

## Minutes of Board of Directors Meeting

Wed. November 14, 2018

On the Border, Novi, MI

### Attendees:

Frank Putman, Scott Harvey, Jennifer Glass, John Kytasty, Cindy Wisner, Brian Thorpe, John Lisiecki, John Fishbeck, Ken Wiedbusch, Pat Barber, Keith Armitage, Eric Penn, Steve Balanecki, Greg Anthony, Dan Assenmacher, Jon Jareo, Aldo Parodi, Piotr Roszczenko, Matt Wolfe, Andie Albin, Mathew Kowalski, Mike McClintock.

Meeting called to order at 7:00pm.

### 1. Current and Online Business

- a. **October 2018 minutes** were approved online, with 7 yes votes
- b. **The Region Policies** have been updated to reflect changes in BOD Travel reimbursement. (Appendix 1). Motion to approve, Frank Putman; 2<sup>nd</sup> Jenifer Glass; Unanimously approved.
- c. **Election Update** – the 153 ballots were counted before the meeting. Frank Putman announced the results with the following being elected to the BOD for two years beginning January 1, 2019: Jennifer Glass, Frank Putman, Scott Harvey and Keith Armitage. (Appendix 7.)
- d. **Rallycross Director.** Jon Trudeau previously announced he will step down from this position at the end of 2018. Matt Wolfe agreed to take on this role in 2019. Since this is an appointed, not elected position, Matt will step down from his elected Director (at Large) role. According to the Bylaws, the candidate with the next highest number of votes in the recent election, Ray Jason, becomes the replacement director, and he will serve for the 2019 calendar year. Matt and the other Appointed Directors will be confirmed by a majority vote of the next year's Elected Directors at the December BOD meeting.
- e. **Budget and Capital Spending Subcommittee** – Nothing to report.

### 2. Reports (including new/updated 2018 Event Budgets and follow up)

- a. **Race**
  - i. **Race town Hall** will be held on December 5 to get feedback on what we are doing right or wrong. There may be a guest speaker. Waterford Hills have given FOC the use of a room.
- b. **Rallycross**
  - i. **Great Lakes Divisional, #9 and 10**, will be held at Oakshade on December 9/10 after postponement due to rain.
  - ii. **Season Ender, #11**, will be at Thistle Hill on December 1<sup>st</sup>. Scott Harvey volunteered to hold an outdoors bonfire gathering to the DRSCCA 70<sup>th</sup> anniversary.

- iii. **Season Opener, #1**, will be at Crystal Motor Speedway on January 5, 2019.
- iv. **Bundy Hill** – we have two dates: early Feb and last week of Feb
- v. **New sites** – we have been contacted by M1 Concourse to try Rallycross; also, we should look at Birch Run Speedway and Fowlerville Proving Ground.
- c. **Solo**
  - i. **Season Ender, MIS October 13**. There were 154 entries vs 139 last year. The surplus was \$1302. (Appendix 2.)
  - ii. **Season points** have been finalized.
  - iii. **2019 Schedule** has been tentatively settled.
  - iv. **Planning meeting** will be held at the end of November or beginning of December and will be announced on Facebook.
  - v. **Site selection committee** will investigate Willow Run and Belle Isle.
- d. **Rally**
  - i. **Pavement Ends, November 10** – was a great event
  - ii. **Son of SnoDrift** will be on January 12, 2019. (Flyer is Appendix 3). The budget will be posted online for discussion and voting.
  - iii. **Piotr Roszczenko** volunteered to be the 2019 Rally Director.
- e. **Asst. RE**
  - i. **Banquet** – 2 February, 2019 at Fox Hills with a buffet meal and cash bar. The budget will be presented next month. Directors and Event Chairmen should advise award winners.
- f. **RE**
  - i. **National Convention** is on January 17-19, 2019 at South Point Hotel, Las Vegas. Register online at: [https://www.scca.com/events/1992768-2019-scca-national-convention#event\\_details](https://www.scca.com/events/1992768-2019-scca-national-convention#event_details)  
Attendees will be reimbursed \$275 for the basic admission. Addition fees will be used for Street Survival and FSAE and will be tax deductible. The Ascender Program is designed to help bring rising SCCA leaders to the National Convention. This program allows Regions to bring 1 Ascender for every 3 standard Convention attendees at no additional charge.
  - ii. **The 2017 tax return** has been signed and mailed.
  - iii. **The 2018 Non-Profit report** is on file.
- g. **Treasurer**
  - i. **Cash** - We have approx. \$182k in the bank. Costs for the banquet will soon be paid so cash will fall.
- h. **Membership report**
  - i. **We have 1341 members**, a net loss of 6 members. We gained 18 new members since last meeting, which means 24 members either did not renew their membership or transferred to another region
  - ii. **Service awards** – 6 were sent out at the beginning of November.

