

Buckeye Chapter of the BMW Car Club of America

Board Meeting

(In person)
Brixx Ice Company
500 E. 1st Street
Dayton, OH 45402
10 February 2024

Call to Order

The meeting was called to order by President Mark Arnold at approximately 3:35 p.m. EST.

Attendees

Board/Officers

- Mark Arnold (President)
- Michael Naoom (Vice President)
- Karen Shaw (Secretary/Co-Treasurer)
- Alex Hough (Dayton Area Governor)
- Dohn Roush (Dayton Area Vice Governor)
- Jason Kramb (Cincinnati Governor)
- Tracey Harris (Cincinnati Alternative) proxy for Chris Nau (Cincinnati Vice Governor)
- Mandi Arnold (Columbus Governor)
- Jessica Frasure (Columbus Vice Governor)
- David Kanarowski (Toledo Area Governor)
- Tim Beechuk (Street Survivor Organizer) proxy for Phil Ross (Toledo Vice Governor)
- Mike Kent (Membership Chair)
- Jaynee Beechuk (Street Survivor Organizer)
- Christine Herche (Women's Event Coordinator)
- Patrick Currier (Webmaster)

Review & Approve Previous Meeting Minutes

December 6, 2023 meeting minutes were approved via emails dated December 9, 2023 and January 6, 2024.

Agenda Items:

1. Elections

Prior to the announcement of the election results, Jaynee asked to be heard regarding some issues she had about nepotism i.e. Mark Arnold, Karen Shaw, and Mandi Arnold who are all related. She was particularly concerned that Mark would have access to the bank accounts as Karen (his mother-in-law) is Treasurer. (It was stated for the record that he does not in fact have access to the accounts nor is he able to write checks.) Additionally, Mark's wife Mandi will be a governor and there could be issues with approving/paying expenses or reimbursements. She did state that it was more the appearance than anything else. She requested that one or more resign their positions or put in writing that one of them does not have check writing privileges. Jessica Frasier who will be the Columbus Vice Governor shared that she had already considered this in agreeing to run for her position. She then stated that she would pay all expenses and submit the expense reports. There was further discussion that there are already policies in place limiting expense reports covered by the budget to \$500. It was decided that Mark would submit anything over \$500 (per policy) and not in the budget to the board for approval. Mike N suggested if the board agrees there are procedural or optics issues with family members then the board should consider adopting a change to the bylaws to define what is acceptable.

a) Area Governors

The only changes to the Governor and Vice Governor positions were as follows:
Mandi Arnold (Columbus Governor)
Jessica Frasier (Columbus Vice Governor)

b) President

A motion was made by Jason and seconded by David to keep Mark Arnold as President. All voted yes.

c) VP

A motion was made by Mark and seconded by Dohn to keep Mike N as Vice President. All voted yes.

d) Secretary/Treasurer

Mark A discussed how the Co-Treasurer was created several months ago to help the Treasurer. It was decided that the Co-Treasurer position was no longer needed.

A motion was made by Mark A and seconded by Tim to elect Karen as Secretary/Treasurer. All voted yes.

2. Formalizing votes since the last board meeting.

(Agenda item is to put the vote into the official records)

Mark discussed how Mike Laci was stepping down from the IT position and Pat Currier was taking over. In doing so, a new GoDaddy account had to be set up which meant a

new three-year subscription began. The vote taken was to pay for this new service as it was not in the budget. The one year left on the old account was nonrefundable. We are, however, getting the service for less money than the old one.

3. 2024 Nordfest in Cincinnati

Tim and Jaynee will be managing the aspects of putting on this event. They are in the planning stages and mentioned several ideas such as socials, drives (Air Force Museum in Dayton, Horse Park, distilleries in Kentucky), bourbon tastings, Sign Museum, and the Summit Hotel rooftop bar. Their idea is to have 2-3 events going on at the same time. Additionally, they have been in touch with David (RVP) in order to get the word out. They are looking at August or September for this event with no cost to the club. Their next steps are to continue talks with David Brighton (RVP), set a date, and look into hotels. They would like to limit it to about 125 people. They requested board approval for this event.

A motion was made by Jason and seconded by Mark A to approve this event and allow Tim and Jayne to promote and plan it.

4. Financial Walkthrough (attached).

Karen went over her memo provided in advance.

- a) Financial statements
 - i) Karen noted that the club went over budget by \$2,839.53 but revenues over expenses was only \$606.63. Regarding the balance sheet, Karen went over the cash, receivables, payables/uncashed checks, and how 2023 prepaid deposits were handled.
 - b) Karen gave an update on the transfer of Quickbooks to an online platform. She also noted that for the most part, reimbursements and invoices would be paid via the bill pay service provided by KeyBank for free. There will be savings in supplies such as checks, envelopes, and postage. There will still be an option to write checks out of QB but there will be limited use of this feature.
 - c) The new credit card policy was introduced. Jason suggested removing item #1 under Procedures.

A motion was made by Jason and seconded by Mandi to approve the credit card policy with the above-mentioned change. All voted yes.

- d) Karen went over the costs of other forms of reimbursements (online) and recommended that we not pursue this further.
- e) Karen went over things to come such as quarterly reports. Jason asked for a transaction report and a budget to actual report. Karen also said she would be working on written instructions on how to use the QB program and all its functions.

