

Board Meeting Minutes – Jan 2, 2017

Meeting Venue:

19002 N 21st Ave, Phoenix AZ 85027 (Paul Hendrick's home)

Board Members

Paul Hendricks – Present
Brian Odello – Absent
Bryan Quattrocchi - Absent
Ryan Christensen - Absent
Bill Scheets – Present
Scott Cebulski - Absent
Bernie Lacotta - Present

Meeting did not achieve a quorum.

Special Meeting Regarding 2017 IKF 4 cycle Grand National Race

BANQUET – JAN 14

- Victory Room (\$80/hr) and Mezzanine (\$125/hr) reserved at K1 Speed. These are discounted rates. This will accommodate 80 guests and space for F&B. Scheduled from 7:00-10:00PM (\$205 X 3 = \$615)
- Catering: \$13.95-\$14.95 per person, plus \$50 delivery charge, plus hard/soft beverages. We assume a cash bar, and are planning on this.
- Rates do not include karting activities
- Jake will manage the event along with the PKRA point person.
- Jason's company will help sponsor with \$1000 donation.
- Selected the menu \$13.95 Italian Buffet
- Set Ticket Purchase Price: \$25 Adults, \$15 for children 12 & under \$35/25 at the door. Pre-registration . Cuts off 5 days before.
- Will sell tickets on PKRA.com. Add Paul to the mail list.

PRACTICE RATES

- Tucson Non-Member Practice Rates \$80, and want to consider raising the regular rate for weekends or other all day periods (Holidays). May want to offer ½ day. To be discussed at the regular Jan 9 board meeting.
- Bernie will email Bill with Track Rental rates to be posted.

MOTORSPORTSREG

- Haven't received a status back from Jacob. Note that Jacob did spend a significant amount of time dealing with the intrusion and getting the site

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working again afterwards. We greatly appreciate his efforts.

- We will need the Membership database cleaned up prior to importing into the new system.
- We will need to establish membership processes. In particular, manually submitted memberships (paper with check, or through Square at the track).
- Automation can make manual processes easier and less error-prone, but will not fix broken processes.
- There will likely be questions that will need to be answered as their software may require slightly different processes, and some of the current processes do not appear to be defined.
- Bill has spent several hours looking at the system, but it isn't clear how the financials are handled. Rumor is that PKRA would get paid once a month.
- Regardless of what Jacob does, Bill will have to learn the new system to be able to configure.
- After configuration is complete, testing will be required to assure everything is working properly.

FINANCIAL DUTIES – CONNIE WRIGHT

- This will have to be discussed at the Jan 9 BOD meeting.
- Connie Wright is willing to perform financial responsibilities in exchange for free race entry fees for the Kris Hendricks family.
- Connie cannot be designated the treasurer unless she is a board member (so we'd have to work through the process for that), but she could help out with financial activities without being the Treasurer.

2016 GN KEY DISCUSSION POINTS

Three Race “Punch” Requirement

- Limits Participation and revenue
- Individual Waivers possible if no races within 200 miles, but each individual must first be a member and then submit the waiver prior.
- Wasn't required at 2016 4-cycle in Texas, and Bernie indicates this is no longer enforced.
- Suggest change contract to read this is not applicable at this particular event. We don't want a separate agreement required outside of this contract.

Sponsors

- Do we know the 2016 sponsors?
- Who will be in charge of this?

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Ambulance Service

- On-site and Backup. Assume this is beyond what we have for club races.

Are we going to have an awards dinner? Questionnaire says awards at track. But we would plan to have a barbecue.

Any Issues Selling Fuel? Curtis will check with Western States.

How Many participants could we expect?

What Classes?

2016 had 135 Entries representing about 56 unique individuals

At least 5 entries per class for a Duffy

DAY 1 (2016)

Gas Animal - Jr 1 Briggs Light (240):	6 Entrants
Gas Animal - Jr 2 Briggs (310):	3 Entrants
World Formula – Jr 2 (325):	None
World Formula – Medium (365):	6 Entrants
LO206 Light (340):	21 Entrants
LO206 Masters (390):	10 Entrants
Gas Animal (350):	None

DAY 2 (2016)

Kid Kart (150):	None
Gas Animal – Jr 1 Heavy (260):	6 Entrants (All same as Light Day 1)
Gas Animal – Jr 2 Heavy (330):	None
World Formula – Heavy (390):	5 Entrants (All from Med Day 1)
LO206 Senior (360):	30 Entrants (23 from Day 1 + 2)
Animal – Heavy (370):	3 Entrants (2 from Day 1 +1)
*LO206 – Jr 2 Heavy (???):	5 Entrants (All from Day 1)

DAY 3 (2016)

Kid Kart – Heavy (175):	None
LO206 – Jr 1 (235):	8 Entrants (6 from Day 1)
LO206 – Jr 2 (310):	6 Entrants (All from Day or 2)
World Formula – Masters (400):	None
LO206 – Heavy (390):	26 Entrants (23 from Day 1/2)
Gas Animal – Masters (370):	None

Insurance

- Wrist Bands
- “Occurrence” Policy – liability of \$2million with IKF endorsement

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FINANCIALS

Bernie has spreadsheet. We'll need to adjust numbers, but it shows \$3,200 profit on \$37,615 revenue (8%). Is that sufficient? If we underestimate expenses, or over-estimate participants by 10%, we lose money. Maybe just make sure we are conservative.

