

BCA BOD Minutes for 11/1/2018 – 11/30/2018

11/1/2018

Roberta notified the BOD that the audit RFQs went out to the following CPAs:

[Plante & Moran](#)

[Cohen & Company](#)

[HBK](#)

11/3/2018

President Alan requested that Roberta send a copy of the revised RFQ to the BOD.

11/4/2018

The BOD received an email from the BCA Office with a copy of a letter from the Mid Florida Chapter of the BCA that the Chapter was being dissolved due to the inability of Dick Gauchat being no longer able to run the club, and no member volunteers have stepped forward to take over. The membership voted to dissolve the club instead.

11/5/2018

CFO Bill stated that his region is at risk also.

11/6/2018

President Alan received this reply to his RFQ response form Larry S.

[Per your request.](#)

Dear xxx ,

The Board of Directors of The Buick Club of America (a 501-C7) has approved for an audit to be performed on the financial activities of the Club for the last several years. There are three reasons that the new Board of Directors has approved this activity.

1. The contract for offices services including some book keeping services will be changing after the first of the year. The Buick Club is in the process of selecting a new organization to fulfill those responsibilities. A financial analysis will give the Club a review of current and past financial activities and make recommendations on best practices compared to the current/past practices. It will also give the new organization a clean template from which to work.
2. The club financial activity has not been published to the members for the last three years. There has been some record publishing recently, but it has not been in accordance to the annual requirement in the Club's by-laws.
3. Because of the non publishing of the financials to the members, the IRS was notified by a member of this lapse. This notification occurred in the spring of 2018.

Please find attached two RFP/ RFQ's. One is for a forensic audit and the other for a financial statement audit. Please review both documents and provide a proposal for one or both of the requests. Also enclosed is the most recent financial statement.

Currently all records are kept in Columbus, Ohio with some electronic copies of financial activities also available.

Current plan is to have all proposals and quotes completed by December 1, 2018 with the contract awarded by January 2, 2019.

Should you have any questions please contact myself, Larry Schramm at larry.schramm@outlook.com and Roberta Vasilow at buickracer@comcast.net.

Sincerely,

Roberta Vasilow, Vice President of Buick Club of America
Larry Schramm Member Board of Directors Buick Club of America

11/9/2018

President Alan forwards the official resignation letter form Mike and Nancy and states that inquires for this position have already been received.

11/12/2018

Jack announces that the transcription from the last teleconference have not yet been received. The BCA office follows up and discovers that ATT forgot to send out the data and will do it ASAP.

11/13/2018

CFO Bill announces that our taxes have been filed and paid

11/14/2018

Larry D : I know we are up against time in getting out the request for quote on a new vendor for supplying office services. I just had a conference call with Alan and John. John and I had been charged by Alan to come up with a revised/updated "Office responsibility /job description". I utilized the same format as the Audit RFQ as it seemed with sufficient detail to cover all our concerns. A decision was made to solicit your input into the final form of this document in the form of a compromise document between what John came up with and what I had submitted. We discussed sending them both out as 2 tier agreement as a maximum and minimum of service requirement.

My submission takes into accounting the current and future needs of our organization as to having a "bundled service contract". This in my opinion is to help secure the best quality support at the best price.

I feel you should see this submission first, then comments could be made prior to any final revision. Still, we as the BOD will need to evaluate any submissions from applicants and to what extent they can meet the requested services. Minimum to maximum.

11/14/2018

Ed: Some comments;

Para 2; "provide phone support" except on the following days; New Years day; Memorial Day; July 4th; Labor Day; Thanksgiving day; the day after Thanksgiving, Christmas day. Where one of the preceding holidays falls on a weekend, the Friday before or the Monday after, the office may be closed.

New para; It is expected that "office staff" will be taking additional holidays and/or vacation time during the course of the year. The determination of which additional holidays and/or vacation days will be taken is not within the purview of the BCA . It is expected that the office will continue to be manned during normal business hours even though regular office staff will not be available.

New Para. One member of the office staff will be required to attend the BCA National meet to assist in activities as needed. Reasonable costs for one member attending will be reimbursed to the "office" at out-of-pocket costs. Additional staff may attend the National meet, but this cost is not reimbursable by the BCA.

The office is expected to remain open normal business hours during the BCA National Meet.

New Para; The "office" reports to the President of the Board of Directors of the BCA. Directions given to the "office" or the staff of the "office" may only come from the President. The office is not reportable to BCA Board Members.

11/15/2018

President Alan:

Larry D, John and I are finishing up the draft of the job description(s) for the office manager position. My thanks to John and Larry for the hard work on this. With input from both, we are designing a two tiered job description. Tier 1 will outline the services currently provided; and tier 2 will expand the job description to include website services. Interested parties may choose to apply for either tier. If they apply for Tier 2, they will be asked to provide proof of their experience and capabilities in website services.

I think this approach will give the Board and the Club maximum flexibility to get exactly what we need.

I am current conferring with John and Larry as we finish up the drafts, and will get them to all of you as soon as that is done - understanding time is of the essence!

