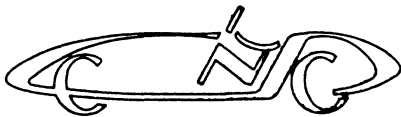


# INTERNATIONAL | CONFERENCE | OF | SPORTS | CAR | CLUBS

INTERNATIONAL CONFERENCE  
OF SPORTS CAR CLUBS



THE LARGEST ROAD-RACE SANCTIONING BODY IN THE NORTHWEST

1223 SOUTH GRANT  
TACOMA, WASHINGTON 98405  
(206) 272-5522

February 8, 1984

TO: ALL ICSCC OFFICERS AND CONTEST BOARD REPRESENTATIVES  
FROM: ICSCC HEADQUARTERS  
RE: 1984 P&P REVISIONS AND 1984 SPRING MEETING MINUTES

*Wes*

Enclosed please find the Minutes of the 1984 ICSCC Spring Meeting, held January 14/15, 1984, in Bellevue, Washington. Also enclosed are copies of the Policy and Procedures Manual revisions for the coming year ( pages 6,7,9,10,21,23,24,31,and 32, and page 3 of the By-Laws). These revisions were approved by the Executive Board at the Fall '83 and Spring '84 Executive Board sessions. Please take a few minutes and removed the old pages from your manual and insert these new ones so that we will all be operating under the same rules and regs. If you are new to Conference, you have received a fully revised Policy and Procedures Manual with this letter. If you are a current Conference Officer or Contest Board Representative and do not have a Policy and Procedures Manual, please notify headquarters at once, and one will be forwarded to you by return mail.

In order to save costs of printing and postage, only one copy of the Minutes and Revisions have been forwarded to each household, so if you reside with another Contest Board Representative and/or Officer, you have received one copy of each item for your joint information and use.

If you are a Conference Officer and have not already received your credentials card, it is enclosed herein as well. All Contest Board credential cards are enclosed herein.

Remember, if you feel additional copies of the Policy and Procedures Manual would be helpful to your Club Presidents, Race Chairmen, etc., they are available from Headquarters for \$3.00 plus \$1.00 postage.

Very truly yours,

*Robert G. Gray*  
ROBERT G. GRAY

RGG/ml

enc: as stated

cc: ROOT/RANDALL/EXEC. BOARD

ICSCC HEADQUARTERS  
1223 SOUTH GRANT  
TACOMA, WA 98405

MINUTES OF THE 1984 SPRING MEETING OF THE ICSCC EXECUTIVE BOARD:

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The ICSCC EXECUTIVE BOARD was called to order by the President at 10:00 a.m. on the 14th day of January, 1984, in the First Cabin Room of the Bellevue Holiday Inn, Bellevue, Washington.

Those present were:

EXECUTIVE BOARD REPRESENTATIVES:

ALTERNATES:

\*Tom Basic.....Cascade Sports Car Club.....Tom Nelson\*  
\*Larry Carroll.....International Race Drivers Club...Gretchen Geyer-McDaniel+  
\*Paul Whitworth.....Victoria Motor Sports Club.....Bill Thow \*  
\*Mel Nordhagen.....Northwest Motorsports Club.....Doug Taylor +  
\*Pete Jadot.....Sports Car Club of British Columbia.....Hilda Randall\*

Credentials of all Representatives and Alternates were duly presented and verified, and are on file at ICSCC Headquarters.

OFFICERS: (1984)

\*Bob Grey.....President  
\*Bob Randall.....Vice-President  
\*Kate Guykema.....Secretary/Legal Advisory Board  
+Debbi Howell.....Treasurer  
\*Bill Root.....Advisor  
\*Jerry Boone.....Memo Editor  
\*Paul Homewood.....License Director  
\*Sally Homewood.....License Registrar  
\*Dan Rowland.....Race Steward  
\*Jay Wratten.....Assistant Race Steward  
\*Jill Root.....Historian  
\*Hilda Randall.....Charge d'Affairs

OUTGOING OFFICERS:

\*Bill Root.....President  
\*Jill Root.....Secretary  
+Ed Howell.....Race Steward  
+Doug Taylor.....Memo Editor  
+Jessica Camp.....Treasurer

GUESTS:

Linda Basic, CSCC; Mike Johnston, NWMS; Greg Galloway, NWMS, January 14 only.