Key Up-Front Costs (Cashflow issues?)

- Maybe \$20k prior to getting registration revenue
- \$3,000 deposit
- Trophies ~\$10k
- Ads, Banners, Fuel, Mailings, Concessions, Deposits, etc.
- New Transponders?
- Other Equipment / Improvements?
- Thoughts that Bill DeLong would be the promoter, sponsoring and getting some return back.

Costs Not On Spreadsheet?

- Other workers (corner, scales, scorers, etc. etc.)
- IKF Fees (question about the spreadsheet) (\$11.25 per entry, double >200)
 - We owe 10 days before – does this imply registration is closed by then? No on-site registration?
- Cost to ship IKT Tech Box to next event
- How many of each Trophy?

Trophy Costs – 2016 – Need 2017 Costs

- Duffy, Base, Plate: \$255
- Screaming Eagle, Base, Plate: \$115
- Belt Buckles: \$ 60

Pit Passes Participant/Driver – What the heck do these mean?????

- 1 Day Silver \$7.50
- 1 Day Gold \$7.50
- Event Purple \$8.25

Non-Participant

- 1 Day Lt Blue \$6.50
- 1 Day Orange \$6.50
- Event Red \$7.00

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2016 Entry Prices

- Unofficial Practice Day \$50
- Pit Spot 10 X 40 \$100 – assume for 4 days
- Race Entry 1st \$100 (\$85 early) – includes 4 day pit pass
- Race Entry Each Add'l \$90 (\$75 early - before ~40 days out)
- Transponder \$10/day
- Fuel \$5/gallon, must purchase 3 gallons
- Spectator Pass \$10/day, \$25 all 4 days
- Non-driver pit unofficial practice day \$10

CONTRACT TERMS AND CONDITIONS, CLARIFICATIONS

- 2 Sanction: Termination in 10 days. Need ability to cure, and question of recoupment of costs. From a practical perspective, it will be hard for them to award a race to someone else on short notice, but the primary concern with any costs we may incur up to that point.
- 4 IKF Fee. To our advantage to push payment deadline back. Will need to close registrations with enough time to know how many.
- Vague Requirements regarding Track.
- Per Bernie, IKF distance requirement:
Senior Race Distances: Pre-Final 8-12 miles, Final 10-14 miles
Junior Race Distances: Pre-Final 6-8 miles, Final 10-12 miles
- 5 bathroom facilities minimum. Only 4 portapotties in addition to bathrooms.
- Race Director and Starter are supposed to be named on the questionnaire.
- 19 – ask for reciprocal indemnification.
- 22 & 23. California vs Arizona law.
- New – Add contingency regarding special use permit? Or wait to sign until confirmed.

STAFFING

Race Director

- We indicated Bernie Lacotta or Rich Bowen on the questionnaire. Bernie believes they will want an outside person, and Rich is not available anyway (and Bernie would want to race). This will need to be someone outside PKRA

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Starter

- Also needs to have a name on the questionnaire

Announcer

Photographer and writer

TIMELINE STRAWMAN

January – Complete by Feb 1 (~120 days out)

- Assess participant count
- Talk to sponsors and get at least some level of confidence
- Request Special Use Permit
- Set Prices
- Determine Required improvements (Transponders, Fix Cracks? Scale Certification? Bleachers? Fax Machine?)
- Complete Questionnaire (Feb 1 deadline)
- Prepare Registration Mechanism
- Provide \$3,000 deposit
- Sign Contract
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February – Complete by Mar 1 (~90 days out)

- Obtain / Confirm Sponsors
- Set Up Hotel Reservation Blocks, Race HQ
- Place Event Ad, Other Marketing
- Order Trophies
- Open Pre-Registration
- Arrange for novelty concessions to sell

March – Complete by Apr 1 (60 days out)

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- Track / Equipment Improvements
- Order Wrist Bands

April – Complete by May 1 (~30 days out)

- Close Pre-Registration May 1?
- Get Approval of Trophies
- Get Approval of Track

May

- Send IKF Fees mid-May (10 days before deadline)

June

June 7 – Official Practice

June 8 – Race Day 1

June 9 – Race Day 2

June 10 – Race Day 3

Winter 2017/2018 Grand National

Dates to be determined