

THQMA Regular BOD Meeting January 2018

Regular BOD Meeting 1.4.18

BOD Members Present: Shaunce Johnson, Roger Wright, Melissa Hickox, Brian Rhoads, Amy Strong, Scott Chandler, Mike Cioch- Vice President, John Shipman, Jayne-ani Collins - President, Amber Mendoza – Secretary Present.

Regular Members Present: Loren Shaffer and Skip Collins present

Called to Order at 7:01pm

Jayne asks if everyone is aware of the new process to approve board minutes so that they can be approved in a timely manner. New process is to submit minutes to board via email for approval before the membership meeting the following week. Everyone in agreement.

Jayne asks Brian to set up a webmaster email account for Steve Richardson to send those minutes to. Brian states that he can do so right now.

Treasurer's Report

Amy Reviews treasurer's report as written. Amy notes that there is a difference between what Amy noted as owed to Duke vs what was actually pulled from the account. Amy notes two overdue trophy invoices that were paid. Notes payment for repair of Denny Meneely's truck, paid out of construction account. Amy notes that Duke Energy bills are set up on auto pay. Also, she states we will now be able to track the bill for electricity for the parking area, as it is billed separately. She adds that Stan submitted a bill for Republic for service at the temporary track, paid today for around \$161.00 which finishes out that account for services at the old facility. John Shipman questions dumpster onsite, Brian states that it is here to empty out trailer. Jayne states typically you pay a deposit, then the bill once it's picked up.

John Makes Motion to approve as written, Mike Cioch Seconds. Treasurer's Report passes.

Old Business

January Meeting

January meeting is on the 13th at 9am at the first financial conference center. Confirmation received for January membership meeting for First Financial Meeting Center.

Roger inquires about seniority list, Amy states that there is one available that she had sent it on to Greg Dillion, what Stan had sent to her. She states that she is unsure that any new memberships have been added to that list.

John inquires about website – no comments

Inquiry made about an updated membership list. I stated that I sent a request for the January list to Ginny, but have not received it as of yet. However, the last list received was from December, and it should not have changed from then.

Wall Committee update:

Jayne asks about the wall committee meeting. Amy asks if the quote from Alan Agee is correct, the amount of posts needed is accurate, etc... An additional quote was mentioned that would take an additional 1-2 weeks to receive (CDI). Jayne asks we can afford to wait for the additional quote. Brian discussed the design, they talked about the safety barriers to be sure that everyone was on the same page as to how the soft walls were going to be installed. Amy asks if we can modify design in the future if needed, soft walls vs not. Brian feels that the design will need to be tested to know for sure, but it should be ok considering what we were racing with at the old facility. Amy clarifies her question, if the posts are placed as designed, can it be changed, if needed, to create a safer/better design? John asks how much the quote was; \$13,375 states Amy. Jayne voices her concerns again about pushing off moving forward two weeks at a time again and again. Scott Chandler wants to know why this other option needs two weeks to return a quote. Roger asks if QMA approved our design. Jayne states that Matt Hickox has approved it on a national level. Melissa states that QMA made an exception for us and our design because QMA requires that the entire wall be soft. John Shipman wants to know what the plan is with the wall. Amy asks if we can get on the schedule with the original company that gave the quote (Allen's quote). Brian will reach out to Allen to check on lead time on material and scheduling for original company's quote. Hanning did not bill us for wall, we are not waiting on any refund for labor and we only paid for the supplies. Amy does indicates a change order deduction of \$20,000 that may have been for the wall. Amy asks about fencing, Brian states that the wall must be up before we can move on to fencing. Melissa states that double bee placed flags that we could use to measure and price fencing. Melissa also states that Double Bee has stated that their contract was complete and they did not plan on coming back. Amber makes a motion to move forward with quote with James H Drew Corp for new posts that are pre-punched and installed by company. She moves to get placed on schedule with James H Drew Corp. If CDI is able to quote us sooner or at less fees, we can pull from James H Drew. Second by Roger Wright. Motion carries.

Tower Update:

Amber states that we quoted furnishings, a wall decal and blinds. The basic needs including cleaning supplies, chairs, table racks, AED cabinet, First Aid cabinet will be approximately be \$10,000.00. Mike asks about the type of changing tables we are talking about? Amber states that they are the same type that are mounted in the bathrooms by the hot chute.

The decal is \$1,800.00 7ft tall by 21ft long from Clover Signs; Blinds and tinting from budget blinds are almost \$8,000.00. Brian suggests waiting until we use the facility and assess our needs for tinting and blinds.