## i. Equipment

- i. **Fire Extinguishers**, every region certifies these annually. KW will get quotes for certification. Have used Detroit Fire Extinguisher Co. before but not tied to them. An extensive report is attached: Appendix 4. Thank you Ken W.

Solo used 8, Rallycross used 6. We need to buy more as all are expired. Costs should be allocated on Directors annual budgets as follows: 8 x \$70 - Solo; 6 x \$70 – Rallycross.

- j. **Open Exhaust** awaiting a couple of promised articles, so the next version should be out before Christmas.

- k. **Street Survival** no date yet for the 2019 event.

- l. **Website/Social media** – Mathew Kowalski, who was hired during the September BOD meeting, to be the webmaster, will investigate providing Board Members with DRSCCA.org emails. This should cut down on the scam emails some have received recently.

## m. Special Events

- i. **FSAE**, Mike McClintock announced he will step down from his organizing role and he provided a comprehensive “Observations and Suggestions” article. (Appendix 5).

A budget for 2019 is needed. The next meeting will be on January 5.

SAE to investigate MIS providing towing services for endurance race.

- ii. **Detroit GP** – nothing to report.

- iii. **Empire Hillclimb** nothing to report.

- n. **Social events**. This year is the 70<sup>th</sup> anniversary of the Detroit Region. Scott Harvey volunteered to hold an outdoors bonfire gathering after the December 1 Thistle Hill Rallycross. BYOB and fireworks!

- o. **Calendar Review** – discussed events planned over the next few months.

## 3. New Business

- a. **Directors** should prepare annual budgets for the January meeting.

- b. **Assignment of Directors** will occur at the next meeting.

## 4. Next Meeting – December 12, 2018 at On-the-Border at 7:00 pm

## 5. Adjourn 9:05pm

## Appendix 1 – Region Policy changes highlighted, page 1

Attach 1

Treasurer. Refunds will not be made until checks have cleared the bank.

9. If a Region event is cancelled by the Region, the entry fee collected will be refunded in full, excluding any processing fees. In lieu of a refund, an entrant may elect to have the entry fee applied to a future event in that calendar year.

10. Special Events to submit post event budget.

11. Personal budgeted expenses for event chairmen or assistant chairmen that are allowed:

- a) Telephone (long distance, event related)
- b) Postage (event related)
- c) Hotel rooms or banquet rooms when used as event registration, scoring or awards banquet
- d) Other expenses with Board approval

12. For out of Region officials or experts required for event, Chairman should ask Board for approval in advance, of items to be covered, and advise such individual as to coverage. Statement of expense by individual must be approved by Event Chairman who has complete financial responsibility for the event.

13. Event Chairman must submit an approved expense report to the Treasurer for each check written, and must have bill or receipt for all expenses. If a bill must be paid in cash at the event, chairman is allowed to pay from his own funds and be reimbursed for the bill or request a cash advance from Treasurer and supply detailed accounting to the Treasurer.

14. CASH INCOME AT AN EVENT MUST NOT BE USED FOR BILLS.

15. Damages to equipment or loss of equipment is to be charged on an event basis. For example, a discharged fire extinguisher will be charged to the event, a lost broom will be charged to the event, etc. Event Chairmen will need to include a budget item to cover lost or damaged equipment.

16. All events co-sponsored with another SCCA Region will be entirely financed by one Region.

17. Special Events will not be operated at a loss. As a minimum, fees shall be set to cover Region expenses to include but not limited to man hours, equipment, etc.

18. Any person(s) acting in an official capacity for the Detroit Region, that are due reimbursement for job duties performed for the Region need to submit a budget to the BOD for approval prior to expenses being paid.

19. Fuel/Mileage Reimbursement: When a suitable Region Vehicle is not available to support a Detroit Region event the following reimbursement rates will apply:

\* Use of a personal vehicle to tow the Region's race trailer to events will be reimbursed at prevailing IRS rates, plus 10 cents. For example, in 2018 the mileage reimbursement rate is 54.5 cents per mile. The Region will pay 64.5 cents per mile. This reimbursement covers fuel costs, depreciation and other costs associated with maintaining a vehicle.

