



Steering Meeting Minutes

SFR Solo Steering Committee

Date: May 16, 2019

*Location: Vito's Famous Pizza
1155 Reed Ave, Sunnyvale, CA 94086*

Attendees:

Members:

Dave Henry

Ed Runnion

Dennis Quilantang

Youmna Zalzal

Alex Kang

Tony Rodriguez

Non-Members:

Rich Lee, Eileen Blando, Fangzhou Jiao

Meeting called to order at Vito's Famous Pizza at 7:41 PM.

1. Secretary's Report

- Tony Rodriguez motioned to approve, Dave Henry seconded. Motion passed.

2. Treasurer's Report

- April
 - Net: **-\$9,477.05**
 - YTD: **-\$11,828.81**
 - April totals pending reimbursement from SCCA National office for Crows Landing ProSolo and Championship Tour.

Tony Rodriguez motioned to approve, Dave Henry seconded. Motion passed.

3. Chiefs' Reports

- N/A

4. BOD Report

- N/A

5. Old Business

- Tour Wrap-Up
 - Survey Results in folder
 - Hospitality (2 thumbs WAY up!)
 - Course/Adaptability, lessons learned
 - Incident Report Forms/Procedures
 - (1) **Forms**
 - (a) Updated report forms must be printed and kept in the trailer.
 - (b) New forms had been released since last year but not updated on our side.
 - (c) Tony to bring newly-updated and -printed forms to Rounds 5 & 6
 - (d) Suggestion is to check the forms 2x/year, once in February/March, once in August/September
 - (2) **Procedures**

(a) SFR to request region medical professionals identify themselves to each other so as to create a chain of command for first response.

(b) Chief of Safety to create and establish procedure in case of medical issue.

- Street Survival Update
 - Still waiting on site confirmation in Livermore; we are likely to get the site for this purpose.
 - (1) *Note*: this site is inappropriate for autocross purposes.
- Ed's discussion with Blake re: including a monthly site report
 - Not necessary. Info can be shared directly with the Board, not via a public forum.

6. New Business

- Incident Procedures:
 - Chain of command:
 - (1) Get contact info for medical personnel who attend our events
 - (2) Also suggest we share both ways with AAS
 - Up-to-date forms: Topeka likes to change them. Sometimes they even tell us!
- May 18-19 (Rounds 5-6) at Crows Landing
 - Will run three groups, not four.
 - Might not run fun runs due to rain; will adjust as needed.
 - Sunday RGs will likely go down to 2.
 - Theme of the weekend will be "Flexibility."
- VMOA Show (June 15th, Campbell CA): request for a booth from SFR Solo by Troy Jennings.
 - Dave Henry offered to volunteer
 - Fliers/pamphlets needed?
 - (1) See if SFR SCCA office has AX pamphlets
 - (2) Print 2019 schedule
 - What can we offer?
 - (1) Waive fees
 - (2) Free event(s)
 - (3) schwag?
 - (4) Bring a laptop and register people with an on-site-only discount
 - (a) Get them to commit to attending the event
 - (b) Make sure they're known as novices so we can give them additional attention
 - (c) Make a QR code for the person to register themselves, on their own phone
- Likely additional dates:
 - Sun June 23rd, Marina
 - Sun Aug 25th, Marina
 - (1) Might get more registrants in advance of the ProSolo Finale
 - (2) No CalClub or AAS events on that date
 - Awaiting Marina confirmation.
- Note for next month: Rich Lee and Fangzhou Jiao have attended four or more Steering Committee meetings and are now eligible to be voted in as members.

Meeting adjourned at 8:49 PM.