



## 2011 Board Members

**Sparky Rose**  
Commodore  
Eugene, Oregon

**Lee Reinhart**  
Vice-Commodore  
Redmond, Oregon

**Cherri Willis**  
Secretary  
Springfield, Oregon

**Kristen Fuller**  
Treasurer  
Eugene, Oregon

**Dwight Timm**  
Race Director  
Eagle Creek, Oregon

**Mike Grover**  
Safety Director  
Myrtle Creek, Oregon

**Jim DeBoard**  
Board Member  
Prineville, Oregon

**Joe Willis**  
Board Member  
Springfield, Oregon

**Rick Coffman**  
Board Member  
Klamath Falls, Oregon

**Al Zemke**  
Board Member  
Bend, Oregon

**Saturday May 21, 2011**

12:00 PM Board Meeting

Prime Time Bar & Grill, Springfield Oregon

## **Meeting Minutes**

**Meeting called to order: 12:25 PM**

**Board Members in Attendance:** Sparky Rose, Al Zemke, Jim DeBoard, Joe Willis, Cherri Willis, Rick Coffman, Lee Reinhart

**Board Members Absent:** Kristin Fuller, Mike Grover, Dwight Timm,

**CDBA Members and others present:** Lorena Reinhart, Sandi Coffman, John Loshbaugh, Bob Harris, Linda McAnulty

### ***Item 1: Equipment update***

John Loshbaugh reports that the new tower truck is approximately 80% done. John stated that there still needs to be some paint applied and a trailer hitch. They will be raising the "crow's nest". He states that all labor so far has been donated, storage has been donated, and LED lights have been donated. He estimates that there has been approximately \$400 of labor and supplies donated for the truck. John estimates that there is approximately \$350.00 still needed for repairs for the tower. The rain has been hampering the painting effort.

The rescue boat: The fenders have been replaced on the boat trailer, there are two new starters, new u-joints in the drive, there are flush anchors being added to the deck on top to hold the capsule. The fuel filter and oil have been changed. After this race season, the rescue boat needs to come off the trailer and the bottom needs to have fiberglass repair. At this point, the boat requires being removed from the water each night. The crane is coming off and being taken to Don's Powder Coating in Roseburg to be powder coated. Crane will be in red, the bar in white. The fire extinguisher has new brackets that were built by Bob Harris and mounted.

The hitch was discussed. "Roscoe" will be pulled with the tower truck.

The wooden "information board" that is usually located near the trailer is beyond repair. John states that they are building a bracket for the trailer and a 16g board that will attach to the bracket. We will be able to use magnets on it.

Sparky states that he would like to have a work party to clean and polish all equipment the weekend before the first race. He states that this will happen at his shop.

Al made a motion to approve the \$350.00 needed for additional repairs, Rick 2<sup>nd</sup> the motion and the motion was passed.

### ***Item 2: Posters***

Sparky hands out the 4<sup>th</sup> "Proof" of the poster. He states that this isn't the final. The October race is being added and the advertisement is being "tweaked". They have worked to get the photo collage on it. There will be two different printings. Bi-mart will have one version in their stores and the club will have the other version to pass out. Sandi Coffman states that they have not been able to get \$2 off coupons from the BiMart in Klamath Falls. They have also been unable to put up posters in that BiMart. Lorena will speak with Erin from BiMart and ask her to make sure that they are in all BiMarts. BiMart currently sponsors CDBA with cash and the printing. Lorena is working with Erin for radio time. There will be advertising in local newspapers. We will have approximately 1500 pocket schedules printed.

Al reminds everyone that we need to market ourselves. He discusses promoting our "record holding" members/racers. It was discussed that we would put Dan Kirkman's picture on the pocket schedules with "home of the world record holder jet boat".

Al announces that he will provide a banner "Columbia Drag Boat Association" home of "Kirkman and Heidemann" "home of the fastest..." This will be a standard banner approximately 3 x 6 ' possibly larger. He would like to have it placed near the score board so that everyone sees it. The board agrees that the club needs to promote our drivers.

### ***Item 3: Approval of minutes for April Board Meeting.***

Handout (email): Al does not approve minutes. He states that he would like the addition: "Al Zemke, chairman of the financial committee, objects to the incompleteness of the financial statement". Suggestions will be forth coming. Cherri will make the changes to the minutes and email them to each board member. Once all board members have approved the minutes via email, they will be sent to the webmaster to be posted.

