's basis-of-design occur		1				1	\$880	\$31,680	1	\$880	\$22,880	\$8,800
ii) Supervising the design team's progress, sco			4		2	30	\$26,400		20	\$17,600		
iii) Observation of sub-consultant coordinati			1			5	\$4,400		5	\$4,400		
d) Construction General Contractor Selection	2											
i) Assist the Architect to prepare a Request fo		3/4				3/4	\$660		3/4	\$660		
ii) Assist the Architect to advertise and solicit f		1/2				1/2	\$440		1/2	\$440		
iii) Assist the Architect to facilitate and particip		1				1	\$880	\$3,740	1	\$880	\$3,740	\$0
iv) Assist the Architect to prepare a Request for		1/2				1/2	\$440		1/2	\$440		
v) Assist the Architect to review Request for Bi		1				1	\$880		1	\$880		
vi) Assist the Club and Architect in contracting f		1/2				1/2	\$440		1/2	\$440		
e) Construction Administration Oversight	12											
i) Lead and facilitate the Project Kickoff meeti		2		2		4	\$3,520		2	\$1,760		
ii) Attend and observe four initial weekly const			6		8	14	\$12,320		6	\$5,280		
iii) Observe subsequent weekly construction m			4			44	\$38,720		44	\$38,720		
iv) Attend and observe one monthly constructi			1 1/2		2	38 1/2	\$33,880	\$102,080	16 1/2	\$14,520	\$73,920	\$28,160.00
v) Observe contractor submittals including Req			0.25			3	\$2,640		3	\$2,640		
vi) Review and approve General Contractor Cha			0.5			6	\$5,280		6	\$5,280		
vii) Review and approve General Contractor Pay			0.25			3	\$2,640		3	\$2,640		
viii) Attend, observe, and coordinate with Archi		1 1/2		0		1 1/2	\$1,320		1 1/2	\$1,320		
ix) Review and approve Warranty Binder and G		2		0		2	\$1,760		2	\$1,760		
f) Move-in Coordination	1											
i) Facilitate and coordinate the physical move						0	\$0	\$0	0	\$0	\$0	\$0
ii) Assist the Club with utility service contracts,						0	\$0		0	\$0		
g) Post Occupancy Coordination	2											
i) One month walk-through to survey building		2		2		4	\$3,520		2	\$1,760		
ii) Review and acceptance of architectural as-t		1				1	\$880	\$5,280	1	\$880	\$3,520	\$1,760
iii) Review and recommendation to release Arc		1				1	\$880		1	\$880		
						0	\$0		0	\$0		
Duration, Phase Maximum	26					185	\$162,800	\$162,800	137	\$120,560	\$120,560	\$42,240
Duration, With Notice-to-proceed	32											



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

October 31, 2016

To: All board members, Executive Director BMW CCA
From: Steven Schlossman
Subject: Chapter Services

Chapters

As of late October there were almost 12 chapter committee members and chapter board positions with lapsed memberships. An email was sent to them and to the chapter president. Some have reinstated, others noted that they still hold a committee position. No mention of reinstating. Those no longer holding a position have been removed from the chapter's committee list. I don't believe there is a requirement that committee members or even chapter officers need to be a member. Membership is not required for driving school instructors. Some of these committee positions, chief instructor in particular carry a fair amount of liability to the chapter and club, in my opinion.

National by-laws state, All members of the Chapter shall be required to be members of the Club and pay the initiation fees and annual dues of the Club. [Initiation fees?]. Nothing specific about about chapter officers or committee actually needing to be members.

DEC Regional representative

Three emails have been sent to the South Central Chapters. As of 10/31/2016 one chapter submitted a nomination. Nominations end Nov 15.

Chapter rebates withheld for the following reasons

Green Mountain	Newsletter and Financial Statement (9 months for the newsletter and no fin statement)
Hawaii	Newsletter (18 months since the last newsletter)
Kansas City	Newsletter (6 months since last newsletter)
Michiana	Newsletter (8 months since the last newsletter)
Sacramento	Newsletter (10 months since the last newsletter)
Sin City	Newsletter (approaching 2 years since the last newsletter)

2017 Chapter Congress

Suggest chapters send someone new or in the very least a new chapter officer. Same people have been going for years. Chapters have no succession plans for the leadership of their chapter.

Events

Octoberfest

Concours classes need to be revisited. With BMW adding new vehicles each year it's difficult [for me] to include new models. Classes need to be more generic and need to do away with the term generations. People associate generation with the model. 1st gen 3-series is an E21. An i8 is also 1st gen in its series.

Novice. I believe novice class was to encourage new participants so they didn't compete against the top concours, trailered garage queens. It should not be a participation trophy. It's a competition. Suggest to place all novices in 1 class just as we do in autocross.

