

# General Meeting Minutes



Meeting Date	Wednesday, November 15, 2023, 7:00 PM
Location	Microsoft Teams meeting
Attendees	Steve Gunner, Doug Floer, Wayne Terai, William Pao, Caleb Loewen, Ethan Delichte, Steve Wensley, Richard Matte, Amanda Loewen, Owen Wright, Angela Corfe, Rob Hamilton, Aaron Schmidt, Wade Pollok, Amanda Shuffels, Wade Schmidt, Matt Schmidt, Kym Miller, Terry Dunn, Ed Christianson, Shawn Christianson, Stephanie Boyle, TJ Uppal, Mike Vasko,

## Meeting Agenda

1. Call to order – 7:02 PM Steve Gunner
2. Approval of Agenda – **Floer/Pao. Carried.**
3. Approval of Minutes of January 2023 Annual General Meeting – **Floer/Loewen. Carried.**
4. Reports of the Executive – Reports from the President, Vice President, and Treasurer will be included at the end of the document.
5. Old Business
  - a. Elimination of 200 TW PAX handicap – In a move to align more closely with SCCA and CACC regulations, the board of directors has decided to discontinue the 200 treadwear PAX handicap. Wade P expressed concerns regarding the drawbacks of this decision, emphasizing the increased cost of race tires that offer minimal advantages due to difficulties in heating the tires up on our small, paved racing lot. Matt S highlighted that many clubs manage similar situations by implementing alternate tire PAX handicaps, considering the limitations of their compact racing spaces. Rob H emphasized that retaining the 200 TW PAX handicap is beneficial for welcoming newcomers to the sport. This allows individuals who haven't tailored their cars to a specific class to gauge their competitiveness in the vehicles they already own, eliminating the need to invest in race tires. The board will reconsider the removal of the 200 TW PAX classes at the next meeting.
6. New Business
  - a. Venue status for 2024 – In the past, the club made more money on Vernon events than Kelowna. Increasing the number of events in Vernon brought in significantly more money than Kelowna events. Both Kelowna and Vernon lot rentals remain uncertain for 2024. The City of Vernon has imminent building plans for the space adjacent to the lot we use that jeopardizes our future there. Okanagan College has recently built new student accommodations next to the lot we use and the parking allowances for that may interfere with our future there also. Efforts to secure one or two new venues have been unsuccessful this year. Richard M was in contact with Kelowna City Council regarding plans for future paved parking lots being available at the airport, but that was a dead end. Penticton Speedway was presented as a potential location, but their requirement to rent the entire facility likely makes this not economically feasible for regular events. Rob H commented that he has participated in some events at the speedway that were a lot of fun and posited one or two special events could be held there.
  - b. Board elections – President Steve Gunner, Secretary Caleb Loewen, and Director Steve Wensley remain.
    - i. Nominations for Vice President: Steve W nominates Doug F (declined), Wade P nominates Matt S (declined), Wayne Terai nominates Mike Vasko. **Mike Vasko elected by acclamation.**

- ii. Nominations for Treasurer: Doug nominates Stephanie B (declined), Steve W nominates Amanda Loewen (declined). **Treasurer position will remain vacant until a suitable member is found.**
  - iii. Nominations for Directors: Doug F nominates Richard M, Steve W nominates Amanda L (declined), Ethan D nominates Owen W, William P nominates Stephanie B (declined), Richard M nominates Wayne T (declined) and Doug F (declined), Doug F nominates Matt P, Wayne T nominates Angela C (declined). Steve W nominates Amanda S (declined), Richard M nominates Aaron S (declined) and Kym M (declined), Matt S nominates Shawn C (declined), Steve W nominates William P (declined). Votes: Richard Matte 17, Matt Philips 16, and Owen Wright 7. Treasurer position remains open. **Directors elected are Richard Matte and Matt Philips.**
  - c. Volunteers for open operational positions – Email to be sent out requesting more volunteers for the positions of Chief of Competition, Chief of Operations, Chief of Administration, Sponsorship Coordinator, and Technical Inspector.
  - d. Registrations and payments – Wade P raised concerns about the difficulties some members are experiencing because of Motorsport Registration requiring a credit card to register for events. Some members may not have a credit card or have difficulty navigating the MSR website to register. Doug F notes that bank cards are an accepted method of payment for registration and that there has been little to no evidence of this difficulty registering from an administrative perspective. Matt S suggested developing a procedure that would help members who cannot register through MSR. He suspects that the slightly lower attendance numbers at events this year may be a result of the use of MSR. Doug F notes that MSR is used to aid the planning and organization of events ahead of time to allow for a more seamless event and not to discriminate against any potential participants.
- 7. Comments and Announcements
  - 8. Next meeting date (Wednesday, November 13, 2024)
  - 9. Adjournment – Floer/Wensley

