

SSSCC March Club Meeting

March 12, 2008

Old Business

February events were great with thanks to Lawrence for the courses. Course work and skilled work improved from January. Sunday there were some timing issues and other issues that forced a slow day, but overall a success.

The new timing computer is here and almost ready to go. The club spent \$1200 on the system which was custom built by a computer science major working with Lynn. It is setup to eliminate all data streaming issues known to be causing problems with our event timing. Lynn has had close communication with Vitek on likely problems and optimal corrections.

Online registration module continues to be improved and more sophisticated. It will now produce the discounted entry fee for 2nd day payments, will allow members to link to other members for single transaction payment of multiple drivers in the same or different cars, should now be able to charge correctly for member discount if joining the club and registering for events in the same transaction. As a side note, Spokane club, Auto Sports NW, has joined the ORM and will be listing their events online soon. Simply go to “my memberships” and choose to join their club from the pull down list.

Timing software has further improved for this season. We now have two separate registration client modes. No more using Admin client to work registration. Additional improvements have made to the virtual time reports and other announcer functions.

Treasurer’s Report – The club has \$1000 in the checkbook. Jodee has all the tax information ready to send to the IRS. This is the first year SSSCC has had to report our income as it went above the \$25,000 mark. We will not have to pay any taxes; just report our gross income which was around \$32,000. Thanks to Jodee for all her hard work getting this completed.

New Business

Upcoming events:

Winter Heat #5 & #6 – April 12/13- Dust Devils-Typical six run format. Gates open at 7:00am, registration open by 7:30am and driver’s meeting by 9:00am. Mitch Lewis is course designer.

Purchasing Needs:

Our current radios have accompanying headsets that the club has strongly encouraged workers to wear. They have not held up to the use by the club and are broken down for the most part. Lynn has asked Jim Walker to obtain pricing and availability of replacing the headsets with lapel microphones at an estimated cost of \$20 each. Lapel mics should stand up more to the use by the club and will also allow everyone at a worker station to hear what is broadcast across the radio.

Lynn would like our club to incorporate a worker station idea from the Montana club, home of Top Gun. They place a five gallon bucket with the station number stenciled on it at each worker station. Each bucket contains everything a station could need such as chalk, crayon, red flag, lapel microphone, radio, drinking water, fire extinguisher, etc. It helps identify stations and makes needed items available. Mike volunteered to secure buckets so we should have this up and in place by next event.

Promo cards are still on hold pending an actual schedule. Once that has been solidified we will need to order cards.

We still need a few more computer parts to get the new system ready for an event. The system is set up for dual monitors which would be optimal in timing as both timing workers need to see the screen. Rex, Mitch and Lynn donated a total of \$200 towards the purchase of two monitors. Suggestion is to buy two 17" LCD screens from a local store. We also will need to purchase a USB wireless network card for the new computer to be able to download data between events. This is minor purchase of \$30 or so. Lynn would like to have a wired keyboard and mouse to minimize start up time and issues. Mara has access to a wired set up and has volunteered it to the club.

Season awards need to be ordered but will have to wait until a season schedule has been developed. May have to order awards for a couple of events at a time until entire schedule is known.

Event Site Update

The event planned for May 3rd and 4th at Yakima is still on the schedule but will only hold through if the Sundome does not get any other bookings for the site clear up to within 30 days of the event. This makes it difficult to not be able to plan for a race date until 30 days prior. Bob Hall Mazda is not happy with this arrangement either as it is not optimal to put on a car show with only 30 days prep time. They have voiced their concern and that they may wish to hold off on this event until fall. Lynn will keep working this situation from all angles and will keep us informed.

TCR is still in the process of selling and therefore is not available for any event until the Port of Kennewick actually owns the property. This is expected to happen by April 1st. Lynn drafted and sent a short and long term lease proposal to the Port to start them thinking of a vision for this property. Whether they will be open to such a proposal we will have to wait and see. Lynn's vision is to sign a 3-5 year lease that defers any payment to the Port in exchange for the club cleaning up the property and then maintaining it. This would put us in control of its use. The longer term vision is to turn the site into a facility capable of hosting events compatible with the winery format that is rumored to be the ports original purchase vision. This would mean tearing out the oval and walls, using dirt from the property to build up terraced burms, paving the bowl where a portable stage could be erected for events. In between those types of events the club could autocross on the paved area.