Autocross

Please, **please, please** update them. The classes are so skewed. Older classes are just another participation trophy. Classes need to be flexible so we don't need to find a class for every new model. Also suggest running all the cars on the same day. No reason 120 cars can't run in a single day. I understand the conflict to driving schools. If autocross must be 2 days at least run all day. Maybe an autocross school in the morning? To encourage participation, it might be good to have an autocross school. Car Control is not very different than an autocross school. Perhaps combine the two?

Steven Schlossman

North Atlantic	Last Issue	Days
Allegheny	9/30/2016	31
Boston	7/1/2016	122
CT Valley	7/7/2016	116
Delaware Valley	9/15/2016	46
Genesee	9/27/2016	34
Green Mountain	2/9/2016	255
Mountain State	8/8/2016	84
New Jersey	9/4/2016	57
New York	9/22/2016	39
Nittany Bimmers	8/11/2016	81
Patron	10/7/2016	24
Pinetree	9/29/2016	32
Pocono Mountain	10/13/2016	18
White Mountain	10/19/2016	12
today	10/31/2016	

North Central	Last Issue	Days
Badger Bimmers	10/27/2016	3
Bluegrass	7/26/2016	96
Buckeye	9/2/2016	58
Hoosier	8/27/2016	64
Illini	8/29/2016	62
Iowa	9/4/2016	56
Michiana	3/12/2016	232
Motor City	10/24/2016	6
North Star	10/11/2016	19
Northern Ohio	9/2/2016	58
Old Hickory	9/1/2016	60
River City	8/17/2016	74
St. Louis	9/15/2016	45
Windy City	10/4/2016	26
today	10/31/2016	

Pacific	Last Issue	Days
Central CA	9/20/2016	41
Golden Gate	9/13/2016	48
Hawaii	4/30/2015	550
Inland Empire	7/7/2016	116
Los Angeles	7/20/2016	103
Oregon	10/21/2016	10
Puget Sound	9/13/2016	48
-	-	-
Roadrunner	7/8/2016	115
Sacramento	1/7/2016	298
San Diego	9/13/2016	48
Sierra	10/25/2016	6
Sin City	12/8/2014	693
Sonora	9/21/2016	40
today	10/31/2016	

South Atlantic	Last Issue	Days
Bayou	10/27/2016	4
Blue Ridge	9/22/2016	39
Choo-Choo	9/25/2016	36
Everglades	10/14/2016	17
First Coast	10/5/2016	26
Gulf Coast	9/23/2016	38
Heart of Dixie	9/30/2016	31
National Capital	9/13/2016	48
Peachtree	10/13/2016	18
Puerto Rico	8/1/2016	91
Sandlapper	9/13/2016	48
Smoky Mountain	10/14/2016	17
Suncoast	8/24/2016	68
Sunshine	8/17/2016	75
Tarheel	10/7/2016	24
Tidewater	10/30/2016	1
today	10/31/2016	

South Central	Last Issue	Days
Houston	9/23/2016	38
Kansas City	5/10/2016	174
Lone Star	8/11/2016	81
Great Plains	9/22/2016	39
New Mexico	10/5/2016	25
Rocky Mountain	10/22/2016	9
Sunbelt	10/27/2016	4
Tejas	9/25/2016	36
Wasatch	8/8/2016	83
today	10/31/2016	

Non-Geo	Last Issue	Days
E31	7/22/2016	101
E30	9/6/2016	55



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

Overall, this was an excellent year for sponsorship and raffle. We had more sponsorship support for our national events than ever before and also came within 800 tickets of beating the all-time raffle sales record set in 2015. Below, you'll find a complete list of the sponsors that supported our Celebrate BMW series of events in Monterey.

Legends Of The Autobahn 2016 Presented By Michelin

Michelin presenting sponsor
Shell V-Power NiTRO+ "Official Fuel of Legends of the Autobahn"
Spaten "Official Social Partner of Legends of the Autobahn"
BMW NA
BMW Classic
BMW Performance Driving School
Griot's Garage
Bridgestone
HRE Wheels
Akrapovič
Liberty Mutual
XPEL
Hagerty
La Jolla Independent
Sports Car Market
Via Corsa Magazine
BMW CCA Foundation
Vorsteiner
B.R.M. Chronographs
2002 AD
The Werk Shop
SoCal Vintage BMW
Ireland Engineering
Bavarian Workshop
LA, San Diego, Central Cal, and Golden Gate Chapters of BMW CCA

