

Riesentöter Region, Porsche Club of America, Inc.
(a Pennsylvania Nonprofit Corporation)

Minutes of a Meeting of the Executive Board
Held
9 May 2009

A meeting of the Executive Board of Riesentöter Region, Porsche Club of America, Inc. was held on Saturday, May 9, 2009, at 6:00 PM EDT at the home of Marty Kocse. The voting members present in person or by conference telephone were Graham Knight, Joe Asher, Chris Karras, Marty Kocse, Steve McMorn, Myles Diamond and Brian Minkin, constituting a quorum. The voting members absent were Steve Mankowski, Robin Zelinskie, Maureen Sangiorgio, Larry Herman, Francine Knochenhauer and Peter Majka. Also present for all or part of the meeting was Mike Andrews, an Appointed Officer members.

Graham Knight called the meeting to order and welcomed the members.

Chris Karras moved the adoption of the minutes of the Board Meeting held April 5, 2009, which had been distributed to the Board in advance of the meeting. Graham Knight seconded the motion and it carried unanimously. (Knight, Asher, Karras, Kocse, McMorm, Diamond and Minkin in favor; no one opposed; no one abstained)

Chris Karras then asked the Board to consider the revised Document Retention Policy previously distributed to the Board. In particular, there are six categories of documents that account for most of the documents produced by the Club. At the April 5, 2009, Board meeting there was consensus for how long documents in the six categories should be kept and there was also consensus for who should keep the documents in five of the categories:

1. Organizational documents. Permanently. Held by Secretary.
2. Tax records. 7 years. Held by Treasurer.
3. Board meeting materials. 3 years. Held by Secretary.
4. Bank records. 7 years. Held by Treasurer.
5. Contracts. Life plus 3 years. Held by Secretary.

The sixth category is:

6. Insurance certificates, event reports and waivers. 4 years and 1 month.

Joe Asher volunteered after the April meeting to poll other regions of PCA and make a proposal for the management of these papers. Joe reported at the May meeting that he would need more time to develop that proposal.

Larry Herman's report on storage options for Club papers and materials was deferred another month until Larry could attend a meeting. Larry's report on the next scheduled tech session was also deferred for the same reason.

Mike Andrews gave a preliminary report for himself and Maureen Sangiorgio on current advertising rates and a cost analysis of Der Gasser. Mike said that his work was progressing and that he would make further reports by e-mail on the financial aspects of publishing Der Gasser.

Myles Diamond reported on the status of DE registrations.

Steve McMorn reported on the Planes and Porsches autocross event to benefit the ALS charity.

Brian Minkin reported on the preparation of the new web site. There is a delay in the previous expectation that the web site would go online by the end of April.


Graham Knight reported on his efforts to attract a volunteer to assist with marketing the Club's various activities. The Board reviewed the "want ad" that Graham placed on the web site and a detailed discussion of the need and purpose of additional staff ensued. Following the discussion, the Board encouraged Graham to locate a communications and marketing volunteer and also an additional volunteer to assist in obtaining from PCA the many insurance certificates the Club's activities require.

Robin Zelinskie's report on her plan to coordinate with Sutton Faller to prepare a survey of the members that would help guide the planning for the December member dinner was deferred a month until Robin could attend a meeting.

Tom Zaffarano is scheduled to the next Board meeting at a time and date in June to be determined.

The meeting adjourned at 7:00 PM EDT.

Submitted:



Christopher G. Karras
Secretary