### ***Item 4: T-Shirts***

A \$500.00 deposit has been made. Ron states that the shirts should be done by June 10<sup>th</sup>. Stacy and Mollie will volunteer to get them folded and "bagged" and ready for the race.

### ***Item 5: Advertising on Website.***

Sparky relays the information given to him by Rich, the webmaster, regarding advertising on the website. This information contains numbers of "hits" on the website. In January we received over 25,000 hits, 585 visits, and 358 of them were "unique" meaning the first time. Dual pricing for advertising was discussed. One price, \$50, for an ad on the website and \$75 for an ad with a link to a website is set. These prices would be for one year. If someone is a paid sponsor, they will receive the same advertising on the website. Sparky will contact Rich about any additional cost to the club for his services with the advertising.

Al suggests that a classified section be added. Sparky will ask about this also. Al makes a motion to accept the prices for advertising on the website, Rich 2<sup>nd</sup> he motion and the motion was passed.

### ***Item 6: Review "Race Prep Checklist" as prepared by Michelle DeBoard.***

The board reviews a 31 item checklist to prepare for the upcoming race. The following is the list that was discussed and "Checked Off" with the resolution in red.

1. Secure all permits from State Parks, Marine Board and other Local entities required for each race site.  
*All are done with the exception of Haystack and Jeff Green is working on that.*
2. Secure insurance for race (which is required for permits to be issued) and make sure copy of rider is posted with permits at each race site. *These are done. Cherri has copied each one and has them prepared for each race.*

3. Post lake closure signs at race site a minimum of 3 weeks prior to event (a month would be preferred). *Sparky has them printed; they are being laminated and will be placed at the park 2 weeks prior to the race. He posts 4 of them.*
4. Place article in local newspaper 2 weeks prior to event to announce lake closure. *Sparky places these two weeks before the race. He has a contact person that helps him with this. (Sparky will check with lakeside to see how this will handled in Lakeside this year)*
5. Contact Boosters for gate and parking. Give them times and dates they need to be there and duties required. *Per Sparky, Ginger has already taken care of this. He will double check on that. Ginger has also taken care of the vendors.*
6. Contact Ambulance service and give them dates and times they are to be on site and estimated duration on site. *Per Jim, the ambulance has been contacted by Ginger.*
7. Confirm striping for grass area pits (Dexter only) *Mike Berry will contact Dan Kirkman next weekend in Grants Pass. Joe and Rick will work with Dan for parking and flow.*
8. Order garbage and portable restroom service for event (not needed at Lakeside). *Has been taken care of.*
9. Confirm concessions and their required needs (some of the Booster vendors and High school groups have needed power). *This has been taken care of.*
10. Get moorage list from State Parks to provide gate personnel for entrance during event. *Julie will forward this information the week before the race. She has to get her confirmation (she will get this the first week in June).*
11. Order trophies and plaques and confirm person to pick up and deliver to race site. *Sparky will take care of this. It is decided that we will still do best reaction time and best team.*
12. Treasurer needs to make a bank for registration and gate. *It was decided that we will need to have change for the gate, registration, and the trailer. Al made a motion to change the "bank" to XXXXX. Jim 2<sup>nd</sup> the motion, the motion was passed.*
13. Contact announcer and confirm times and dates required. *Mike usually arranges it with Gary. Mike will be contacted.*
14. Confirm personnel for tower, registration, tech and ramp. *Linda will be working in the tower. Mary and Dee will work the ramp. It is confirmed that we want Rose working on the ramp again. She does a great job. Rose is contacted and agrees.*
15. Contact and confirm security and confirm dates and times for each event and times required on site and their numbers. *Jeff Green has taken care of this. They will help with the gate, parking permits, etc. They will be charging a small travel fee.*
16. Assemble list of workers - Divers, tow boats, setup personnel for water and shore tasks and confirm. *Steve Ziebert is taking care of this. Grover is taking care of tow boats.*