\* The Detroit Region will reimburse actual fuel expenses incurred while establishing and measuring a Rally course.

All other reimbursements must be approved by the Board prior to the event. All event expenses must be outlined on a budget and submitted to the Board for approval in accordance with the Region's bylaws.

**B. GUIDELINES FOR REIMBURSEMENT FOR NATIONAL CONVENTION and GLDIV Spring Training** (to be reviewed each February) Representation from Detroit Region at these meetings is encouraged to obtain new ideas and learn new techniques and to encourage communications between regions and with National office.

1. To receive compensation per the guidelines, a member must submit to the Board at their next meeting following the Convention or GLDIV Spring Training: a) a written report on a minimum of three (3) sessions for the Convention and one (1) for the GLDIV Spring Training. Coverage of a particular session by more than one Region member is encouraged and recommended (where sufficient member attendance allows). Information from more than one report could be combined.
2. The Regional Executive, or designate, will organize the coverage of sessions at Convention.
3. Reimbursement will not be made for any meals other than those included in the registration fee, except as indicated in policy.
4. All reimbursement will occur only after submission to the Treasurer of a full expense report accompanied by all receipts.



## Appendix 1: Region Policy changes highlighted, page 2

5. Movement of persons between categories on reimbursement schedule will be at the Board's discretion.
6. All mileage reimbursements for travel on behalf of the Region will follow the current rate set as the federal guideline.
7. REIMBURSEMENT POLICY - NATIONAL CONVENTION
  1. Voting Members of the BOD; Members giving presentations
    - a) Registration (plus any meals/banquets not covered in the registration fee where awards are presented) 100%
    - b) Travel - budget airfare or per mile rate 100%
    - c) Hotel 100%
    - d) Per diem up to \$25.00 for meals not covered in registration fee.
  2. Non-Voting Members of the BOD and Specialty Chiefs/Chairs (ie: Member Services Chairman, Open Exhaust Editor, Merchandise Chief, etc)
    - a) Registration (plus any meals/banquets not covered in the registration fee where awards are presented) 100%
    - b) Travel - budget airfare or per mile rate 50%
    - c) Hotel 50%
  3. Other Region Members
    - a) Registration (plus any meals/banquets not covered in the registration fee where awards are presented) 100%
8. REIMBURSEMENT POLICY – GLDIV Spring Training
  1. Regional Executive; Members giving presentations
    - a) Registration 100%
    - b) Travel - car per mile rate 100%
    - c) Hotel 100%
    - d) Per diem up to \$25.00 for meals not covered in registration fee.
  2. Assistant Regional Executive, Secretary, Treasurer, Race, Rally, RallyCross, and Autocross Directors, Member Services Chairman, Open Exhaust Editor, Chiefs of Specialty, Race Chairman, Pro Competition Committee Chairman, Public Relations Chairman, Merchandise Chairman
    - a) Registration 100%
    - b) Travel - car per mile rate 25%
    - c) Hotel 50%
  3. Other Region Members
    - a) Registration 100%