Brian asks if there is a list of items we are considering? Amber states that there is and that she will get it sent out, she apologizes about not having it ready today.

By Laws Committee:

Jayne will chair, will bring up a committee at January regular membership meeting. First meeting is set for January 18th at 6pm at Thompson's Motorsports.

Concession Fees:

Amy states that Jamie has sent information on an auction taking place with items that are of interest for concessions. Jamie voices concerns about fountain beverages and the issues that come with selling it. Pepsi will furnish multiple items if we stay with current process of bottled beverages. Amber will contact a gentlemen that she works with who just closed a restaurant. Scott Chandler will also reach out for pricing with a contact he knows for restaurant equipment. He also suggests passing on the tavern's auction d/t the condition of the equipment.

Friends of THQMA:

Jayne states that she was emailing the incorrect address. She states that she has made contact with Doug Dillion, secretary of FoTHQMA and he is going to get back with her on a date for a meeting. He seemed like he was waiting for us to touch base with them to create policy and procedures.

Grands Requirement for Pavement:

Jayne asks what the requirements are for us to have a pavement Grands event. Melissa will look into the requirements. Jayne states that national's biggest concern is that we must have policy and procedure in place to run an even on the asphalt. Plan is to run some asphalt races this race season.

New Business

Insurance:

Do we have insurance on the property? Amy has only seen policy bills for general construction. Melissa states that she has a message from Tom Vicino that we have been paying insurance for the old facility for the past year. They have been unable to reach Stan on his phone when trying to make contact, so they reached out to Tom as the former treasurer. The name of the company is Howard Claire Insurance they are located on Wabash. Jayne states that K&K will cover up to 1 million on property. K&K will offer a rider, but cannot quote us until they renew our charter. Amy's concern is that we do not have January property insurance. John states that he does not remember us having property insurance through K&K. Jayne has sent K&K a message requesting a quote and further information on our coverage.

Racing Schedules and Formats:

Nothing submitted. Cannot run races during regional events. Board members to create formats and have them ready for next week. We will extend an offer to the membership to submit race formats as well. We will meet next week on a conference call. Melissa will send out a link for next Thursday at 7:00pm EST

Conference Calls:

There is a need for increased meetings of the board members to get the new track race ready. We will meet next week on a conference call. Melissa will send out a link for next Thursday at 7:00pm EST

Parking and Memberships

Amber asks if we will continue to accept cash for parking fees. Yes, as long as a receipt is issued with a signature from both the club officer and the member. Also, Amber states that she will be processing memberships at the January meeting. She asks Melissa to post a notice to Facebook letting members know, and give them a heads up

that if they can, please submit the QMA portion prior to the meeting. For those that need help with the online portion, she and Amy will help them submit it at the meeting.

Sale of Club Scholarship Car:

Schopmeyer is wanting to purchase their scholarship car – Question price. John asks what we paid for the car, Melissa said \$2,500, she thinks. Brian states that in that car is a scholarship engine. Brian proposes selling for \$3,000.00, including motor. **John Shipman makes a motion to sell the scholarship car to the Schopmeyer's for \$3,000.00. Scott Chandler seconds motion. Motion carries as written.**

Appointment of Directors

Tech Director - No one wants tech director; would we be willing to waive fees to have someone join and be tech? Jayne does have one person in mind but is unsure of his willingness at this point in time, this is why she wants to know if we could offer to waive the fees to spark and interest. Brian states that he will help this year, but will not be director this year. Amber asks Loren Shaffer who is present if he has any interest in being Tech Director. Loren Shaffer volunteers to be Tech Director if Dale Lewis helps. Loren later clarifies that he will be Tech Director even if Dale Lewis can't help.

Safety Committee: Roger Wright, Cindy Wright, Greg Dillion, Scott Chandler.

**Amber questions First Responders, who are they? Is there a committee? Melissa states that a deputy in Clark County will possibly do CPR, AED and First Aid training. Amber states that Regional Hospital may possibly be willing to do two day training that also includes handling of accidents on the track and response to other medical emergencies as well. We possibly have incorrect fire extinguishers, concerns voiced that we need to look into having the correct type of fire extinguishers and the need was voiced to have procedures in place to check them as well.

Publicity – Steve Richardson

Novice – Skip Collins will do Novice. There will also be a committee David Houk and Josh Collins will help, Loren Shaffer has expressed interest, Possibly Matt Bowden.