Festorics Corral And Hospitality 2016 Presented By Michelin

Michelin presenting sponsor
BMW NA
Spaten
Liberty Mutual

BMW Performance Driving School
Bridgestone
Performance Technic
Cool Carbon

47th Annual BMW CCA Oktoberfest Presented By Michelin

Michelin Presenting Sponsorship, Drive and Compare, Hot Lap Rides, and Tech Talk
Shell V-Power NiTRO+ "Official Fuel of O'Fest," Tuesday Vendor Hall Reception, Wednesday Night Dinner sponsor, and Tech Talk
BMW NA Saturday Night Banquet and Test Drives
Spaten "Official Social Partner"
Pirelli Concours d'Elegance and Friday Night Beach Party/Dinner
Bridgestone Autocross, Club Race/HPDE Tire Service Support, and Tech Talk
Dinan Welcome Dinner and Open House Tour
Griot's Garage Car Wash Area and Car Care Clinics
Liberty Mutual Trackside Lunch
KW Suspension Driving School Shirt Sponsor
HRE Wheels Wine Tasting
Akrapovič Vendor Hall Reception
Hagerty Gymkhana, Vendor Hall Reception, and Valuation Seminar
Odometer Gears TSD Rally
La Jolla Independent Hydration Sponsor
IHG Rewards Club Photo Contest
BMW Performance Driving School Two-Day M School Giveaway
Atturo Tire Fun Rally
Forgeline Numbers
The Werk Shop Concours Trophy Sponsor
Quad Graphics and Enthusiast Media Group Program Sponsorship
Remus (Vendor only)
BMW CCA Foundation (Vendor only)
Bentley Publihers

Media Coverage of Legends of the Autobahn

We received a significant amount of media coverage at Legends of the Autobahn thanks to the 100th anniversary celebration. Below are links to some of the online stories that were published.

Autoweek

<http://autoweek.com/article/pebble-beach-concours/legends-autobahn-celebrates-bmws-100th-anniversary>

Car and Driver

<http://blog.caranddriver.com/wir-fahren-fahren-fahren-legends-of-the-autobahn-photo-gallery/>

Motortrend

<http://www.motortrend.com/news/legendary-bmw-classics-at-2016-legends-autobahn-concours/>

BMWBlog

<http://www.bmwblog.com/tag/legends-of-the-autobahn/>

Ultimate Klasse

<http://ultimateklasse.com/blog/2016/8/29/legends-of-the-autobahn-2016>

Classic Motorsports

<http://classicmotorsports.com/articles/best-legends-autobahn-2016/>

Performance Technic

<http://performancetechnic.com/blog/lotabmw100year>

Video: Oktoberfest 2016 Recap Teaser And 2017 Preview

David Rose and Nick Parente were on hand in Monterey and were able to turn around a quick teaser video in time for the banquet with highlights from the week. The video was also distributed online via all of our communications channels. This is the first of many videos to come documenting the amazing time we had in Monterey.

O'Fest 2016 Recap Teaser:

<https://vimeo.com/180696940>

For next year's Oktoberfest we head to the South to experience all that New Orleans has to offer! Whether you want to see some live music on Bourbon Street or sample some of the world-famous beignets from Cafe du Monde, we'll rendezvous in the Big Easy on July 11–15.

Here's the promo video for next year's O'Fest:

<https://vimeo.com/180697576>

Car Of Your Dreams Raffle Update

This year we sold 48,024 tickets—just 770 tickets shy of the all-time record set in 2015—thanks to the support and generosity of our members! The drawing was filmed in Augusta, Georgia, on Thursday, September 29, and the nine car winners and a partial cash prize winner were notified by phone. The list of winners and drawing video are available at bmwcca.org/raffle.

Limited-Edition Griot's Garage PFM Towel For BMW CCA Members

Griot's Garage has partnered with the club via a new licensing agreement to produce a co-branded towel. Griot's has created a limited-edition run of its premium PFM Terry Weave Towel that features an exclusive color scheme and custom stitching that every CCA member will recognize. They are specially priced and only available at events.

Tejas Chapter Member Wins A Trip To COTA, Courtesy of Michelin

Moira Zinn of the Tejas Chapter won the trip for two to Circuit Of The Americas for the Lone Star Le Mans race weekend, courtesy of Michelin! Those who joined, renewed, extended, or reinstated their BMW CCA memberships between June 20 and June 24 were automatically entered into this drawing, getting entry for each year of membership they purchased.

About the trip: Hosted by Michelin, the trip to the modern Circuit of the Americas track in Austin, Texas took place on September 15-17. Lone Star Le Mans is where two of the world's premier sports car series—the global FIA World Endurance Championship (WEC) and the North American-based IMSA WeatherTech SportsCar Championship—compete on the same day and well into the night.

The prize included paid round-trip travel to Austin, Texas, meals, hotel room, track access on Friday for qualifying, and for the WeatherTech and World Endurance Championship races on Saturday!

Roundel Weekly And Email Communications Update

We continue to maintain great open and click-through rates for our regular email communications. Below, I have included a sampling of recent statistics for our email messages.