## Appendix 2. Solo Season End final budget

*APP2*

Event: Season End Event Date(s): 10/13/2018

Chairperson(s): Frank Putman Site Location: MIS

		Last Year		This Year		This Year	
		Actual		Budget		Actual	
<b>INCOME</b>							
Entry fees:							
Member	99 @ \$35.00	\$ 3,465.00	105 @ \$40.00	\$ 4,200.00	112 @ \$40.00	\$ 4,480.00	
Council	6 @ \$40.00	\$ 240.00	6 @ \$45.00	\$ 270.00	8 @ \$50.00	\$ 400.00	
No Affiliation	29 @ \$50.00	\$ 1,450.00	34 @ \$55.00	\$ 1,870.00	34 @ \$55.00	\$ 1,870.00	
Jr Kart	5 @ \$20.00	\$ 100.00	5 @ \$25.00	\$ 125.00	0 @ \$20.00	\$ 0.00	
	0 @ \$0.00	\$ 0.00	0 @ \$0.00	\$ 0.00	0 @ \$0.00	\$ 0.00	
	0 @ \$0.00	\$ 0.00	0 @ \$0.00	\$ 0.00	0 @ \$0.00	\$ 0.00	
Other Income	@	\$	@	\$	@	\$	
Other Income	@	\$	@	\$	@	\$	
<b>Total Income:</b>		<b>\$ 5,255.00</b>		<b>\$ 6,465.00</b>		<b>\$ 6,750.00</b>	
<b>EXPENSES</b>							
		Last Year	This Year		This Year		
		Actual	Budget		Actual		
Insurance	\$6.50 @ 139	\$ 903.50	\$6.50 @ 150	\$ 975.00	\$6.50 @ 154	\$ 1001.00	
Sanction Fee:	\$6.50 @ 139	\$ 80.00	\$6.50 @ 150	\$ 975.00	\$6.50 @ 154	\$ 1001.00	
Printing/Artwork:		\$ 0.00		\$ 0.00		\$ 0.00	
Postage:		\$ 0.00		\$ 0.00		\$ 0.00	
Supplies:		\$ 37.95		\$ 40.00		\$ 6.46	
Telephone:		\$ 0.00		\$ 0.00		\$ 0.00	
Trophies:		\$ 126.00		\$ 100.00		\$ 0.00	
Give-aways:		\$ 0.00		\$ 0.00		\$ 0.00	
Rentals: Track:		\$ 2000.00		\$ 2500.00		\$ 2120.00	
Porta-Poties:		\$ 160.00		\$ 0.00		\$ 0.00	
Security		\$ 600.00		\$ 0.00		\$ 0.00	
		\$ 0.00		\$ 0.00		\$ 0.00	
Registration Fees:		\$ 222.69		\$ 225.00		\$ 303.10	
Fuel:		\$ 50.00		\$ 50.00		\$ 379.25	
Worker Points:	28 @ \$5.00	\$ 140.00	28 @ \$5.00	\$ 140.00	28 @ \$5.00	\$ 140.00	
New Member Fund:		\$ 350.00	40 @ \$10.00	\$ 400.00	42 @ \$10.00	\$ 420.00	
Miscellaneous:		\$ 0.00		\$ 0.00		\$ 0.00	
Water & Ice		\$ 0.00		\$ 20.00		\$ 20.45	
Donuts		\$ 0.00		\$ 20.00		\$ 28.17	
Measuring Wheel		\$ 0.00		\$ 0.00		\$ 28.61	
		\$ 0.00		\$ 0.00		\$ 0.00	
<b>Total Expense:</b>		<b>\$ 4670.14</b>		<b>\$ 5445.00</b>		<b>\$ 5448.04</b>	
<b>Surplus (Loss):</b>		<b>\$ 584.86</b>		<b>\$ 1020.00</b>		<b>\$ 1301.96</b>	

When grey shaded cell (entry fee) is filled in, balance of entry fees is automatically calculated. Insurance, sanction and new member fund (yellow shaded cells) are automatically calculated based on number of entries.

Reverse side of form to be used for additional explanations and comments as needed.

Final statement must be submitted to the Detroit Region Board of Directors within 30 days of event.

Expenses reimbursed **only** with receipts.

Signatures are required for both the budgeted and actual columns.

Event Chairman \_\_\_\_\_  
 \_\_\_\_\_  
 Date \_\_\_\_\_  
 \_\_\_\_\_  
 Autocross Director \_\_\_\_\_  
 \_\_\_\_\_  
 Date \_\_\_\_\_

Event Chairman \_\_\_\_\_  
 \_\_\_\_\_  
 Date \_\_\_\_\_  
 \_\_\_\_\_  
 Autocross Director \_\_\_\_\_  
 \_\_\_\_\_  
 Date \_\_\_\_\_

## Appendix 3. Son of Sno\*Drift XXI Flyer

### Son of Sno\*Drift XXI

A Winter Rally (we hope)  
Saturday, January 12<sup>th</sup>, 2019

App 2

Son of Sno\*Drift is intended to be a winter rally. As such, it is hoped that the challenges of winter driving will be a part of the fun. Son of Sno\*Drift is a straightforward Time, Speed, Distance (TSD) Road Rally with simple instructions and no traps. **NOVICES Welcome!**

Roads used on Son of Sno\*Drift will be primarily unpaved and run within Livingston, Washtenaw and Jackson counties. Total distance will be approximately 175 miles with two breaks. Mileages will be provided with each instruction, which will be by tulip diagram and written description.