2008 Club Sponsorship

It is the time of year to secure sponsorship from local businesses. Autobahn has agreed to renew, Lynn just has to visit and pick up their check. Les Schwab has provided stickers for van which need someone to install. KS and Kartsports NW need to be contacted to verify they wish to renew. We need to get vinyls printed for Advantage Backflow.

The club has adopted a new system pertaining to members securing new sponsors. If a member secures a new club sponsor at the \$300 level, the club will give you \$50 cash. If you secure a new club sponsor at the \$1000 title level, the club will give you \$200 cash. Sponsorship packets are available via the forum as needed. They say 2007 season on them, but no changes have been made since then. To qualify for the cash requires that you secure the sponsor and deliver a check to the club. An officer will then contact the sponsor for graphics logos and such to get them put on the van, course maps, and such.

Misc. Business

Lynn has been approached by a few members expressing their opinion that they prefer the Round Table Pizza location for club meetings versus our current location. He has also been approached by just as many who have expressed satisfaction with the current site. Issues brought up have been physical location in Pasco, less modern meeting room, preference for pizza vs. spaghetti. Subject was opened up for discussion but no one present had any strong opinions to express.

Meeting adjourned at 7:30pm.

A. 2008 – Event Flow

1. Friday Setup (overseen by Harold Walkup)
 1. Arrival time – 3:00 P.M.
 2. Things to accomplish:
 - a. Position trailer
 - b. Position van
 - c. Define site perimeter as needed
 - d. Place cones
 - e. Evaluate course with designer for safety and flow.
 - f. Chalk course
 - g. Supply cones to worker stations
 - h. Setup grid
 - i. Plug in radio charging tub and nest all radios correctly in cradles.
 - j. Identify problem areas on race surface which require attention.
 - i. Either fix the problem or report it for event morning correction.
2. Friday night pre-event setup (overseen by Mara Walkup)
 1. Verify all laptops are running most current version of Axware software.
 2. Verify all laptops are fully charged and running properly.
 3. Create event in Axware timing software.
 4. Download event registrations from ORM.
 5. Print registration labels and affix to blank timing cards.
 6. Print bar code labels and affix to blank timing cards.
 7. Verify bar code scanner is fully charged.
 8. Verify timing light units are fully charged.
 9. Verify all necessary electronics consumables are on hand. (batt's, labels, etc)
 10. Print reports of online payment transactions for membership and event.

11. Event morning duties:
 - a. Setup timing computer and peripherals
 - b. Setup registration computers
 - c. Test computer network
 - d. Test bar code scanner
 - e. Test label printers
 - f. Be available for tech support as needed.
3. Waiver (overseen by Rex Ayers)
 1. Before event:
 - a. Recruit waiver workers for entire day's event.
 - b. Confirm to those people their assignments
 - c. Communicate assignments to chief of workers
 2. During event:
 - a. Verify with chief of workers that all volunteers are there.
 - b. Supervise Waiver positions throughout day.
4. Event morning setup (overseen by John Jobin)
 1. Arrival time – 7:00 A.M.
 2. Things to accomplish:
 - a. Setup registration area
 - b. Setup and test PA system
 - c. Setup and test timing lights
 - d. Setup and test display board
 - e. Resolve any remaining race surface issues unresolved from setup crew.
5. Registration, Membership, and Work assignment (Mikey Hall, Scott Bliler, Jodee Penner, Dan Best, Ken Wheeler)
 1. Arrival time – 7:30 A.M.
 2. Membership:
 - a. First contact at registration line.
 - b. Determines what the person needs and delegates as needed.
 - i. If the person wants to join the club:
 1. Have them fill out the form
 2. Collect membership dues
 - ii. If the person has pre-registered for the event:
 1. Find their timing card in the pre-reg stack.
 2. Collect entry fee dues
 3. Give them bar code label and instruct them of placement
 4. Send them to next available registration person
 - iii. If the person has not pre-registered for event:
 1. Collect entry fee dues
 2. Give them a blank timing card
 3. Send them to next available registration person
 3. Registration:
 - a. Second contact at registration line.
 - i. If person is pre-registered for the event:
 1. Verify all information on their label is correct
 2. Mark them as registered in the Axware software
 3. Send them to the work assignment person.
 - ii. If person is not pre-registered for the event:
 1. Input information into the Axware software.
 2. Print registration label for timing card.
 3. Print bar code label and instruct them of placement
 4. Send them to work assignment person.

