

Appalachian Region Board Meeting
March 31, 2015
Harmony Motors, Asheville, NC

In Attendance: Board members Peter Graham, Jim Peterson, Matt Pohsweg and David Butler. Also attending were Dick Maybach, Broadus Brannon, Joe Esposito, Don Therien, Carl Von Schummer, Mario de Francisco, and Frank Gregg.

Call to Order: Jim Peterson called the meeting to order at 3:00 p.m., welcomed all to the Appalachian Region Board meeting and presided over the meeting.

Minutes Approval: Meeting minutes of March 3, 2015 were submitted for approval. Matt made motion to approve; David seconded and Board approved. Jim reviewed the agenda and proceeded with the meeting.

Board Reports:

1) President: Jim reported on various items as follows:

- a) The actual Charter was delivered to Jim and he is getting it framed. Harmony Motors has agreed to hang our Charter in a prominent place in their facility.
- b) Jim shared basic plan for the Charter Party being hosted by harmony Motors on Thursday April 2, 5:00 – 7:00 p.m. PCNA representative is attending, Vic Rola will formally present the Charter, Harmony providing drinks, hors d’oeuvres, etc.
- c) Vic Rola is conducting Zone 3 region presidents meeting Tuesday evening April 28. Jim is attending via conference call and will inquire status region affiliation letter if not covered in comments.
- d) Jim reported current membership at 117 primary members and 83 supplementary members.

2) Vice President: Peter reported on planned monthly activities as follows:

- a) Drive and Dine Saturday April 4 beginning at UNCA campus
- b) Drive and Dine May 2 beginning and ending in Black Mountain, NC
- c) Reported basic plans in place for the remainder of the year, e.g. IDB in August, BBQ in September, etc. In discussion it was pointed out requirement for an Annual Meeting in December (possible as part of the holiday season party).

3) Secretary: David reported minutes of prior Board meeting documented and submitted.

4) Treasurer: Matt reported Treasury status as follows:

- a) Deposited \$75.00 from 50/50 drawing at March monthly meeting, \$250.00 from new member social provided by PCA, \$560.00 from PCA distribution of 2014 excess funds (\$5.00 per primary member), and debit of \$13.60 for purchase of checks for the region account.
- b) Currently working on IRS 1024 Form for filing for 501[c] [7] status. This will be required prior to filing annual tax returns, which for 2015 has a by 5/15/16 filing date.
- c) Anticipate receipt of annual disbursement of PCA member subsidy of \$15.50 per primary member; split and paid quarterly.

Committee Reports:

1) Web Site: Dick reported that he has initiated a “use” report provided by Google Analytics. The report provides various types of information regarding access to the

APR site, pages opened, length of stay, accessed from, etc. He only has two weeks of data at this point which is of limited use.

2) Special Events: Don Therien reported IDB status as follows:

- a) Most recent meeting was on Saturday March 28. The team is continuing to flush out the details of the event. Team has decided no Friday evening meal will be offered, continuing to work to finalize the Saturday lunch and banquet menus with meeting scheduled with Waynesville Inn Wednesday April 1. Budget is drafted and will be updated and event registration cost determined once the menus cost are finalized.
- b) He is initiating discussion with Kathy B., Goodie Store, in an attempt to obtain some portion of earnings for the region from the Goodie Store as has typically been provided in the past IDB events.
- c) Looking for a total of 4 Guided Tour guides to support the Saturday afternoon tour.

3) Membership: David reported as follows:

- a) Ran membership report on 3/31 - 115 Full members, 87 supplementary members
- b) Received PCA notification of 3 new members; Pete Martin, Nort Northam, Carl Von Schummer
- c) Sent Appalachian Region Welcome letter to 3 new members (those that he received PCA notification)

4) Projects: Dick Maybach shared submissions to the Logo contest. Five have been submitted and will be displayed at the Charter Party for all members to indicate their preference. The group discussed intended process for selection and concurred Board will decide considering things like member preference, adaptability of submissions for various uses, e.g. embroidery on apparel, patches, window stickers, etc. as input. The group selected three of the submissions for Dick to send to Kathy B (graphic designer) for adaptability review.

Old Business:

1) Action Item Status: Jim reviewed as follows:

- a) Dick reinstall Classifieds section on the website - Complete
- b) Jim provide Board election cycle to Dick for posting on the website on 2015 calendar - Complete
- c) Dick update the website to include listing of committee assignments and vacancies - Complete
- d) Events Committee share draft schedule at next Board meeting - Complete
- e) Board identify someone to lead effort to document charter party, e.g. photos, write-up for local papers, Panorama submission, etc. - Partial Complete (photo - Graham and Maybach, communication - Peterson)

New Business:

- 1) Broadus Brannon accepted Historian/Archivist committee assignment.
- 2) Matt has undertaking effort to develop Administrative Operational Procedures. These are procedures to document various administrative functions, e.g. when and how to obtain PCA insurance for moving events, etc. Hope to complete by year end 2015.
- 3) Board wants to assure event leaders obtain an attendance list of participants in monthly and special meetings. Need to obtain name and email address. We can use

this information in the future to identify potential volunteers for region activities management and leadership positions.

- 4) Jim pointed out there is an email tool (Emailer) on PCA.org for use by region president and membership chair for communicating with region members. Groups agreed we need to continue to use our old contact list until the region affiliation process is completed.
- 5) Discussed and agreed to adjust Board meeting schedules to provide best opportunity for participation. New meeting date and time set to 4:00 p.m. Thursday prior to the monthly meeting, (post meeting Jim officially communicated meeting logistics for April 30, 4:00 p.m. and June 4 at 4:00 p.m. at Harmony).
- 6) Discussed IDB historical participation; initial event (primarily local area participants), subsequent/recent event (primarily region participants). Agreed that going forward we want to be friendly and support participation of all PCA members but also try to assure we focus on the desires of the APR members.

Next Meeting: Board meeting 4:00 p.m. Thursday April 30 at Harmony Motors.

Motion to Adjourn: Jim made motion to adjourn, David seconded and Jim declared the meeting adjourned at 4:40 p.m.

Submitted,

David Butler
Secretary, Appalachian Region PCA