**Amber questions scholarship program as there are families contacting her about their applications. Jayne states that the novice director heads this program and Skip already has plans rework the cars. The 2017 board voted that those awarded scholarships, but did not receive cars will get them first. This has been a committee in the past.

Pit Steward – Shaunce Johnson, but needs help. Mike states that Heather Cioch will help as well.

Concessions - Jaime Turner will head Concession

Tower Director – President states that we don't really have anybody, she is still looking as she has concerns that whoever is going to do it needs to be here, will actually do what's supposed to be done, will go with the technology flow. Interest voiced in not having a Tower Director, but only a committee. Maybe move towards a committee, instead of a Director? Amber states that a committee would not be a bad idea, but that we still need someone to head the committee/tower to manage the running of the tower itself and we need a head scorer. Melissa states

that the Tower Director does not have to be the head scorer, and that the head scorer can change each week. Amy agrees that we should have sign ups and that the head scorers can change each week Jayne states that we want to give the tower people a chance to be with their families as well. Amy suggests a list, why is that a problem? Concerns voiced about people signing up to score. Concerns also voiced about scoring your own child's race. Jayne states that novice families need to be trained in scoring and judging. Amber suggests a class during novice training for scoring and judging. How much is technology affect the tower, Jayne asks? Brian states that if we do it the right way a scorer will not be needed. Transponders will keep track of the cars for you. Amy recommends reaching out to current members and creating a list of individuals who are interesting in learning to score. Amber suggests a class for them as well. Melissa discusses making it a requirement like corner working and judging. Amber questions if the By Laws state that a Tower Director is required? Jayne states yes, but it is not required to appoint anyone at this time.

Scales – Discussion around having a sign in for scales as well. You can sign in for as much as you want.

Trophies – Do we want to build them onsite vs ordering them? Jayne states that there has been some interest expressed in doing it this way. John questions expense of material for cutting and printing labels. No one individual appointed to head trophies.

BOD Monthly Meeting times

BOD meeting times: Can we move meeting time up to 6:30pm? Yes, we will try this.

New Business

Point of sale machine – basically and ipad with its own pedestal. We can take cards, or not. \$1,499.99 Each. Can make payments monthly. Does not have barcode reader, but it can be added if you want. Amy states that there is a bit of a learning curve, but reporting is top notch. Mike questions the need for two terminal vs just one. Brian states that this is a stand-alone unit, you cannot network. Melissa states that there is a sink centered in between the two windows. Amy asks if one window can be pay and order and the other pick up. Jayne asks, should the sink be taken out? Melissa asks is this square or intuit? It is square, it will create a file that can be loaded directly into Quickbook, which we are now using. Amber suggests starting with one and seeing how it goes. Sink can possibly be removed if not against code. Shaunce asks about up charging for credit card use. **Amy makes a motion to move forward with this, one, Square Register Kit and assess for need for second register as the season progresses. Mike Cioch seconds. Motion carries.**

Jayne asks about square account. Amy and Brian state that account set up processes will come with POS purchase.

Race Director parking spot discussed; Mike Cioch wants the BOD to select the parking space, not him. Parking space 13, 14 or 15 seems appropriate. Space 14 decided as race director's parking space. **Amy makes a motion to have parking space 14 for race director. Shaunce seconds. Motion carries.**

Brian discusses track lights, track side caution lights. The current light's wiring is a disaster and will require several hours of work. This is one of the items we must consider due to our interest in hosting the national's at our facility and this is one of their concerns. Brian states that he priced LED lights at PRI that are fully portable, wireless connected, handheld controlled he sent these via email to the BOD to consider. Mike Cioch states the he has

thought of this as well, he does not suggest waiting to make a decision. Our temp track lights will not be a logical choice for asphalt races. This option comes fully ready for use, just a pipe required to install. Any questions pricing on the smaller sizes of lights. Brian states that he can call for pricing on the smaller versions. The greater safety value of the larger lights was discussed. John asks if we donate the old lights to the Action Track. Melissa suggests that we attempt to sell them to help offset the price on the new lights. Roger makes a motion to purchase the LED lights quoted and suggested from Brian. Mike Cioch seconds motion. Motion carries.

Laptops are on the way, printer will be installed soon. Wifi will be active on the 15th.

Phone conferences between meetings as needed? We will readdress this need after next week's call and membership meeting. Mike states that we need to start spending some time here at the track as well. Loren asks if we have everything from the temp facility, Skip states that we will soon.

Brian mentions that he may have some office chairs that we can use for the tower, he will look into the details.

Meeting Adjourned.