

**Appalachian Region Board Meeting
April 30, 2015
Harmony Motors, Asheville, NC**

In Attendance: Board members Peter Graham, Jim Peterson, Matt Pohsweg and David Butler. Also attending were Broadus Brannon, Joe Esposito, Don Therien, Scott Walker (late), and Frank Gregg (late).

Call to Order: Jim Peterson called the meeting to order at 4:00 p.m., welcomed all to the Appalachian Region Board meeting and presided over the meeting.

Minutes Approval: Meeting minutes of March 31, 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:** No report submitted by Jim Peterson. Various efforts and details documented below in **Old Business**.
- 2) Vice President:** Peter Graham reported he had taken an inventory of items placed or held in his hands as past Mountain Area Director in Carolinas Region. He shared the inventory list with those present. The team discussed and asked region Secretary to draft a letter to the Carolinas presenting the list and request their desired handling of items placing a respond by date on the communication. List is attached to these minutes. One item added to the list is the traffic directional signage used at 2014 Sommerfest that was placed in the hands of David Butler after that event.
Al David - Draft communication to the Carolinas Region regarding inventory list disposition.
- 3) Secretary:** David Butler reported minutes of prior Board meeting documented and submitted. Also, hard copies were made of all original submitted Charter Petition documents for retention by Secretary, and delivered the original documents and a CD containing those documents to the Appalachian Region Historian/Archivist.
- 4) Treasurer:** Matt Pohsweg reported Treasury status as follows:
 - a) Reported a balance of \$1,141.60. The only debit to the account to date is \$13.60 for purchase of checks for the region account. There are outstanding bills incurred by Board members yet to be submitted for reimbursement, e.g. legal fees related to Region incorporation, \$100.00 to establish region bank account, fee's related to filing for IRS 501[c] [7] status required for filing annual tax returns, etc.
 - b) The anticipated receipt of annual disbursement of PCA member subsidy of \$15.50 per primary member; split and paid quarterly, has not been received. Our 1st quarter subsidy will be based on 115 primary members as March 31, 2015.
Al Jim - Is the annual subsidy based on members at a given point in time during the year or actual members at the end of each quarter? **Al Complete** - Checked with Vic, the annual subsidy paid quarterly is based on the number of members at the end of the quarter. The number changes with each quarter.

Committee Reports:

- 1) Membership:** David Butler reported membership status as of 4/30 as follows:
 - a) Appalachian Region has 147 Primary and 99 Supplementary members
 - b) Of those 147, 15 are new to "PCA" in 2015
 - c) Of those 147, 62 are scheduled to expire in 2015. Of the 62, 12 are 1 year memberships and 8 are two year memberships.

- d) Welcome notice has been sent to new members, i.e. those where membership chair is notified by PCA a new member has joined. The notice contains detail on region formation, website and upcoming events.
- e) Group discussed/concurred:
 - i) Last day to join Appalachian Region as a “charter member” is May 31, 2015.
 - ii) Member additions after May 31, 2015 are a “member”.
 - iii) After May 31 all membership email distributions will be sent to the Appalachian Region membership list.

Al Jim - Include this information in upcoming email being sent to Mountain Area distribution. Also, include request for members to plan activities for a monthly event or volunteer for Events Committee.

- 2) Web Site:** Dick Maybach was unable to join the meeting due to sickness and no report was submitted.

Al Jim - Follow with Dick per photo for 4/2 event write-up, changed Board meeting dates, site maintenance notice when down, any update on division of labor with Carl Von Schummer?

- 3) Events :** Peter Graham reported on planned monthly activities as follows:

- c) Drive and Dine May 2 beginning and ending in Black Mountain, NC; event details communicated
- d) Waterfall Tour scheduled for June 6 planning continues. Due to parking limitations at some of the locations will have to limit groups to 8-10 cars and we need to identify a leader for each of these groups.
- e) With IDB cancelation need to plan an August 1 event. David was asked to approach TWC about hosting August 1.

Al David - Ask TWC to host August monthly meeting event (8/1, 8/8 or 8/15- depending on what may work best for TWC).

- 5) Historian/Archivist:** Broadus Brannon reported that he is accepting various documents and starting to build a file, e.g. drive documents (insurance, post report, observer report), charter petition documents, etc. If applicable, documents are being retained according to the *PCA Region Procedure Manual (RPM)*, otherwise they are retained for historical purposes. Also, Broadus and Matt are in initial efforts to establish an Appalachian Region Documents Retention Practice based on the PCA RPM.

- 4) Special Events:** Don Therien reported IDB is officially canceled with the Waynesville Inn, having received return receipt of letter to the Inn of our notice to cancel. Going forward Don is initiating efforts to investigate other venues for 2016, e.g. Fontana Village Resort which has hosted other car club activities/events.