# President and Vice-President Report

To the 2023 OPDA Annual General Meeting

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## Administration

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- Hosted a successful second annual Introduction to Autocross. Possibly two events in 2024
- Established a sponsorship program and procured two sponsors (Wayne, Stephanie)
- Alternate site search
  - o Submitted preliminary proposal to city/airport to explore viability of developing unused paved area for multi-use facility that would include autocross. City has declined (Richard)
  - o Currently talking with Penticton Speedway
- Updated by-laws to:
  - o Change fiscal year end to September 30 (Wayne Terai)
  - o Changed board positions to 2-year alternating expiration (Steve Gunner)
  - o Added protection for arbitrary expulsion of members (Steve Gunner)
- Established and published a club code of conduct (Matt Phillips)
- Established facilities contingency fund to save for possible future site purchase (\$10k in 2023)
- Acquired and implemented **opda.ca** Internet domain.
- Established policy that:
  - o Determines number of runs at an event and eliminates arbitrary decision.
  - o Sets local-defined 200TW classes to a consistent factor (0.975)
  - o Specifies championship points calculations.
  - o Fairly reimburses the person providing the truck for pulling the trailer.

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## Operations

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- Facility improvements
  - o Arranged for relocation of Farmer's Market sea-can at Kal Tire Place to a less intrusive spot allowing for full use of lot
  - o Arranged for the removal of remaining curbing at Okanagan College to allow more flexible lot use.
- Timing and Scoring
  - o Implemented the MJ Timing System for timing and scoring at events, making event result gathering more reliable, accurate and simple. Worked with VCMC to develop output format to include OPDA's historical Time to Next and Time to Top columns.
  - o Implemented bar code scanning system for drivers to simplify timing procedures.
  - o Purchased large screen TV for participant results viewing.
  - o Eliminated whiteboard for score recording in lieu of results displayed on TV.
  - o Corrected recurring timing stoplight failure by raising start/stop lights to mid-car height.
  - o Purchased Yagi antenna to eliminate signal distance limitations and allow greater flexibility in locating stop box.
  - o Improved redundancy and fault tolerance by purchasing spare set of timing eyes, tripod, bar code scanners and miscellaneous parts and cables.
- Technical Inspection and Safety
  - o Implemented virtual tech inspection forms to eliminate paper-handling at events.
  - o Replaced three expired helmets, 90% subsidized by CACC Autoslalom Safety Upgrade program.

- Registration
  - o Established event registration cut-off times to allow volunteers to adequately prepare for events.
  - o Established procedure where run groups and work roles are assigned prior to event to simplify onsite event administration.

# Treasurer Report

To the 2023 OPDA Annual General Meeting

## OPDA November 2023 Financial Update

## Sponsorships Program

Okanagan Precision Driving Association

### Sponsorship Program



#### Annual Sponsorship Benefit

- Organization logo placement on all pages of the OPDA website as primary sponsor
- Recognition on OPDA's MotorsportReg.com events including organization logo
- Promotional opportunities at events
- Sail flag or banner representing organization posted at main tent at all OPDA events
- News article on OPDA website recognizing organization's support
- Display of your organization's logo on all promotional material
- Year-end plaque recognizing contribution
- Recognition on website sponsorship page including organization logo
- Social media (Facebook) recognition

	Gold	Silver	Bronze	In-kind	Cash
Organization logo placement on all pages of the OPDA website as primary sponsor	<input checked="" type="checkbox"/>				
Recognition on OPDA's MotorsportReg.com events including organization logo	<input checked="" type="checkbox"/>				
Promotional opportunities at events	<input checked="" type="checkbox"/>				
Sail flag or banner representing organization posted at main tent at all OPDA events	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
News article on OPDA website recognizing organization's support	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Display of your organization's logo on all promotional material	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Year-end plaque recognizing contribution	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Recognition on website sponsorship page including organization logo	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Social media (Facebook) recognition	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>DONATION AMOUNT</b>	<b>\$2,500</b>	<b>\$1,500</b>	<b>\$750</b>	<b>In-kind</b>	<b>&gt;\$100</b>