17. Confirm personnel to ferry equipment to race site (for some sites this will mean drivers for equipment to sites out of town). *Sparky is taking care of this.*
18. Confirm onsite fuel and used oil disposal. *Sparky will call Scotty*
19. Try to get the track up and tested the night before the race to avoid delay of racing and if there are problems they can be solved before racing is ready to begin. *Always the plan. The timing system was discussed. The electronics are being shipped to Grants Pass directly from Race America after repair. Doug Young has some of the timing equipment. This was to be shipped to Race America also.*
20. Assign personnel for pit parking and camping parking guidance. *Joe and Rick will be doing this. Bob Harris raises the question of a pre-registration for camping or a season pass for RV's. The board agrees to a creating a season pass for RV's. This would be a pass that would be laminated and capable of hanging from the mirror. It will be \$80.00 for RV season pass. Tent pass would be \$40.00. No refunds.*
21. Positive confirmation of all needed safety equipment and its placement on site, this is to include all boats with their required onboard supplies, fire extinguishers and spill supplies are present and ready to go. *This is done by Grover and Steve Ziebert. Sparky has confirmed with Steve.*
22. Confirm that all Rescue equipment is fueled and there is extra fuel on site. *Roscoe's fuel tank has cracked. The replacement is only 6 gallons. Sparky requests a larger fuel tank. He will get one to Rick and Rick will weld it.*
23. Setup of scoreboard and test run to ensure proper operation. *This will be done by everyone*
24. Run power to tower and trailer and confirm operation. *We need to run the 220 cord to the tower. It makes cleaner power and helps with computer issues.*
25. Place all banners in their spots (sponsor and Association). *All members will help with this*
26. Confirm P.A. rental and setup. Test night before race. Also confirm operation of wireless FM transmitter. *Jim and Skip will be taking care of this. They have been in contact.*
27. Confirm that all assigned tasks are taken care of the night prior to the race to head off all morning confusion and delays. *Sparky will be in charge of this.*
28. Assemble all needed paperwork and personnel for drivers meeting. This includes, list of drivers for roll call, flight order and personnel that need to talk to assembled drivers. *Cherri and Kristin will take care of this.*
29. Drivers meeting to include roll call, flight order, safety issues, traffic, flow, location of used oil barrel, collection for ramp workers and prayer. *Discussion of roll call. The rule is that if you are not at the driver's meeting, you will not run. The board agrees to the following: One meeting, on Saturday morning, if a driver is not there he/she will forfeit their first qualifying round. The driver will step forward and say "here". Al proposes that we draw a course map and "shut down" area showing drivers the appropriate way to steer off the course. This map will be given to drivers at registration. Lee will put together a map of the "traffic flow" in the pits.*
30. Confirm all personnel for tear down and the ferrying of equipment back to storage. *Done*

31. As soon as possible try to get financial totals from treasurer and relate to the Board. *Cherri and Kristin will work together on this. Cherri, Kristin, and Sandi will reconcile the gate, trailer, and registration together.*

**\*\*\*Item 7: Registration process**

NJBA members who are registered can camp without joining CDBA. First timers are only truly first timers. They will pay for registration according to ET. The Skagen boats will need to be weekend members. "Won last race" status is for only CDBA members. Does anyone get comped for camping? Can't camp unless they are a member. Comping camping for workers who are members is discussed. Weekend camping membership will be \$20 plus \$30 for RV. "Plan B" discussed in the case of the field being too wet. The field will be fenced off.

**Item 8: Financial**

All deposits are current. Al Discusses the basics of the financial reports that he, as the chairman of the finance committee, expects to see at the monthly board meetings. Al asks that the following information (email below dated 5/19/11 – in blue) be added to the minutes. The email to Cherri was in direct response to an email sent by her, to Al, asking for "exactly" what information the finance committee is expecting to be provided at the monthly meetings. These items were discussed.

*Thanks Cherri,*

*You have asked me twice what reports the finance committee wants to receive. Sorry, for the delay but here is what we are looking for.*

- 1. Check book balance and reconciliation, monthly. Including ledger explanation of all checks written, (for what reason and who authorized the check). This does not have to be a formal separate ledger we just need a complete explanation for each check by check number. We write so few checks, I believe it should be easy to include that information in the reconciliation itself.*
- 2. Balance sheet for the club, also monthly.*
- 3. Profit and loss statement, monthly. This is particularly important in any month CDBA has an event that requires expenditures or that produces income.*
- 4. Savings account reconciliation.*
- 5. Petty cash reconciliation and same explanations as required of the check book in item #1.*
- 6. CDBA Credit Cards reconciliation with same explanation as check book and petty cash.*

I know this seems like a rather large order but it is the minimum we need in order get a realistic picture of the CDBA finances. Once these five items are set up in quick books the monthly adjustments should only require a few key strokes, with the possible exception of the check book itself.

Al also states that these items need to be incorporated into the bylaws. Al makes a motion that the above items as set forth in his email of 5/19/11 be adopted for operating purposes of the club and to be refined on or

before the end of the calendar year. When wording is correct, it will be included in the bylaws. Lee 2<sup>nd</sup> the motion. The motion was approved.