<u>Message Name</u>	<u>Date Sent</u>	<u>Open Rate</u>	<u>Click-Through Rate</u>
<i>Roundel Weekly</i>	09/20/2016	32.4%	8.4%
Final raffle email	9/19/2016	28.1%	2.0%
Raffle Extension	9/15/2016	31.9%	2.0%
<i>Roundel Weekly</i>	9/13/2016	32.1%	9.1%
Raffle	9/09/2016	30.9%	2.3%
<i>Roundel Weekly</i>	9/06/2016	32.3%	8.5%

New Member Benefit: Original Gravity Tours

Ever wonder how BMW makes great cars? Are you ordering your European Delivery vehicle? Have you always wanted to explore Munich and Bavaria—and do you love beer? Then here's your chance to tour the BMW Munich plant, discover the finest beer gardens, tour the oldest breweries in the world, see the most famous castle in the Alps, and more: Let Original Gravity Tours provide a first-class, all-inclusive tour of Munich and Bavaria!

Join the Munich BMW & Brewery Tour from Original Gravity Tours and take advantage of this special offer for BMW CCA members only - \$250 off the regular, per person tour rate.

Link >>

<https://www.originalgravitytours.com/bmw-cca-offer.html>

Regional Events Newsletters 2016 Schedule

Below is the Regional Events Email Newsletter Schedule for 2016. Chapters are required to have all event dates, descriptions, and links submitted to the National Events Calendar one week prior to the actual email send date. Every region will have four of these email Newsletters per year. Events not entered into the National Calendar will not be included in the email.

To submit your chapter's events follow the link below and click the log in button. Once you log in you will be automatically directed to the event submission form.

<https://www.bmwcca.org/node/add/bmwcca-event>

Events Must Be in the Calendar by:

	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
North Atlantic	Jan. 21	April 21	June 30	Sept. 29
North Central	Jan. 28	April 28	July 7	Oct. 6
Pacific	Feb. 4	May 5	July 14	Oct. 13
South Atlantic	Feb. 11	May 12	July 21	Oct. 20
South Central	Feb. 18	May 19	July 28	Oct. 27

Email Send Dates

	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
North Atlantic	Jan. 28	April 28	July 7	Oct. 6
North Central	Feb. 4	May 5	July 14	Oct. 13
Pacific	Feb. 11	May 12	July 21	Oct. 20
South Atlantic	Feb. 18	May 19	July 28	Oct. 27
South Central	Feb. 25	May 26	Aug. 4	Nov. 3

Chris Henneey
 Director of Marketing & Communications
 BMW CCA



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

Re: November 5, 2016 Board Meeting—Phoenix, AZ

IT Update

bimmerlife.co

The site launched on August 4, 2016. David Rose and Nick Parente from Hitting Redline provided the initial live and pre-recorded video coverage for the site. Len contributed articles to help fill in some initial content. The server's platform is such that as the site grows it will be able to scale both up and out to accommodate demand.

Chapter Financial Statements

The project to replace the current Chapter Financial Statement form is nearly complete. The EIN and beginning retained earnings will automatically populate from the previous year's data. Also, the previous year's data will appear on the right to assist the Chapter Treasurer with completing the form.

Charity Matching Funds

DrupalSquad has been backed up so work on this module has been delayed. We still plan to have it completed this year. Once complete, a chapter officer will create a new application, then they will be taken to a list of all applications they've created where they can add individual charitable activities. Once they've added all charitable activities to an application they must click "submit" to send the application to the CCA Accounting office. This application will be much easier to work with than paper because charities will be saved and presented in a dropdown, and locations for charitable events will be the same ones that have been previously entered from events added to the calendar. So, if a chapter adds a charitable event to the calendar, it will be even faster to add it to the CMF application.

Transition to a New IT Managed Services Provider

We have completed the transition from AcumenIT to Integral Solutions Group. Acumen will still host our servers in the Net3 data center and be the point of contact for our backup hardware. So far the staff seems to like working with Integral as they are better staffed and therefore able to resolve issues quickly.

AssociationAnywhere

The staff has been working with ACGI on the Statement of Work (SOW) for AssociationAnywhere (AA). We had a 2-day deep-dive into the business practices and wants and needs for AA. After the meeting I provided ACGI with a number of samples of reports and requirements and data from our numerous integrations with third parties. I continue to work with them with input from other CCA staff during this requirements gathering phase. Once this phase is complete they will provide us with an implementation proposal that includes a budget and timeline. We will take a phased approach to go-live because we must be live on AA prior to the start of raffle ticket sales. So, all critical AA functionality will be up and running by the end of May. After that we will roll out the second and third phases with the remaining features.

Next week we will begin the first training session to learn how to perform setup of AA. ACGI refers to this as a “boot camp.” Select staff will learn the very basics of the system and gain access to input data and configure the system. Additional boot camps will be held as we complete the tasks from the previous sessions.

We worked with DelCor and an attorney to review the E-Services Agreement from ACGI for AA. ACGI is currently reviewing the contract.