With very few exceptions, this rally will run to the SCCA tour rally rules. This event will count toward the Detroit Region and Great Lakes Division SCCA Road Rally Championships.

Awards will be presented to the first and second place teams in each of the following classes:

- E (Equipped) – unlimited equipment.
- L (Limited) – no limits on distance measuring equipment, but any information from these modifications must be entered manually into any calculating equipment by the navigator.
- S (Stock) – distance measurement limited to stock odometer, in stock location and/or GPS device. Navigator must manually enter information to calculate average speeds.
- N (Novice) – any team where the total number of rallies entered by the two members of the team does not exceed six (6); and equipment is restricted to that of the Stock class.



**Start/ Finish: New Location! Aubree's Pizzeria & Grill** 21775 Pontiac Trail, South Lyon, MI 48178 Approx. 0.7 miles north of 8 Mile Rd on the west side. (248) 437-8000 [www.aubrees.com](http://www.aubrees.com)

Son of Sno\*Drift is not to be confused with the "Sno\*Drift" Performance Rally, which is presented by American Rally Association. Son of Sno\*Drift is expected to be a challenge to the driver, navigator and vehicle. Suitable tires and nighttime driving lights are recommended. Snow extraction equipment is also a wise idea. This should include, warning triangle(s), tow strap, shovel, etc.

Tentative schedule:	10:30 AM	Registration Opens/ Route Instructions available
	12:00 PM	Driver's Meeting (Navigators welcome)
	12:31 PM	Car #1 Starts Rally
	3:31 PM	Car #1 Starts Section Two (Tentative)
	6:31 PM	Car #1 Starts Section Three (Tentative)
	8:30 PM	Car #1 Finishes (Approx.)

Entry fees (per car): \$45 for SCCA members who register by 1/9 (2 non-members add \$5)  
\$55 registered after 1/9 and day of rally (2 non-members add \$5)

Entries will be accepted via MotorSportReg at: <http://www.motorsportreg.com/events/son-of-sno-drift-xxi>. Driver should register first and then the navigator may select the driver he is paired with. A draw for car numbers will take place no less than two days prior to the event. Priority will be given to classes E, L and S respectively. Late entrants, irrespective of class, will be given later numbers.

For those of you who are less computer savvy, you may still mail the following entry form to: Son of Sno\*Drift, 7307 Dyke Rd, Algonac, MI 48001-3011 (Mary Shiloff: Registrar) Make checks payable to: Detroit Region SCCA, Inc.

For more information: (Chairman) Scott Harvey: [Scott@TeamHarco.com](mailto:Scott@TeamHarco.com). Cell: (734) 730-9347  
(outgoing Rally Director) John Fishbeck: [fishbeck@msu.edu](mailto:fishbeck@msu.edu)

Learn more about Detroit SCCA and rally or to obtain a downloadable entry form at: [www.Detroit-SCCA.org](http://www.Detroit-SCCA.org)

**Team Harco Motorsports** is your local source for Nokian and Hakkapeliitta winter tires (other tire brands are also available). **Make Team Harco your choice for tires.** Use the contact information above for Scott Harvey. Learn more about the world's finest winter tires at: <http://www.nokiantires.com/>

Motel accommodations in the area: Best Western of Whitmore Lake 9897 North Main St, Whitmore Lake, MI 48189 (734) 449-2059



## Appendix 4. Fire Extinguishers recap page 1

SPORTS CAR CLUB OF AMERICA

DETROIT REGION

FIRE EXTINGUISHERS

November 13, 2018

App 3

SCCA - Detroit is currently using (14) Ten Pound dry chemical fire extinguishers (Ansul brand) and (11) Five Pound dry chemical fire extinguishers (First Alert) for competition events. They are rated ABC for paper/wood, electrical, fuel/oil/grease. The small five pound units, while refillable are considered expendable (\$30). Autocross uses (8) ten pound FE's while RallyCross uses the rest.

The additional fire extinguishers owned by SCCA - Detroit are for use at the CDBIGP (Chevrolet Detroit Belle Isle Grand Prix) and at the FSAE (Formula SAE) at MIS.