**Item 9: Screw Blowers**

Sparky raises the question of the blower rule(s). He was approached by a specific driver who had his blower recertified 2 years ago. The SFI stickers were not available at the time. There is appropriate documentation proving the recertification. Sparky asks if the club would let this driver race. All agree that the rules for the blowers don't make sense and are unfounded; however, it is in the rule book. It is further agreed that proper documentation should suffice; however, this matter will be referred to the race director and technical inspectors.

Cherri reads the letter that was sent to Lucas: see the body of the letter below and the response (in blue).

**Regarding safety issues that were discussed during the board meeting of 4-30-11. The following information is the body of a letter that was forwarded to Lucas on 5/2/11:**

**Item #1: Helmets**

Columbia Drag Boat Association (CDBA) would like recommendations and/or changes to technical inspection sheet and rule book regarding full face vs. open face helmets. The concern would be liability in the case of a drowning from wearing a full faced helmet where the face shield cracked/broke and filled with water. It is believed that if the current helmet rule is enforced and the above scenario does happen that CDBA/Lucas would be held liable. CDBA would like to have this rule changed to make it "driver's choice" as to which type of helmet is worn as long as it complies with current Snell Ratings, and further add it as a "recommendation" that full faced helmets be worn.

**Item #2: PSI & Whipple Blowers**

CDBA would like Pro-Mod and slower boats with PSI or Whipple Blowers to be exempt from recertification at this time. However, these boats must be equipped with an SFI certified bag.

**Item #3: Capsule Certification**

CDBA requests, in writing, guidelines as to how LODBRS will manage capsule certification and what will be acceptable in order to allow these boats to race.

May we get revisions / recommendations with regard to resolution of the above issues?

***The following is a response that was received:***

Ken and I have reviewed you letter.....the rules committee consists of one member from each association, and they meet once a year. LODBRS reserves the right to address safety concerns that may arise. Full face helmets in capsules came as a result from the "neck sock" type air system. The committee felt that all drivers should use full face helmets addressing the fact that drivers using "mask type" systems had the masks torn off during accidents, and the full face design helps prevent this. Understand there is no perfect accident, and we investigate all incidents in hopes of making our sport safer.

Continued.....

PSI and Whipple blowers are required by SFI to be re-certified every three years...the rule book will be corrected to reflect this. SFI sets the safety standards for most of our safety equipment, and our insurance reflects the relationship between SFI and LODBRS.

I have attached several inspection handbooks, including the capsule re-cert. These are available on the [lucasoiddragboats.com](http://lucasoiddragboats.com) web page. Please feel free to comment, gripe, and discuss the rules. we are in this all together.....Henry

Board discussion continues:

All are frustrated and agree that at this time “our hands are tied”. It is presumed that no resolution will come of the blower situation until SFI amends its standards. Due to statistics, it is further agreed by the board that a certified bag on the blowers in question should be appropriate but then, again, this is deviating from the rulebook. Al suggests the drivers with the blowers in question get additional insurance for the blowers. Per Sparky, this has already been researched and is unavailable. The board is in agreement that the club can’t go against the rule book with this issue due to the insurance. ***It is noted that the prices of the recertification have increased dramatically since the implementation of the blower recertification in Lucas’s rulebook.***

At this point, due to liability and insurance coverage, the rulebook must be followed with these items. The race director and technical inspectors will have final say over previously discussed “common sense” issues as they too have a liability.

Various scenario’s are discussed as to “how to have these boats on the water” as they are a fan favorite. No resolution is reached. The Rulebook will be followed. The board will continue doing what they can to find a resolution.

***Item 10: Test & Tune***

Test and tune will be lowered to \$100 to make it available to more drivers. Single runs will be \$30, only available after 2:00 PM. The full day pass will be a bracelet for the driver. Single runs will be by ticket. There will be a prorated refund only in the event of club equipment failure.

***Item 11: Rings***

Al passes around a ring from the World Finals. He suggests that perhaps the club put together a ring for “special” recognition. An example would be if a club member wins the World finals. This would be in lieu of a special trophy / plaque.

***Item 12: Weekend Passes***

Cherri presents to the board and passes out “buy one weekend admission-get one free” passes to be given out to people that wouldn’t usually go to the races or have never been to one. This would be an introduction of sorts to the sport. The passes are numbered and must be turned in when purchases are made. The board feels it is a good idea. Everyone takes a few of the passes (there are 28). They do not include parking.

Meeting adjourned at 3:38 PM