PCI Compliance

In June our credit card processor, Chase Paymentech, identified us as a Level 3 Merchant based on the number of credit card transactions we’ve processed through them. As a result, we are required to submit our PCI Compliance status and a network security scan each quarter. I worked with Integral to run the scan and go through the required self-assessment questionnaire. We found that we were out of compliance. Integral and I worked through each point of failure and remedied them.

The security of the webserver that houses GoMembers and our APIs has been improved and now meets PCI compliance standards. As a result, work was necessary to update one of our APIs and two of the applications that use the GoMembers API. I notified Motorsport Reg and the Boston Chapter webmaster of the new security requirement as I knew they used the API for membership verification.

In addition to the webserver, we needed to secure access to BMW CCA’s Terminal Server. The Term Server is where we run GoMembers, QuickBooks, and various other programs daily. PCI Compliance calls for either two-factor authentication, or connection to the Term Server through a VPN. Two-factor auth would have been too large a burden on the staff and BOD members who need to access the Term Server remotely. I worked with Integral to establish a VPN connection through the Cisco hardware we already have in place. I have distributed instructions on how to connect to the Term Server to staff and BOD members who use the Term Server remotely.

Finally, full compliance required that we implement a security policy with the following minimum password requirements:

- Minimum of seven characters
- Contain both numeric and alphabetic characters
- May not be one of the last four passwords that you have used
- Passwords must be changed every 90 days

Fraudulent bmwcca.org email

I've received notice from Chapter Officers and CCA staff that they are being sent email that looks like it comes from the National Office and BOD. I'm testing a solution to prevent someone from using @bmwcca.org. Unfortunately, there is nothing we can do about a person using an email address like @bmw_cca.org or some other variation. This kind of spam is growing in popularity and has struck major businesses. Attackers are growing more sophisticated and are actually reading the websites of potential victims to learn about the email format and names of staff. We will continue to keep everyone aware of the potential dangers of these types of attacks.

Microsoft Licensing Audit

A Microsoft Partner reached out to me to complete a required licensing audit. Integral assisted me by putting together a report of all of the Microsoft products we currently use. I submitted the audit and am waiting to hear back from the Microsoft Partner. I don't anticipate that we'll need to make any license purchases due to gaps. I always try to make sure a product is properly licensed. Moreover, as we have migrated to Office 365 the majority of our licenses are covered by our monthly subscription fees.

Classified Ads Changes

I worked with Steven to make changes to the pricing options of a classified ad. Now a user can indicate a "+ shipping" option separately from the OBO (or-best-offer) and make offer selections. Also, an ad cannot indicate both OBO and make offer anymore.

We also updated the classified ad export for Roundel so that Steven has to make fewer edits before submitting it.

Cvent Integration

Monterey Weekend and Oktoberfest will have two separate registrations that will overlap next year. Before registration opens for Monterey Weekend, I'll need to make an update to the Cvent integration to allow for single sign-on for multiple events.

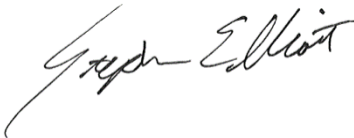
Chapter Electronic Newsletters and MagnetMail

The following 23 Chapters have notified the National Office that they are now sending their newsletters electronically. The newsletter delivery preference of their members has been changed to e-mail (for those with an e-mail address), and I have notified members about the change and how to elect to receive a copy via US mail instead. There is a separate mailing label report that Steven Schlossman sends to these chapters that only includes members whose preference is to receive the newsletter via US mail.

Bayou Chapter	Buckeye Chapter	Central California Chapter
E31 Chapter	Everglades Chapter	Florida Suncoast Chapter
Heart of Dixie Chapter	Inland Empire Chapter	Iowa Chapter
Kansas City Chapter	Lone Star Chapter	Mountain State Chapter
Nittany Bimmers Chapter	North Star Chapter	Northern Ohio Chapter
Oregon Chapter	Pocono Mountain Chapter	River City Bimmers
Sandlapper Chapter	Sunbelt Chapter	Sunshine Bimmers Chapter
Tarheel Chapter	Wasatch Chapter	

There are 16 chapters that have MagnetMail accounts:

Bayou Chapter	Buckeye Chapter	Central California Chapter
Choo-Choo Bimmers Chapter	Lone Star Chapter	Michiana Chapter
New Jersey Chapter	Oregon Chapter	Puget Sound Chapter
River City Bimmers	Smoky Mountain Chapter	St Louis BMW Club
Sunbelt Chapter	Sunshine Bimmers Chapter	Tarheel Chapter
Tidewater Chapter		



Stephen Elliott
Director of Information Technology
BMW Car Club of America

Note: The following report contains confidential information intended for the use of BMW CCA board members in preparing for their meeting. It is not intended to be published or disseminated. A summary version for inclusion in the meeting minutes will be prepared if necessary.

Satch Carlson, *Roundel* editor-in-chief

November 2016 Pre-Board-Meeting Report

Advertising: Here are the percentages of advertising in all 2015 issues as well as what we’ve done so far this year.