- (4) 20 lb ? CO2 Fire Extinguishers (MERV) (a)
- (8) 20 lb dry chemical Fire Extinguishers (MERV)
- (3) 15 lb ? CO2 Fire Extinguishers (Pit Lane Firemen)
- (8) 10 lb dry chemical Fire Extinguishers (MERV)
- (70?) 10 lb dry chemical Fire Extinguishers (Pit Lane & Flagger Stations)
- (16) 2-1/2 Gal Water Fire Extinguishers (MERV) Serviced by SCCA Det with Cold Fire
- (4) 150 lb Dry chemical Fire Extinguishers (MERV) **are not the property of SCCA Det**

A detailed inventory will be required to evaluate the age, condition, and inspection history of all the SCCA - Detroit Fire Extinguishers.

### (NFPA) National Fire Protection Association

The NFPA is the national association that sets the standards for all fire protection in the United States. They provide a yearly update to the "NFPA 10 Codes for Portable Fire Extinguishers". It is similar to the national codes for electrical and plumbing. Codes are enforced via the Business Licenses/Certificate of Occupancy by local authorities.

The maintenance rules for both the dry chemical are similar:

- Monthly inspection by the owner and noted on tag. (Check gauge and general condition)
- Yearly inspection by Certified Technician. (Same as monthly plus tag) \$5 powder, \$10 for CO2
- Six year inspection by Certified Technician (depressurize, remove valve, inspect interior, reassemble, pressurize with nitrogen, new tag.)



## Appendix 4. Fire Extinguishers recap page 2

Twelve year inspection by Certified Technician (Same as Six Year plus empty tank, perform hydrostatic pressure test, new powder or CO2. Essentially a refurbishment is the tank is good.

The Six year and Twelve year inspection require the tank to be taken into the Fire Protection Company for one or two days.

Rough idea of costs:

10# dry chemical NEW \$60 -\$70 Refurbishment \$60-\$70 (Deemed economically unserviceable)

20# dry chemical NEW \$100-\$135 Refurbishment \$70

20# CO2 NEW \$262 Refurbishment \$85

### Brief History

All the fire extinguishers have been purchased from Detroit Fire Equipment Co. per the recommendation of the Fire Marshal. The Fire Marshal would sometimes have the units on the MERVs inspected and tagged. SCCA - Detroit has never had our fire extinguishers inspected. The reason given to me is "They are all back up extinguishers". If a 10lb powder is fired, take it to Det Fire and have it refilled. If they won't fill it because it is old, buy a new one. (It won't be scrapped because it is old, it will be scrapped because it is more than twelve years old and has not been hydro-tested.)

It has been attempted to insure that the newest 10# chemical fire extinguishers are used for Autocross and RallyCross. Unfortunately, the chaos of loading the trailers after the GP and FSAE, results in older units get mixed in. I would like to keep the best ones separate and in use for the Club events.

This analysis is a work in progress. We need to verify quantities, condition, and age of all the Fire Extinguishers. It would be in our best interests to establish what we should do going forward. Keep it the same? Changes? Funding? We now get \$1000.00 per from the GP for repair and replacement of equipment. Needs to be discussed.

Ken Wiedbusch

Sr. Equipment Grunt

(a) MERV is a truck functioning as a Medical Emergency Rescue Vehicle. Four trucks are provided by Chevrolet for the Fire Marshal to stock with equipment, one or two Fireman, and a First Responder Medic. They are primary for the IMSA and SCCA races and a backup to the INDYCAR MERVs for the INDYCAR races. SCCA-Detroit furnishes other equipment for the MERVs also.

## Appendix 5 FSAE Observations by Mike McClintock page 1

### Observations and suggestions to improve FSAE Michigan

First and foremost, this is just a review of the event in hopes to see it become the world's best, as it should be. It should not be taken as a slam against the volunteers that work extremely hard.

It was mentioned that there is the need to change the climate amongst the volunteers to give input into process improvement. Teach volunteers using suggestive ways to improve the tasks given versus volunteers just accepting the instant defensive behavior that is/has been allowed to be acceptable for too long which is "this is how it's always been done." The teams have been forced to make improvements over the years to keep pace with the industry and safety. Yet, many of the antiquated processes utilized behind the scenes are lagging behind.