#### Suggested in-kind donations but not limited to:

- 10'x10' or 20'x10' Canopies (may include organization logos)
- Trophies and plaques
- Traffic cones (may include organization logo)
- Radio equipment
- Portable tables, folding chairs
- Safety vests and tape (yellow caution or red danger)
- Helmets meeting SCCA certification standards
- Public announcement equipment
- Timing and scoring equipment

**In-kind donations may include organization logo or promotional wording**

# Sponsorships

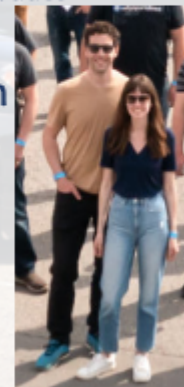
- National Bank - \$1500 – Thank you Stephanie (Silver)
- Mark V (CSN Collision Centres) - \$750 (Bronze)

**\$2,250 of Total Sponsorships!**



# Okanagan College Bursary

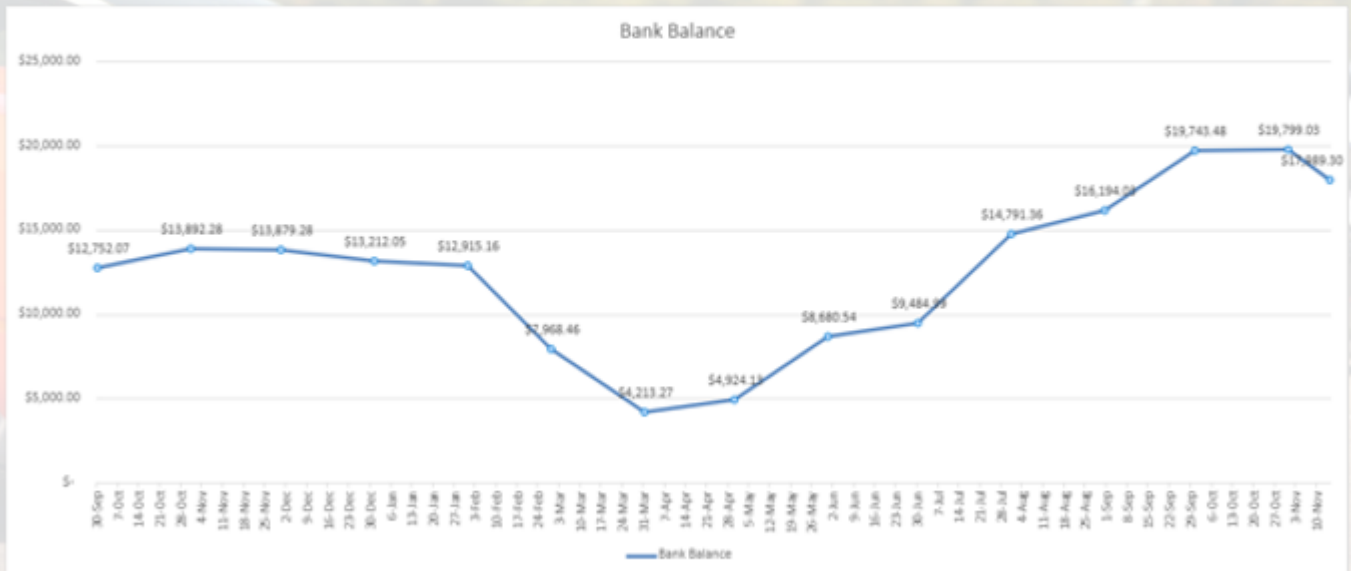
- Board voted on increasing our annual donation to Okanagan College Foundation to **\$1500**, from \$1,000, towards the *Okanagan Precision Driving Association Motor Vehicle Trades Bursary*
- Past recipient of the bursary (2011): **Caleb Loewen**