ISSUE DATE	PAGES	AD PAGES	AD PERCENTAGE
January 2015	132	34.41	26.07%
February	132	36.24	27.45%
March	132	44.91	34.02%
April	132	53.58	40.59%
May	132	52.66	39.89%
June	132	54.24	41.09%
July	132	54.33	41.16%
August	132	53.16	40.27%
September	132	52.41	39.70%
October	132	47.16	35.73%
November	132	48.99	37.11%
December	132	46.66	35.35%
January 2016	132	36.91	27.96%
February	132	42.74	32.38%
March	132	43.58	33.02%
April	132	52.99	40.14%
May	140	51.88	36.84%
June	132	55.33	41.92%
July	132	48.83	36.99%
August	132	54.83	41.54%
September	132	47.41	35.92%
October	132	49.49	37.49%
November	132	42.00	31.82%
December	132	42.16	31.94%

Our ad ratios are slightly lower than the 2015 numbers for the last part of the year, but still greatly improved over the recession years. We should expect the seasonal slump in the first few months of 2017.

Michael Slaff continues to do an excellent job of selling ads in an ever-tightening market. Although he claims to be in some sort of retirement phase, he is pleased to continue his relationship with the BMW CCA, and I am grateful for his efforts. Remember that we do not compete with *Porsche Panorama* or the Mercedes Club *Star* for advertising dollars, but with *Road & Track*, *Car and Driver*, *Automobile*, and all the other “buff books” out there. That’s why we must continue to maintain and improve *Roundel* year after year as a first-rate, professional publication.

Budgets: Let's talk about money. I have attached a comparison of projected and actual costs through September. This is the first year that we have used a budget in which we tried to project realistic numbers, so 2016 may be the first year that our actual expenditures exceed our projections. But at this point, we should have some realistic basis to prepare *Roundel* budgets for 2017.

As you look over the spreadsheet, it is important to remember that *Roundel* is not an isolated division, responsible for its own profit and loss, but rather a part of the entire BMW Car Club entity. In fact, in some ways, accounting for the BMW CCA is like accounting for a monthly publication in the real world; the dues that each member pays must be treated in some ways like magazine subscriptions, and must be balanced against the remaining months or years of membership, because we are obliged to produce the magazine each month, just as *Car and Driver* or *Automobile* cannot treat their subscriptions as income until they are earned.

Because we account for *Roundel* income and expenses separately from membership income, the magazine is not likely to ever have an excess of revenue over expenses. If you are not used to these methods of accounting for magazine expenses, some items may be confusing at first. Some years ago, for example, we treated the commissions on commercial advertising sales as an expense. But if you think about it, you'll realize that this is one "expense" that we would like to see *increase*—because this number is based on advertising revenue. If the commissions are up, then our advertising revenues are up. You can see that this year the commissions are about \$5,000 "under budget," but this is not cheerful news, because it means that our advertising revenues are down from where we hoped they would be.

In retail and manufacturing, the cost of the goods you are selling is deducted from gross revenues before you consider expenses in order to separate the cost of manufacture or purchase from the costs of doing business. While we are not manufacturing anything, we list commissions as part of the "cost of the goods sold" as an accounting convenience.

Note also that we show a budget item of \$75,000 for salaries and wages that has not been spent. But this number may be misleading, because it is difficult to assess which proportion of the National Office staff costs are associated with—or should be associated with—*Roundel* Magazine. Moreover, as we expand our efforts to communicate with and entertain our members, we provide online features such as *Roundel Weekly* and news and motorsports feeds, and there is crossover between the efforts for those various outlets. Again, *Roundel* Magazine does not stand alone, independent of the other activities and services of the BMW CCA, and our other communications are not entirely separate from *Roundel*.

Speaking of the overlap of toil and talent, at this point I'd like to salute Len Rayburn for his efforts during the last six months. With our four-part series on BMW history taking up an enormous amount of space—for four months!—and then an overwhelming pile of material from our spectacular time in Monterey, Len faced enormous challenges, and met them quite well, I think.

As we close out the year, I'd have to say that I am quite pleased with what we've done so far, and I am looking forward to minor adjustments to the magazine in 2017. These will include two women new to our column-writing staff; one writes on the real world of everyday driving, and the other will revive our Mini column. Look for these writers in the January issue; I hope you enjoy their fresh voices as much as I do.

As always, I remain confident that we are continuing to fulfill our stated mission: to inform, entertain, and provide a sense of community for our members.