### Registration process for workers

Online registration has been an improvement of understanding who is volunteering for the event. It helps with many things like food, badges, sign in, etc. One problem that has continued to happen is giving the user who is registering the ability to select job preference. As they then take it as I signed up for this and that is the only job they are willing to do...it should be more of a "what skills do I possess?" There is an attempt to fulfill all work assignment requests, but please be open to being assigned to other positions. At times we may need to move volunteers around. Many positions need to state any specific qualifications or, in some cases, take note of any volunteer that has x,y,z ability, knowledge, training, experience when setting up assignments. There will always be volunteers unhappy with their favorite assignments but we need to ask the question - "are we looking to put on the best event or just let volunteers do what they want even if they are not the best qualified for that position? Should personal agendas allowed?"

### Equipment

In the end there is always enough equipment but it takes too much time getting the equipment. Workers are wasting too much time and effort trying to find equipment and supplies. Watching multiple people running around in/out of any vehicle they can find in futile attempts is not productive. Also, the disruption this causes when these vehicles are being utilized for timing, control, penalty assessments, etc. breaks down those processes. In addition, it usually turns into "What are you looking for?" from other volunteers and now there are people who were doing something else to being sent in an opposite direction. Using a radio to call for something should be last resort when the "normal" places have been exhausted. Too much radio chatter already

- Turn 4 area for volunteers with the big canopy was very nice. The supplied heaters were a very nice touch.
- Food was very good, continue to think of having a small amount of something for the non-meat eaters.
- Was it determined why the bathrooms in camping area were getting locked?
- Have one area that users go to find supplies. Supplies are too fragmented throughout the site. Creating a "Supply Shed" is one such improvement that would increase efficiency and lower volunteer stress. It would also create an area that people would be more likely to return something too versus leaving it anywhere as that was easier than trying to find where it goes.

## Appendix 5 FSAE Observations by Mike McClintock page 2

Observations and suggestions to improve FSAE Michigan

### Equipment Cont'd

- Currently corner stations are set up beforehand with all needed supplies but there is no process of replenishment of supplies. For example, having a corner station with an expended fire bottle for any length of time should not be accepted. MIS gives us an added comfort of having their fire trucks on hand; however, with a large endurance course with 6-10 cars on course at a time and no plans to stop running endurance when there is say a fire, you have to be ready for the extreme chance of having additional cars with a major issue at the same time. In the matter of a fire on the inside middle of the track and that corner with a dead fire bottle is too high a risk.
- Having equipment checklists (maybe laminated cards or something) Example - like a tow cart set up at the start of the day with personnel swaps that leads to chances of necessary equipment not quickly available. Have something on the cart saying this is what is in here and where to go to replenish supplies. Some workers didn't know that the garbage bags in the tow carts were the diapers for retaining fluid leaks or even for what use and why they were there.

### Course

- *Autocross*
  - The allowance of comic relief on the radios during downtime was good to keep people engaged. It handled well from control when it needed to end.
  - Purchase waterproof paper for corner audit sheets. Too much of a hassle with wet paper, Ziploc bags, pencils, etc.
  - Starter has to be the one wearing the radio. The delay in the relay of calls was too slow and caused several unnecessary reruns
  - Captain and F&C worker being on the same freq was a good thing. It saved radio traffic of what was the call when you're focused on a situation on course. Having two people hearing what is going on was a good checks and balance.
  - An immediate call should happen on the radio when a car pulls off track. This would help trigger the minds of everyone to be on the lookout if a red flag situation is coming. Many times a car off was passed by another car and never heard a call to let timing know. Not sure if any reruns were needed for false times but there were times that it could have happened.
  - If car pulls off letting them restart and continue is fine, but track has to be clear. Meaning that the corner workers need to have a thought process of what can the corner workers before me see. If a car goes behind a barrier, the expectation is that car is not going to just come back out.
  - Better understanding of naming procedures for going off course. The audit sheets stating "missed gates" might be a better term to use. As is understood with a DNF when the car has been pulled off but a missed slalom, a missed gate, and going through the middle of a wall in a 90-degree corner were being called in differently.



