



ATLANTA REGION  
SPORTS CAR CLUB OF AMERICA  
5051 PEACHTREE CORNERS CIR SUITE 200  
NORCROSS, GA 30092



## Executive Committee Meeting Minutes

January 8, 2020

### Attendees

#### IN -PERSON:

Bob Hudson, Region Executive  
Clark McInnis, Assistant Region Executive  
Andy Rodriguez, Secretary & Solo Co-Chairman  
Carol Cone, Treasurer  
John Fine, Director  
Dean Richardson, Director & Solo Co-Chairman  
Dave Rollow, Director  
Dustin Stevenson, Time Trials Chairman  
Shanna Richardson

#### VIA CONFERENCE CALL:

Mark Johnson, Director & Rally Chairman  
Robert Carnright, Director & Race Chairman  
Christian Retterer, Rallycross Chairman  
Jennifer Paradis

**Meeting Called to Order** at approximately 7:30 PM, January 8, 2020.

Minutes of December 11, 2019 Executive Committee Meeting approved via email vote. Submitted to Randall Prince for posting on website; posting pending.

### Regional Executive's Report

Regional Executive Bob Hudson discussed who was attending National Convention (Dean Richardson, Dustin Stevenson, and himself). Hudson also mentioned a need to determine and record who at the region as authorized to purchase items from SCCA National Office. Treasurer Carol Cone indicated that it was at times difficult to reconcile invoice from National Office back to actual programs and individuals.

**ACTION:** Hudson and Richardson to bring this issue up at National Convention and make recommendations to include references for regions to use in reconciliation.

### Treasurer's Report

Treasurer Carol Cone updated the EC on current financials and status of our books. Cone indicated that all radio billing discrepancies has been resolved, and proposed a \$10/day increase for radio rental fees (from \$150 to \$160). Hudson provided information about fees and services at Michelin Road Atlanta. Cone also reported recommended retention periods for financial recordkeeping:

- Financial documents (bank statements, invoices, records of payment, etc... ) - 5 years
- IRS Documents – in perpetuity

Cone submitted her resignation as chair, effective April 2020. The EC reiterated the need to recruit skilled members for Treasurer and bookkeeper roles, as well as others.

**ACTION:** Dean Richardson to solicit skilled members via social media.

**ACTION:** Bob Hudson to reach out to a member CPA that might be willing to serve.

## Department Reports

### Race (Includes Track Days, Time Trials, Road Racing, and Hill Climb)

Race Budget was presented by Race Chairman Robert Carnright.

**ACTION:** Executive committee requested that Race:

- Add \$1,000 to the 2020 Equipment Expense line item
- Add a new expense of \$6,000 for "Tow Fund"
- Upon completion of these changes, send the revised Race budget to the Executive committee for email approval.

### Rallycross

Due to communication issues, report provided by Rallycross Chairman Christian Retterer via email as follows:

*I am nearing completion with the 2020 budget. The only question I have is whether I can sell T-shirts and stickers to help raise revenue? Our 6 year old built-on-the-cheap timing system has finally given up the ghost and we need to buy something that can run multiple cars. This will be a large one-time cost for the program. I'm being conservative with my attendance estimate, to prepare for the worst. I'm anticipating running at a loss of \$2,000 to \$4,000 for the season as we try to build up the numbers to make AMS a viable site.*

*I'm also submitting a proposal to host a national challenge event at AMS. This would be a multi-day event similar to an autox national tour. Again, the cost of AMS makes this look unlikely, but I will put some numbers together and see if the national office is interested.*

### Road Rally

Due to communication issues, Road Rally Chairman Mark Johnson reported that he would present a report and budget to the EC in February.

### Solo (Includes Autocross, Starting Line and Street Survival)

Solo Budget was presented by Solo Co-Chairman Andy Rodriguez.

### Website (includes Social Media)

Webmaster Randall Prince was not present to report. Director Dean Richardson reported on social media statistics, and discussed the concept of "reporter" needed to generate social media content. The EC discussed the need to have additional users capable of managing the web site content. Richardson discussed taking responsibility for a broader "marketing" function that would include oversight of web site, social media, and email campaign management.

## Unfinished Business and General Orders

### Budgets

Per report above, the solo budget was presented for approval.

**MOTION** was made by John Fine and seconded as follows:

Approve the Solo Budget with the provision that Solo may come back and request additional funds if needed to address any outstanding items.

DISCUSSION: None.

**MOTION PASSED UNANIMOUSLY.**

## New Business

### Appointment for Vacant Director Position

Shanna Richardson introduced herself to the Executive Committee, and offered to serve on the Board of Directors. Region Executive Bob Hudson explained that ARSCCA Bylaws limit the Board's ability to appoint to a six-month term. Hudson suggested the Board appoint Shanna for six months, appoint her again for the remainder of the year at the June meeting, then fill the vacancy through normal procedures.

**MOTION** was made by Andy Rodriguez and seconded as follows:

Appoint Shanna Richardson as a Director for a six-month term.

DISCUSSION: None.

**MOTION PASSED UNANIMOUSLY.**

### Region Annual Meeting

Regional Executive Bob Hudson discussed the need to update the bylaws so that more flexibility for scheduling the member's Annual Meeting was available. Director Mark Johnson offered to continue work he and Jan Coleman-Mitchell had begun last year to revise to the bylaws, and requested that ideas and suggestions be sent to him so that he could compile them for discussion at the February EC meeting. The EC discussed using MSR to solicit member approval of the changes in the future.

**ACTION:** All to review existing bylaws and submit suggested changes to Johnson.

### SVRA/TranAm Event

Regional Executive Bob Hudson provided an overview of the information received from the event organizer. The EC discussed presence at the event and how to best represent the organization.

**ACTION:** Hudson to contact the SVRA organizer to see if they were offering to let us set up a tent at the event for member recruitment and if there were costs associated with it.

### Announcements and Good of the Order

Regional Executive Bob Hudson reminded the EC that the Puerto Rico Region and Puerto Rico in general might be worthy of consideration for charitable donations, given the recent earthquakes and other challenges experienced in the region.

Secretary Andy Rodriguez advised that he would be working to review non-financial paperwork and records stored in the office and dispose of that which was both past our retention requirements and of limited historical value. Rodriguez confirmed with the EC that there was no ongoing litigation or legal holds in effect that would limit our ability to dispose of records. Treasurer Carol Cone advised that retention of waivers was seven years per national guidelines; other documents and records should be destroyed after 5 years. Cone volunteered to assist in the review and disposal efforts.

Treasurer Carol Cone advised that she would be working with our landlord Regus to set up a team of members that could work directly with Regus staff on facility and rental issues.

**ACTION:** Carol to collect information from Bob Hudson, Andy Rodriguez, and Clark McInnis to provide to Regus.

**MOTION TO ADJOURN** was made by Andy Rodriguez and seconded.

**MOTION PASSED UNANIMOUSLY.**

Meeting Adjourned at approximately 9:00 PM.