Roundel

Budget versus Actual Jan-Sept 2016

	Jan - Sep 16	Budget	\$ Over/Under Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 - Revenues				
4010.07 - First Class & Air Mail Revenue	3,632.48	3,749.99	-117.51	96.87%
4015.07 - Classified Advertising Revenue	11,845.00	9,000.00	2845.00	131.61%
4020.07 - Commercial Advertising Revenue	614,429.36	605,624.99	8804.37	101.45%
4021.07 - Digital Roundel Advertising Rev	45,342.50	45,750.01	-407.51	99.11%
4022.07 - Web-site Advert. Revenue	18,050.00	11,250.00	6800.00	160.44%
4025.07 - Reprints Revenue	1,992.50	2,250.00	-257.50	88.56%
4055.01 - List Rentals	19,100.00	10,499.99	8600.01	181.91%
Total 4000 - Revenues	714,391.84	688,124.98	26266.86	103.82%
Total Income	714,391.84	688,124.98	26266.86	103.82%
Cost of Goods Sold				
5000.01 - Direct Costs				
5016.07 - Roundel Advertising Rep	112,449.74	118,097.24	-5,647.50	95.22%
Total 5000.01 - Direct Costs	112,449.74	118,097.24	-5,647.50	95.22%
Total COGS	112,449.74	118,097.24	-5,647.50	95.22%
Gross Profit	601,942.10	570,027.74	31,914.36	105.6%
Expense				
6005 - Salaries & Wages	0.00	75,000.01	-75,000.01	0.0%
6006 - Payroll Taxes	5,899.82	8,568.63	-2,668.81	68.85%
6007 - Employee Fringe Benefits	0.00	17,498.25	-17,498.25	0.0%
6008 - 401(k) Match	3,661.19	3,724.67	-63.48	98.3%
6010 - Outside Contractors				
6014.07 - Roundel Staff				
6011.07 - Roundel Editor-in-Chief	90,000.00	90,000.00		
6013.07 - Roundel Design	78,223.20	78,223.20		
6014.07 - Roundel Staff - Other	0.00	3,598.05	-3,598.05	0.0%

Total 6014.07 - Roundel Staff	168,223.20	171,821.25	-3,598.05	97.91%
6015 - Writers	134,349.00	126,000.00	8,349.00	106.63%
6017 - Computer Services	7,068.77	4,961.25	2,107.52	142.48%
Total 6010 - Outside Contractors	309,640.97	302,782.50	6,858.47	102.27%
6025 - Printing				
6025E - Electronic Roundel Publishing	9,216.00	10,499.99	-1,283.99	87.77%
6025 - Printing - Other	451,243.92	409,800.01	41,443.91	110.11%
Total 6025 - Printing	460,459.92	420,300.00	40,159.92	109.56%
6026 - Postage	260,213.05	69,899.99	190,313.06	372.27%
6040 - Travel & Entertainment				
6040ME - Travel (Meals & Entertainment)	29.27			
6041 - Meetings	1,111.40			
6040 - Travel & Entertainment - Other	280.22			
Total 6040 - Travel & Entertainment	1,420.89			
6050 - Office Supplies and Expenses	205.12			
6070 - Dues & Subscriptions	0.00	300.01	-300.01	0.0%
6205 - Other Expenses	368.14			
Total Expense	1,041,869.10	898,074.06	143,795.04	116.01%
Net Ordinary Income	-439,927.00	-328,046.32	-111,880.68	134.11%
Net Income	-439,927.00	-328,046.32	-111,880.68	134.11%



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

October 2016
Report of the Creative Director

Since my last full report in June 2016, we've kept *Roundel* on schedule, produced the club's new premiere individual award, completed the trio of major Celebrate BMW events in Monterey, and launched the BimmerLife.co website, featuring the Celebrate BMW Tour.

Roundel

The magazine continues to get to press on-time, insuring it is published and shipped with the 2 million piece co-mail pool, minimizing our postage costs. The special Celebrate issue, covering the 100th anniversary events in Monterey, will be in members' hands in early November. The entire feature section was used for in-depth coverage of Legends, Festivals, and Oktoberfest, utilizing the best of thousands of photos taken by our photographers. Emphasis for Oktoberfest photography was given to Jon van Woerden's images.

We are regularly contacted by printers hoping to bid on the magazine. Publishers Press, who held the contract for *Roundel* prior to Brown/Quad, describe themselves as "highly motivated" to compete for the contract when it is time for renewal/renegotiation.

Awards

We produced all of the Oktoberfest awards with the help of PreSort. As we did last year, we printed the hundreds of event awards on durable synthetic paper with pigmented inks that shouldn't fade over the years. The cost per award using this method, rather than the shaped acrylic awards of the past, has produced significant savings.

We had 100 Friend of the Club pins produced by J Brandt company and personalized awards produced by Coward Awards. Seven initial Friend of the Club awards were presented.

BimmerLife.co (formerly BMW Live)

After a trademark review and search revealed that BMW itself already owned the trademark, and that utilizing any mark with "BMW" as part of it would be significantly problematic, we created a variety of alternatives. BimmerLife.co was the final choice, as it reflects the long-term "lifestyle" aims of the original concept and avoids the trademark issues.