5. Area reports

- a) Cincinnati

Jason said he is continuing with monthly meetings but has not had time to follow up on the go-kart gatherings or Cars and Coffee breakfasts. He will continue with the two events that are usually held every summer.

b) Columbus

As the new officers of this area, Mandi and Jessica have just started making plans for the upcoming year. They include monthly meetings, go-karts, and possibly some technical talks.

c) Dayton

Alex said monthly meetings would still be held with the priority of spending less money. Events such as summer cookouts and Cars and Coffee were mentioned each with the hopes of bringing in new members.

d) Toledo

David expressed his frustration at how little attendance there is for anything he plans. He has planned dinners, movie nights, and car drives with little to no attendance. There were many suggestions thrown out that he may try to boost interest.

6. Membership Updates

Mike said he has a good system he uses monthly to keep track of membership which includes resending emails. He mentioned that he bought Enthusiast Auto Group and plans to lean on the business to bring people into the club. He also mentioned that they offer a 10% discount on parts for members.

Christine said she has not set up anything for the women yet. Also, she will not plan a bourbon fest with Nordfest now being planned. She suggested that we do some type of advertisement when we meet together in one spot. Banner flags could be put outside the venue as well as flags on each table to put the word out to other customers at the venue. She also suggested making and selling our own branded merchandise and especially nice items such as polo shirts. At this point, Jason had two questions. First, he asked were there any changes to the budget approved last December and the answer was no. Secondly, he asked how much each club had to spend on meeting/social expenses. The answer was \$1,200 for the year.

Mike then asked whether we are communicating enough about the financial constraints we are under as we only get \$7 of the \$58 membership fees and the rest goes to national. Creating branded merchandise was brought up again as a way to boost membership. It was decided that Mike will get with Pat about this.

Mark A suggested we talk about this at a future meeting and for everyone to continue as they are doing.

7. Updates on new webmaster - covered in agenda item 2.

8. Future 2024 board meetings

Mark A proposed quarterly meetings i.e. this summer, fall, and winter, possibly December.

9. Break to go to Packard Museum and help set up.

Board Vote

17 January 2024

Motion for Board approval:

Add \$800 to the 2024 approved budget for three years of web hosting and any security add on and any taxes.

Background:

Mark Arnold introduced Pat Currier to the group. He has graciously taken over for Mike Laci as the webmaster.

Mark A explained that we started the process of migrating ownership from Mike to Pat and that caused a bit of a snafu with GoDaddy, our website host. This requires us to purchase a new subscription to GoDaddy to continue doing what we are doing for the next 3 years. This is the same thing we did 3 years ago, and it should be approximately \$720. Mark A asked for an approval (via email) of up to \$800 to cover taxes, any extra fees that are going to pop up as this is a bit of an emergency. For more info about the costs, it is the Web Hosting Deluxe + security add on.

<https://www.godaddy.com/hosting/wordpress-hosting>

Voting results:

By a majority vote, the motion passed.

| | | |
|-------------------------------|------------------|-----|
| President | Mark Arnold | yes |
| Dayton Area Governor | Alex Hough | yes |
| Dayton Area Vice Governor | Dohn Roush | yes |
| Columbus Area Governor | Elliott Smith | yes |
| Columbus Area Vice Governor | Greg Thomas | ? |
| Toledo Area Governor | David Kanarowski | yes |
| Toledo Area Vice Governor | Phil Ross | ? |
| Cincinnati Area Governor | Jason Kramb | yes |
| Cincinnati Area Vice Governor | Chris Nau | yes |

Credit Card Policies and Procedures

Objectives

- To allow the Buckeye BMW Car Club access to efficient and alternative means of payment for approved expenses.
- To improve managerial reporting related to credit card purchases.
- To improve efficiency and reduce the costs of payables processing.
- To allow for payment of some time sensitive purchases.

Policies

1. Club credit cards will be issued to the Treasurer
 - Additional board members may request a card with the approval of the board
2. Credit cards will be used only for business purposes.
3. The following purchases are not allowed:
 - Personal purchases of any type
 - Personal items or loans
 - Any items deemed inconsistent with the purpose of the Club which is to promote the ownership and appreciation of BMW automobiles, to promote interest in motoring and touring activities, and to encourage safe and skillful driving.
 - Cash advance
 - Any purchase that requires a credit card fee by the vendor unless pre-approved by the board
4. Cardholders will be required to sign an agreement indicating their acceptance of these terms.
5. Individuals who do not adhere to these policies and procedures will risk revocation of their credit card privileges.
6. Misuse of the card which causes any monetary loss to the Club will require immediate reimbursement by the cardholder for the purchase as well as any associated fees.

Procedures

1. Each receipt or invoice must include the date, and a brief description of the business purpose of the purchase.
2. Documentation (receipts or invoices, and expense reports) should be submitted to the Treasurer either in advance of the purchase or immediately after (in the case of time sensitive purchases) to ensure timely payment of the monthly statement.

My signature indicates acceptance of the Buckeye BMW Car Club policies and procedures for credit card use.

_____ Date _____