Introduction of 1984 Officers and Executive Board Representatives was accomplished by self-introduction.

\*Attended January 14 and 15, 1984.

+Attended January 14, 1984.

Vice-President Bob Randall confirmed that the Canadian Bond Number will remain 2S-55611 and that the number is not to be stamped on Canadian licenses.

Verification of Affiliate Club membership fee payments for 1984 was requested by the President, and the following clubs were confirmed as bona-fide Affiliates for 1984:

- 1.- Bremerton Sports Car Club
  - 2.- Central Racing Association
  - 3.- Kokanee Sports Car Club
  - 4.- MG Car Club
  - 5.- Oregon Motor Sports
  - 6.- Pioneer Motor Sports
  - 7.- Sand and Sage Sports Car Club
  - 8.- Siskiyou Sports Car Club
  - 9.- South Sound Race and Rally
  - 10.- Team Continental
  - 11.- Touring Club of Oregon
  - 12.- Willamette Motorsports Club
  - 13.- Yakima Valley Sports Car Club
  - +14.- The Palouse Auto Club
  - +15.- Pacific Coast Alfa Romeo Owners Association
- (+New in 1983-84)

Not confirmed for lack of payment of affiliation fees:

- 1.- Cowlitz Valley Sports Car Club

The President called for lists of Contest Board Representatives, Race Registrars Club Presidents, and Club Race Chairmen from the Executive Board Representatives. Cascade was able to supply a complete list of all positions with names, addresses and phones. Other Executive Board Representatives provided partial lists, and the President requested from each of them the full information as soon as possible in order to meet publication deadlines.

It was moved, seconded, and unanimously voted after discussion that the reading of the By-Laws be waived.

#### REPORTS:

- 1.- LARRY CARROLL RE: JOINT SCCA/ICSCC RACE, OLYMPIA, WASHINGTON, APRIL 14-15, 1984.

It was reported that members of IRDC and members of the Northwest Region SCCA had conducted a series of meetings concerning the possibility of staging a joint race on the date stated above at the Olympia Airport. The proposition offered by SCCA is that SCCA would pay all costs and return to IRDC/ICSCC 75% of net profits, if any, if IRDC/ICSCC would stage a non-championship event with a novice race included.

Discussion followed, including the necessity of the participation of the Conference License Director, Registrar, and Race Steward, costs items that SCCA must be responsible for by their offer.

Insurance was also discussed, and coverage will meet minimum Conference standards and will additionally have SCCA car-to-car coverage. IRDC would be the club involved.

CSCC moved the Board authorize the race subject to IRDC approval. NWMS seconded. After discussion, the motion was approved unanimously.

2.- LARRY CARROLL RE: DATA PROCESSING:

It was reported that there are numerous systems available at various prices that may be of some benefit to Conference. Any data processing equipment should be Apple and/or IBM compatible. Costs range to \$5,000, and there is the continuing problem of staff/officer turnover in Conference that could limit future usefulness.

A Committee consisting of Larry Carroll, Pete Jadot, Paul Homewood, Dave Gural and Jerry Boone will inquire further and report at the Fall Meeting. Messrs. Boone, Homewood and Gural are checking the compatibility of equipment they already have, or have access to, and if these machines can be made to "talk to each other," there may be some data processing in 1984.

3.- PETE JADOT RE: JOINT CASC/ICSCC SANCTIONING:

The three Westwood races for 1984 are co-sanctioned with ICSCC/CASC. ICSCC rules of the road apply. Joint entries will require double entry fees.

4.- BOB GREY RE: PALOUSE AUTO CLUB AFFILIATION:

See below page 6 re: Proposed By-Law Amendments, item h.

5.- BILL ROOT RE: G.B. STERNE NOVICE AWARDS:

A Novice Award Program in the name of G. B. Sterne has been established to recognize the most improved novice driver(s) in the open and closed-wheel categories. The program will be administered by the License Director.

(Hilda Randall noted that G.B. Sterne is quite ill and hospitalized. It was the sense of the meeting that appropriate sentiments be forward on behalf of Conference upon his return home.)