## Appendix 5 FSAE Observations by Mike McClintock page 3

### Observations and suggestions to improve FSAE Michigan

#### Course cont'd

##### Endurance

- Corners stations must watch cars and other corners for safety/penalty calls. Final corner before finish rarely turned to see cone calls or if the volunteer had cleared the track.
- Need to improve start
  - Starter saying "hi" to every driver caused safety concerns. Several times cars were put out in front of cars that were only a few gates away caused some too close moments.
  - Process of cars moving from ready grid to start plus time taken to get car on track has to be equal if all cars are judged on fuel economy. Seeing cars idling at start line for more than a minute, then being told to shut off, backed out of the start line to then be started again and told to go back to the start line is unacceptable. There are teams told to start immediately moved from ready grid to start line to on track in a timely manner and it is not equal for all teams. A set time of say 30 seconds max that a car is at the start line should be incorporated in start process.
  - Communication between timing person, person at barrier tracking cars next on course, grid worker and the starter needs improving. Use the radio versus walking back and forth, shoulder tapping, yelling, and whistle blowing. It was not a good chaos.
- Tow Carts
  - Driver needs to be focused forward, 2<sup>nd</sup> person to be facing towards car being towed.
  - Need better means of rope disconnect from car.
  - Institute tow hook on cars?
  - Hard tie is to the car not the cart? Meaning 2<sup>nd</sup> worker in cart is the one responsible for the release. Problem with this is if car is rolling will tow rope get entangled in the car wheel/suspension?
  - Instead of the moving dollies which bring their own set of challenges, like balancing the car on it. Could we have something built that would create a flat tow. Like a small trailer for the carts to pull. It would be safer to lift cars onto the "trailer" as then it removes the disconnect rope issues where the driver needs to steer, brake, etc. This would also mean every car comes off course the same way. Not a real trailer, but something made. Thinking garage creeper idea, low to the ground and rolls well. That also could have it so that any leaking fluids are captured.
  - Driver needs to watch cars on track and plan accordingly for possible too close sections. Example turn 1 was very close to the MIS inside wall. At times a tow cart would be pulling a car through there while a car was on course in the same turn.
- Penalty tracking
  - Overheard many times that volunteers in the Funmover were not staying on task and not treating job with the hyper vigilance that should be required. Some calls were confusing them and recorded incorrectly. One person was nodding off at times. Another area that needs to be re-evaluated.
- Snacks
  - Create a "box of snacks" that is part of corner station setup which is less use of a cart, frees up radio as there is always someone making calls asking for snacks. Make sure not a surplus of snacks leftover.



## Appendix 6      Agenda

### Detroit Region SCCA



November 14, 2018  
Board of Directors Meeting  
On the Border  
21091 Haggerty Rd  
Novi, MI

Board Meeting 7:00 pm  
Agenda:

1. Current Business and Online Business
  - a. Oct 2018 BOD Meeting Minutes approved online.
  - b. Review and approve updated BOD policies for travel reimbursement and other minor updates.
  - c. Results of 2018 Election for the 2019 Board of Directors\_ Conducted by Directors-at-Large
  - d. Search for New RallyCross Director\_ Update
  - e. Update Budget and Capital Spending Forecast subcommittee\_Budget form comparisons
2. Reports (including new/updated 2018 Event Budgets and follow up)
  - a. Race
    - Event updates
  - b. Rallycross
    - Season Ender #11\_ Thisle Hill\_ Dec 1
    - GLD Rx Champ\_ #9/10\_ Oakshade\_ Dec 8/9
    - Season Opener\_ Jan 5
  - c. Solo
    - Season Ender\_ Oct 13\_ MIS
    - Updates
    - Solo Planning Meeting
  - d. Rally
    - Pavement Ends TSD Rally\_ Nov 10
  - e. Asst. RE
    - 2018 Awards Banquet Update\_ Budget
  - f. RE
    - 2019 National Convention\_
    - 2018 Tax Return Filed and 2018 MI Non-Profit Annual Report Filed
  - g. Treasurer
  - h. Membership report
  - i. Equipment
    - Fire Extinguisher Annual Review
  - j. Open Exhaust\_ Summer 2018\_ Published 20181008\_ Updates
  - k. Street Survival®\_ 2019 Fowlerville\_ New Event
  - l. Website/Social media
  - m. Special Events
    - FSAE\_ 2019 Planning
    - DGP\_ Follow up / meetings
    - Empire Hill Climb
  - n. Social events
    - 70<sup>th</sup> Anniversary Event (John Li, Keith Armitage, John Kytasty )
  - o. Calendar Review
3. New Business
  - a. New Business/walk-ins/comments
  - b. Returning and New Directors begin developing 2019 Budgets, due Jan BOD mtg.
4. Dec 12, 2018 Meeting Date and Location
  - a. Meeting Location\_ On-the-Border\_ 7:00 pm
5. Adjourn

## Ballot count Nov 2018

11/21/2018