Also, this weekend the BCA will once again do a major outreach effort. Joy and I, Roberta, and several members of the Chicagoland chapter will staff a BCA booth at the Muscle Car and Corvette Nationals in Rosemont (Chicago) IL. Last year, our first, was very successful in that we signed up a number of new members, did renewals, and introduced the club of dozens of people who didn't know about the BCA.

MCACN is described as the Pebble Beach of Musclecars, now in its 10th year. Thousands of car enthusiasts will tour it during the weekend. This year, there is an impressive display of Buicks from the 1960s through the 1980s.

Joy and I, and Roberta are paying our own expenses. The only expenses to the club will be some extra floor passes to the Chicagoland volunteers.

11/15/2108

Larry S

I have carefully read what Larry D & John put together and I think they did a great job. What they wrote accurately reflects the discussion that has transpired from the board meetings and the email discussions. There was no discussion on a two tier

arrangement. Other than a few minor corrections like the holiday items, the RFQ that they wrote must go out as written. It reflects a consensus of many of the board.

As to putting out a two tier bid for what you say you are putting together, that is not the way to run a business. This separation of common work adds to complexity and additional costs. The customer manages the tier 1 supplier in the business relationship and the tier 1 manages the services that they contract with the tier 2 supplier, not the customer that issued the contract.

The separation of many of the activities to run the BCA is what is causing much of the conflicts with data base management, reporting and other necessary activities to run the BCA. The current structure of support activities has led to a lot of finger pointing as to who is responsible for what. The first example is J Gerstamper complaining that the prewar member list is not up to date. He blames D. Ebert, but Ebert gets the list of names from the office. Who is to blame? Then there is a list that the web master has and there are examples of where that list is not accurate or matches the office list. Where is a good accurate list?

These multiple activities also make it hard to see the extra expenses that we pay that if consolidated would reflect a savings to the overhead of the club. Remember that we are currently spending over \$126,000.00 a year for club support. Last time I checked \$126,000.00 is not chump change. We as members of the board have a fiduciary responsibility to the members to get the highest quality service package at the best price. This overhead reflects about 1/3 of the total revenue currently paid by the members of the club. That is about \$15.00/ member. That is a lot of money!

The RFQ needs to be sent out AS IS. Holidays, etc... are minor issues that can be negotiated after bids are received. Other issues that we might have missed could be included in a bid proposal supplied by the vendor. Putting out a two tier bid just muddies the waters and makes running the club a lot more difficult.

The RFQ needs to be sent out with a cover letter similar to the one was used for the audit explaining that this total package is what the BCA needs. It should say, "Please bid part or all of the RFQ as written based on your capabilities". Then the board can make a decision on how to best award the work to the benefit of the BCA.

With that said,

"I move to release the RFQ as written by Larry D & John S immediately with proposals and bids due by December 10th, 2018 and stating in the cover letter that the board will make a decision to award the contract(s) by December 20, 2018."

This will give the bidders three weeks to put together a bid package and the new person(s) time to complete a smooth transition as we were notified by Mike & Nancy Book that the want to be done by January 31, 2019.

Remember that depending on how you count that there is about two weeks of holiday activities before the end of the year. Pragmatically the transition would probably start on January 2, 2019.

11/15/2018

Larry D seconds Larry S' motion.

11/15/2018

Roberta:

And then I noticed that Larry S math skills are lacking as 6280 members divided by \$126,000 is \$20/member not \$15. When can we see the final document and vote? Time is of the essence. The sooner this is over the better and we can recruit more Buick Fans! Roberta

11/15/2018

Roberta:

And another thought i think that there should be a log in at t McAcn show this weekend as bca members that check in and log of new members signed up nobody thought it was important last year but that is how we justify spending or going to something like this

11/15/2018

John: Since Roberta was nice enough to open the math questions I will add this to the mix.

It has been presented that we spend \$126,000 for administrative costs. I think we need to understand what is included in this figure.

Below is my understanding as a new member of the board. (This is from my memory so may be off a little!)

Books Office Manger	\$42,000
Pete Bugle Editor	\$44,100
Cindy Bugle Setup	\$28,575
Webmaster	\$10,200
CPA	\$ 6,900

Total \$131,775

My point is that the \$126,000 (actually \$131,775) seems to include \$72,675 for the BUGLE. I don't think the Office Manger is going to do the Bugle job functions from what I read of the tier two description. I think that we should compare apples to apples and jobs to jobs. Instead of using \$126,000 as has been presented for the administration costs we should use around \$60,000 as our administrative costs. I for one do not plan to change things with the Bugle in this process!

When I asked what was included in tier two I was told the \$126,000 figure but I couldn't get an answer as to what that included. I think the editing and set up of the Bugle was included. Correct me if I am wrong!

11/19/2018

Discussion continued among BOD members fine tuning the Office RFQ description. A teleconference call is set up for this evening.

11/19/2018

President Alan sends out a list of applicants already received for the Office position.

11/29/2018

Discussion ensued about why Bugle is still being sent wrapped when the BOD had decided to stop this practice. President Alan will check in to it .