6.- 1983 AUDIT COMMITTEE REPORT: LARRY CARROLL, LINDA BUSIC and HILDA RANDALL:

Larry Carroll read the following into the minutes:

"We the Audit Committee of 1983 have checked the 1983 receipts, ledgers and journals of ICSCC and find them to be complete and in order."

1983 Audit Committee

signed:Hilda Randall  
Larry Carroll  
Linda Busic

CSCC moved the report be accepted; IRDC seconded. The motion was approved unanimously.

1983 ICSCC Treasurer Jessica Camp submitted her final 1983 Treasurer's Report and submitted the following suggestions:

- 1.- All funds should be transferred to the Treasurer monthly.
- 2.- Phone bills turned in for expenses should be marked by number called and have the name of the person called also noted.
- 3.- If you receive cash on behalf of Conference, do not reimburse yourself for funds owed you by Conference. Run all income and expenditures through the Treasurer's books.

NWMS inquired as to why more insurance was paid than was received from the member clubs. Advisor Bill Root explained that both SCCBC and ICSCC insured the May, 1983 SCCBC Westwood event, and the double coverage was allowed to remain in force after the death of Steve Phillips. Also, some clubs were owed money by ICSCC and their insurance payments were reduced accordingly.

IRDC moved the acceptance of the 1983 Treasurer's Report; NWMS seconded. Motion passed unanimously. A copy of the report was distributed to each officer and Executive Board member.

CSCC/Alternate noted that ICSCC property possibly should be valued at depreciated amount(s) rather than at purchase price. This was discussed, and no action was taken, it being considered to be a bookkeeping decision of the Treasurer.

The Executive Board commended Jessica Camp for her work as Treasurer, and pursuant to a motion by the Vice-President, she received a round of applause.

THERE WAS A RECESS, AND THE MEETING WAS RECONVENED AT 11:50 a.m.

#### OLD BUSINESS:

- 1.-VMSC reported that they have established their Driver Training session at Western Speedway in Victoria, B.C., and that the driver's school area was not a problem for VMSC.

The VMSC Board has determined that the 1984 race location would be Deer Park, Washington.

Efforts are continuing to establish a racing location for VMSC in the Victoria area.

- 2.-NWMS, pursuant to a request of the board at the Fall 1983 meeting, submitted a written report of Deer Park expenses, projected income, and other financial data based upon comparative single and double race weekends. The report was discussed by the Board. IRDC indicated that the primary objection of his club was to double-points, and not to double-race weekends in general. The continuing problem of how to induce competitors to include NWMS events in their race plans was discussed at length, with the problem remaining unresolved. The Advisor pointed out that at the Fall 1983 Executive Board Meeting each club agreed to drop one race from its 1983 schedule.

THE EXECUTIVE BOARD ADJOURNED FOR LUNCH AND RECONVENED AT 2:22 p.m.

NWMS/Alternate proposed that NWMS be granted double-race weekends in July and on Labor Day, with one each Championship and Non-Championship event. This proposal was moved by NWMS, seconded by IRDC, and approved unanimously.

OLD BUSINESS (CONTINUED):

- 3.- There was no discussion and no action taken on agenda item Old Business #3.
- 4.- The 1984 final Race and Driver Training Schedules, Championship and Non-Championship was discussed, reviewed and finalized. IRDC moved its acceptance; CSCC seconded. The Motion passed unanimously. A copy of the schedule is attached hereto and made a part of these minutes by this reference.

The Chair called for any other items of old business, and none were noted.

NEW BUSINESS:

- 1.- The President submitted the name of Dan Rowland as the nominee for the position of 1984 Race Steward. The nominee's qualifications, including, but not limited to, previous service as Assistant Race Steward, were discussed. As there were no other nominees, the Board decided not to have a private session for the taking of the vote, and the nominee was elected unanimously by the Board following IRDC's motion and VMSC's second. The newly elected Race Steward announced his selection of Jay Wratten as Assistant Race Steward for 1984, and the Board unanimously approved, NWMS moving, SCCBC second.
- 2.- The 1984 Proposed Budget was submitted with explanation where necessary by the President. Following Board discussion, the line item Section III-C, