

Buckeye Chapter BMW CCA, Inc.
Board Meeting 8/31/2006
Location: Harrison's in Tipp City, 106 E Main St
August 31 at 7 PM

Attendees: Ken Price, George Thielen, John Lochner, Jeff Lutes, Elizabeth Lutes, Chuck Craves, Phil Ross, Jim Heckman, George Saylor, Len Mueller, Larry Moore

Agenda: governors, vice governors, vice president, president, Elizabeth and Jeff Lutes, Becky and John Lochner, RVP - Len Mueller

1. Review of criteria/requirements of Probation Letter for: Newsletter and Annual Meeting and hopefully bring these two items to conclusion.
2. Discussion of probation letter treasury items and review of criteria/requirements
3. Discussion of probation letter ITS items and review of criteria/requirements

Agenda: governors, vice governors, vice president, president, RVP

1. Action items
2. Assignments/volunteers
3. Timing
4. Follow-up

Ken handed out during the meeting the following items:

1. Minimum Standards Non-Compliance Policy
2. National Minimum Standards for
 - a. Newsletter
 - b. Annual Meeting
 - c. Treasury
 - d. DE/ITS

Discussion:

Newsletter should be published more often than 90 days. Eric will talk to Mike Rohrbaugh about timing. Advertising needs to be included as before. Classified ads should be included as before. A newsletter committee should be formed to give Mike help. Calendar dates should be established and published for each newsletter to show when things are due. The annual meeting announcement should be included

By-laws need to be changed to be as stringent as national. They were written to be in line with National Operations Manual a number of years ago.

There should be more than one board meeting a year. There should be at least two, preferably one a quarter. George Saylor made a motion to have four board meetings a year. Larry Moore seconded the motion. The motion was amended to include having financial statements at each board meeting as well as reports from each area. The board voted unanimously for the motion.

Upcoming board meetings will be Saturday night at 8 PM at the October Drivers School. The annual meeting will be Feb 3, 2007. Ken will publish an agenda and send notice. The newsletter must be out in early December announcing area elections and their dates and the annual meeting.

Treasury minimum standards were discussed. The financial statement must be published in the newsletter. Mike Rohrbaugh should do the rebate forms going forward. Expense reports should be submitted to the area governors, they will approve and pay or submit to treasurer to pay after approving.

Merchandise vendor should be extended to the end of the year. Larry will contact Chris to invoice for the rest of the year and board approved paying for the rest of the year.

ITS/DE minimum standards were discussed. The board is OK with Jeff, John and Elizabeth handling the workings of the drivers schools. Quarterly reports will help the board keep involved. The board is ultimately responsible. National was pleased with the August drivers school. Regarding complaints, the National Compliant standards/procedures were presented by Ken and discussed. There will be a North Central Region ITS facilitator, Lance White, who will be doing the classroom and working with the chapter beginning with the 2007 DE season. John will talk to Lance and determine if he needs help in addition to Lance. John will do a DE update at each board meeting. We will make up a feedback sheet for the ITS Students. There was a motion to for the chapter to send thank you gift certificates for this year's National instructors for ITS instead of expensing them to National. This motion was passed and the board voted to give each instructor \$500. John will write the letter to accompany the gift certificates and all of the board will sign.

Vote Tally:

Erik Shifflett - yes
George Saylor - yes
Phil Ross - yes
Chuck Craves - yes
Larry Moore - yes
George Thielen - yes
Jim Heckman - unresponsive
Traci Kajawa - unresponsive