The website was launched in July in conjunction with the launch of the Celebrate BMW Tour and videos. The initial aims were to promote the tour, the Celebrate BMW events, and aggregate news that would be of interest to those enjoying the BMW lifestyle, primarily targeting younger drivers via a new .

We are currently developing short and long range plans to gather a team and editor to further develop the site and its goal to expand its audience. Goals for aggregated and original news, social media reach, and advertising partners are under development. As the BimmerLife.co site further develops, we are investigating the viability of it replacing the news page of bmwcca.org and keeping that site better focused on member services.

Thank You!
W. Len Rayburn
BMW CCA Creative Director

Official BMW Club

To: BMW Car Club of America National Board of Directors
Tim Beechuk - BMW CCA Board Liaison to DEC
Frank Patek - Executive Director BMW CCA



From: Jack Joyner, National Driving Event Committee Chairman

Date: 10/10/2016

Subject: Quarterly Report – 4th Quarter 2016

Travel: NOLA scouting for Ofest 2017

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

Report Items

1. 2017 DEC and ITS Budget is ready for approval.
2. The DEC is waiting on either a discussion, denial or approval of item 1 listed below, with the understanding we would only allow BMW Hardtop Convertibles.

Board Action Needed

The following proposals need Board action:

1. Vote and approval to add Hardtop Convertibles to the Minimum Standards for Driver Schools. The DEC would like to allow factory hardtop convertibles to be run at Driver Schools under the following guidelines. Changing the guidelines listed under 1.2.9.7 in the Driving Events Manual.
 - At the discretion of the chapter, cars with factory retracting hard tops may be allowed under the following provisions. Any factory hardtop convertible must run with the top in the up/fixed/locked position with front windows down.
2. ITS and DEC Budget approval.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jack I. Joyner III".

Jack I. Joyner III
National Driving Event Committee Chairman

Official BMW Club

To: BMW Car Club of America National Board of Directors
Tim Beechuk - BMW CCA Board Liaison to DEC
Frank Patek - Executive Director BMW CCA

BMW Car Club
of America



From: Jack Joyner, National Driving Event Committee Chairman

Date: 10/14/2016

Subject: DEC and ITS Budget 2017

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

The DEC and ITS committee would like to request the following amounts listed below. We are anticipating more ITS programs this year and a large one in California. We have made great strides with the money allotted for 2016 and will even come in under our requested budget for 2016. We were allotted \$17,500 plus \$7,500 for our ITS Charrette, totaling \$25,000 for 2016. We intend on being good stewards with the money and should come in under budget again for 2017.

- ITS Training, Committee meetings, and ITS allocations for existing programs
\$25,000.00 for 2017
- DEC is requesting money for any DEC issues or needs that might arise. (I don't think we used much of anything in 2016 with our DEC meetings in Dallas, and don't anticipate using this)
\$5,000.00 for 2017

Respectfully submitted,

Jack I. Joyner III
National Driving Event Committee Chairman

BMW CCA Club Racing
Gary Davis
National Chairman
18159 Meridian Road
Grosse Ile, MI 48138
734-308-7299
chairman@bmwccaclubracing.com

October 24, 2016

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

Subject: Club Racing Chairman's Pre-meeting Report for November 5-6, 2016
Board Meeting.

Travel

August 24-28, 2016; BMW CCA Oktoberfest; Monterey, CA.
November 5-6, 2016; BMW CCA National Board Meeting; Phoenix, AZ.

Planned Travel

December, 2016; BMW CCA Marketing Meeting; Culpepper, VA.

Racer's Advisory Committee

Elections in process for North Atlantic, South Central and Pacific Region RAC
Representatives.

Appeals and Protests

None

Sponsors

No new business

Current Activity

- Isi Papadopoulos- Appointed BMW CCA Club Racing Marketing Director
- Shaun McKenzie- Appointed BMW CCA Club Racing School Marketing Director

- BMW CCA Club Racing Steward Workshop planned for March, 2017 in Dallas Texas.

Respectfully submitted,

Gary Davis
Chairman, BMW CCA Club Racing

2017 BMW CCA CLUB RACING BUDGET

INCOME

Race Licensing	26,000.00
Merchandise Sales	5,000.00
Sponsorship	85,000.00
Other	<u>1,000.00</u>
	117,000.00

EXPENSES

Administrative- Salary	25,500.00
Payroll Tax	1,900.00
401K Match	1,420.00
Web Services	3,600.00
Postage	3,000.00
Printing	1,800.00
Office Supplies	4,000.00
Dues	600.00
Event Expense	4,000.00
CRS Advertising/ Promotion	10,000.00
Depreciation	2,000.00
Trophies/ Awards	4,000.00
Travel/ Entertainment	<u>40,000.00</u>
	101,820.00

Gary Davis
National Chairman, BMW CCA Club Racing

