

SSSCC February Club Meeting

February 13, 2008

Old Business

Our timing light units returned from Race America fixed. They worked flawlessly during the January events. No timing issues experienced in January can be attributed to the lights.

Online payment via ORM is active. Future enhancements due soon are the ability to pay online for other family members in one transaction and the ability of online system to understand SSSCC discounted fee structure.

January events were affected by the weather. Saturday was cold, but everyone managed to race anyways. 30 participants braved the cold on a really great course. With much deliberation, Lynn deemed it unsafe to race Sunday due to the ice storm. Thanks to all who showed up Sunday to help teardown.

Treasurer's Report-The check book balance is \$750 and the trailer fund balance is \$6000. Expect winter events to help get further in the black.

New Business

Upcoming events:

Winter Heat #3 & #4 – February 16/17- Typical six run format. 38 pre-registered as of this date and we predict around 50-60 entrants by race day. Set up will be at 1:00pm Friday. Saturday the gates will open at 7:00am and registration to open by 7:30am. Drivers meeting at 9:00am.

Special guest speaker:

Billie Jean Morris, Director of Marketing for Pacific Northwest Motorsports Park, kept all enthralled with her speech on the progress of the Park. This park is the largest project in Oregon since Intel. It has been 8 years in the making and with an estimated \$2 billion price tag. The park will cover 5,000 acres and will be located at Boardman, OR at exit 159 on the south side of the freeway.

They have hired developers that have NASCAR background such as Bill Gardner who was the first to introduce a sponsor that was not car related to NASCAR. Management team will also have experience with sports centers.

The premise of the park is a country club profile much like a golf club. There will be club members who buy in at \$30,000 and then pay a monthly fee of \$300. This will guarantee 22 days per month of track time, all amenities and driving lessons. Memberships can be sold by members with 1/3 of any profit going back to the club.

They expect 75% of their business to come from people bringing their own car to the track for track time.

The site will sport 7 race tracks, a club house, casino, marina, RV spots, hotels, 50 condos, museum, pro shop, dining, auto retail stores and services, etc. There will be 8% sales tax at the site which will divert back to the developers who are required to add two more lanes of traffic and an overpass in order to meet requirements. They are in negotiation with three car manufacturers that will rent cars to race on the tracks. When asked what the price would be for track time, Billie Jean said they wanted to stay competitive to the area so she would estimate around \$75 per 30 minutes of track time. There will be garages that can be rented for around \$150/month.

Plans include a 700 acre road course covering 6 miles which can be separated into 3 different courses, a drag strip, off road track, 2 ovals for motorcycles, a 1.2 mile oval meeting NASCAR standards, driving school and kart course. Road courses will meet specifications for every group that wants to race.

The park expects to open in June of 2009 with the road courses. They will have a simulator opening in the spring of 2008 that has the parks own road courses loaded so you can test your skills against the real courses. Billie Jean handed out packets filled with information and anyone can peruse their website for progress at www.pnmotorsportspark.com.

Purchasing needs:

We are currently down to 2 functional laptops for our events. One of the original Dell systems purchased in 2005 is working, and the Toshiba purchased in 2007 is working. Two Dell's, purchased in 2005, and 2006 have experienced motherboard failures at the keyboard attachment location. Neither will boot. We have an immediate need for 1 laptop, and could benefit from the purchase of 2 at this time. Lynn has found a source for refurbished Dell laptops for \$350 each with XP pro pre-loaded or, we could get Toshiba's similar to the one we have for around \$600 each. Lynn proposes we purchase the cheap Dell's and figure we'll have to replace them every couple years. Whenever we need to replace the primary timing laptop, we can spend for the better machine. The support machines get the harshest use, so why spend for better stuff?

Schedule of Events for 2008:

No real new news regarding set dates. Lynn continuing to make contacts and get hard dates.

Miscellaneous:

Shannon handed around catalogs that show different types of trophies we could purchase for events.

Chad has reserved a room for our 2008 banquet at the Hampton. We will have to use an outside caterer and Chad has recommended Country Gentleman.

Meeting adjourned 8:00pm.

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 days 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 days 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.