6. Work Assignment:
 - a. Before event:
 - i. Communicate with chiefs of timing, waiver, and tech for work assignment volunteers selected by those chiefs.
 - b. During event:
 - i. Final contact at registration line.
 1. Collect time card from participant
 2. Assign them a work assignment
 3. Write assignment on tear off portion of timing card
 4. Instruct person to where work assignment is.
 5. Remind person of 9:00 Drivers meeting.
 6. Send person to Tech inspection.
 7. Perform worker check in before each run group.
 - ii. Verify with chiefs of timing, waiver, and tech that all volunteers are present.
7. Tech inspection: (Overseen by Mike Parker)
 1. Before event:
 - a. Recruit volunteers to perform tech inspections
 - b. Confirm with volunteers their assignment
 - c. Communicate with Chief of workers those workers.
 2. During event:
 - a. Arrival time – 7:30 A.M.
 - b. Perform mechanical tech inspection
 - c. Inspect helmet for race readiness
 - d. Inspect car interior for loose items
 - e. Verify numbers are on side of car
 - f. Verify bar code sticker is on properly
 - g. Verify sticker matches numbers on car
 - h. Send car to grid location
8. Novice: (Victor & Vickie Livengood)
 - a. Arrival time – 7:30 A.M.
 - b. Assist novices in the registration line
 - c. Assist novices in preparing for tech inspection
 - d. Guide or delegate a guided course walk at 8:30 A.M.
 - e. Assist novices as possible throughout day.
9. Kart: (Dawn Danton)
 - a. Arrival time – 8:00 A.M.
 - b. Make contact with each kart participant to aid them in becoming event ready.
 - c. Lead a mandatory Minor Kart meeting
 - i. Safety concerns
 - ii. Navigation concerns
 - iii. Speed off course concerns
 - iv. What to do if stalled on course.
 - d. Coordinate with grid and timing on when to run karts.
 - i. Inform karters when to get ready for timed runs.
 1. Give heads up minutes before running to ensure they are suited up and ready on time.
 - e. Monitor and assist karters throughout day as possible.

10. Safety: (Lawrence Danton)
 - a. Arrival time – 8:00 A.M.
 - b. Perform safety course walk before 8:30 guided walk
 - c. Lead safety portion of 9:00 drivers meeting
 - d. Supervise safety aspects of event throughout day.
11. Timing: (Mitch Lewis)
 - a. Before event:
 - i. Recruits volunteers for timing, timing assistant, grid, course control, and announcer.
 - ii. Confirm to those people what they will be doing.
 - iii. Report to chief of workers those people's assignments.
 - b. During event:
 - i. Arrival time – Before registration closes
 - ii. Confirm with worker chief that all volunteers are present.
 - iii. Communicate with each of them how to perform those duties.
 - iv. Supervise those workers throughout the day's events and manage any issues as necessary.
12. Post event tear-down (Manny Bonilla)
 - a. Arrival time – Before registration closes
 - b. Packs and arranges items in van and trailer after events.
 - c. Ensures van and trailer are locked and secure.
 - d. Ensures site facilities are locked and secure (bathrooms, etc...)
 - e. Ensures site is clean of race garbage and participant equipment.