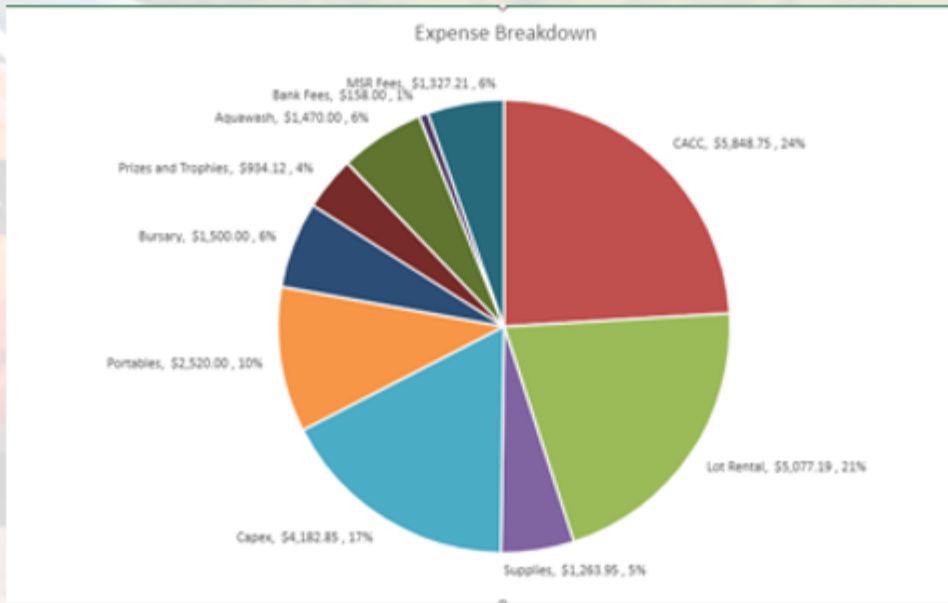
# Tax Filings Review

- No Tax Owing due to Non-Profit Organization Status
- No Tax Filing until Total Assets are greater than \$200,000 or dividend, interest, royalty income are above \$10,000  
- Excludes Sponsorships and Membership Fees

# Bank Float



# Expenses



# Income Statement

Income	2023	2022	2021
<b>Events</b>			\$ 9,320.00
Kelowna	\$ 7,500.00	\$ 7,600.00	
Vernon	\$10,600.00	\$ 4,625.00	
Eliminator	\$ 3,100.00	\$ 3,550.00	
Intro Course	\$ 1,575.00	22 Attendees	\$ 425.00
Sponsorships	\$ 2,250.00	\$ -	
Membership	\$ 6,100.00	223 Registrations	\$ 3,995.00
Punch Cards			\$ 3,500.00
EFTs		\$ 2,825.00	\$ 289.00
<b>Total Income</b>	<b>\$31,125.00</b>	<b>\$ 24,625.00</b>	<b>\$ 17,104.00</b>
<b>Expense</b>			
CACC	\$ 5,848.75	\$ 6,529	\$ 4,985
Lot Rental	\$ 5,077.19	20% Vernon/20% Kelowna	\$ 4,772
Supplies	\$ 1,263.95	\$ 3,609	\$ 2,012
Capex	\$ 4,182.85	\$ 5,750	Includes trailer sale and purchase
Portables	\$ 2,520.00	20% Vernon/20% Kelowna	\$ 1,832
Bursary	\$ 1,500.00	OC Foundation	\$ 1,000
Prizes and Trophies	\$ 934.12		\$ 349
Aquawash	\$ 1,470.00	Kelowna	
Bank Fees	\$ 158.00	\$ 211	\$ 170
MSR Fees	\$ 1,327.21	\$ 1,436	
<b>Total Expenses</b>	<b>\$24,282.07</b>	<b>\$ 25,132.97</b>	<b>\$ 15,234.00</b>
<b>Net Income</b>	<b>\$ 6,842.93</b>	<b>\$ (507.97)</b>	<b>\$ 1,880.00</b>
<b>Bank Balance Sep 30</b>	<b>\$19,746.48</b>	<b>\$ 12,757</b>	<b>\$ 12,940</b>
<b>Bank Balance Nov 14</b>	<b>\$17,989.30</b>		



# Kelowna vs Vernon

	Kelowna	Vernon
<b>Revenue (Regular)</b>	\$ 7,500.00	\$ 10,600.00
<i>Intro</i>	\$ 1,575.00	
<i>Eliminator</i>		\$ 3,100.00
<b>Expense</b>	\$ 6,799.81	\$ 8,719.57
<i>Margin</i>	25%	36%
<b>Bursary</b>	\$ 1,500.00	
<b>Total</b>	\$ 775.19	\$ 4,980.43

# Net Income Growth



# Summary



- **Cash Is Strong**
- **Potential to Increase financial position with further sponsorships (and goodwill/perception)**
- **75% in a Redeemable 18 month GIC over the offseason – no penalty to redeem – Interest earned if held past 90s (Interest calc is inclusive of 1<sup>st</sup> 90 days)**
- **Gradually building cash balances for unexpected expenses, increasing contributions to Okanagan College Foundation, potential need to source new event locations in the future.**