- 5) Projects:** Scott Walker is working with Kathy Boehm to proof the logo design, i.e. embroider on material as sample for final approval of logo by Board.

Al Scott - Check with Kathy on status of logo proof effort.

Old Business:

- 1) Event Write-up:** Jim is working with Dick on selecting photo's to submit with write-up of Harmony Motors sponsored Charter Party. Jim is working on the write-up. Two sets of pictures being considered, Claudia Graham's and Dick Maybach's. Everyone having suggestion regarding pictures please notify Jim.

- 2) PCA Member:** Jim met with Charlie Schieren and confirmed that Harmony is paying for one year membership in PCA for purchase of new or used Porsche if purchaser is in the local area and has any interest in club activities. Sales staff has been completing the application at point of sale but are interested in performing online.

Al Jim - Communicate procedure for online purchase of membership to Harmony. **Al Complete.** Jim has provided detail feedback to Charlie Schieren. In short, *according to Charlene Pineda (charlenep@pca.org) PCA dealership liaison, it works much*

easier/better for PCA if the applications are filled out manually and sent in(or scanned and emailed - see below) with a check or credit card info. Charlene did offer a suggestion that is working well for some Porsche dealers. In this case, the dealer provides PCA/Charlene with a credit card # that is kept on file at PCA. After the forms are filled out they can be scanned and emailed (instead of mailing in with a check or credit card info.) In these cases, after enrollment is completed by PCA, Charlene then mails a receipt back to the dealer for accounting purposes. She suggests that this be done in a batch mode (once or twice/month) vs. just doing it one at a time.

3) Volunteers: Jim has communicated with various individuals who have expressed interest in becoming involved in club leadership/volunteer activities, e.g. Gary Zumstein, Don Oakes, J.P. Godfrey, etc. Also, Beth Aldecoa has expressed specific interest in serving as the Membership Chair. Jim and David to work with Beth as necessary to transition function to Beth.

AI Scott Walker - Reach out to Capi Wampler at a mutually convenient time per Marketing and Communications needs and determine if there is an interest/fit for Capi to become involved.

AI Jim - To continue to follow with Gary, JP and Don per volunteer opportunities and will advise.

AI Jim - Identify Beth as region Membership Chair to PCA. **AI Complete.**

4) Carolinas Website: Has not been updated to reflect loss of two areas to that region (Mountain Area and Sun Fun). Jim will pursue at the June region presidents meeting if no progress to update has been made at that point in time. (Note I viewed Carolinas website 5/1/15 and their region map has been updated.)

5) Policy and Procedures: Matt is working on document with projected completion by year end 2015.

6) Action Item Status: Jim reviewed as follows:

a) 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) Management of "Events", in particular rolling events, are being executed per the PCA RPM.

2) Future Board meetings - Board agreed to continue Board Meetings on Thursday prior to the first Saturday of month when a Board meeting is scheduled. Next meeting dates are June 4 and July 30, each at 4:00 p.m. at Harmony Motors. No July Board meeting due to July 4 conflict. The region bylaws require 6 meetings during the year. Year-to-date 2015 meetings have been held on March 3, March 31 and April 30.

3) RSVP System - A link has been established on the region website for members to easily RSVP to events when requested. The link is being sent with event communications.

4) Charter Party video - Harmony is creating a video of the Charter party and requested the use of the PCA and Appalachian logos in that video. Since it may be used for marketing purposes we'll check with Zone for permission to use PCA logo. While not final as yet Board has no issue with Harmony use of the APR logo.

AI Jim - Check with Vic Rola regarding Harmony use of PCA logo. **AI Complete.** Vic provided approval for Harmony to use the PCA logo and provided basic direction to find the logo via Google and select proper image.

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

Motion to Adjourn: Jim made motion to adjourn, Matt seconded and Jim declared the meeting adjourned at 5:34 p.m.

Submitted,

David Butler
Secretary, Appalachian Region PCA

Attachment: 4/30/15 MA Director Inventory List

Appalachian Region – PCA: MA Director Inventory

4/30/2015

- Hardboard clipboards (5)
- Plastic clipboard (1)
- Note pads (3)
- 3-tab folders (numerous)
- Red wrist bands (numerous)
- Green wrist bands (numerous)
- Cayman DVD (1)
- Mountain Area/Carolinas Region Photo/document CDs/DVDs (numerous)
- Directional/warning signs (6 to 8 – from Sommerfest Asheville)
- Walkie-talkies w/chargers, bases (2 sets, four total)
- VA ‘Club Participation Award’ plaque (1)
- Mountain Area/Carolinas Region documents (box)
- Coleman cooler (1)
- Large Glass Jar (1) w/ bottle/wine openers
- 25’ extension cord (1)
- Paper goods/cups (various)
- Name badges, pens (numerous)
- Meguiars Carnauba Wax (1 bottle)

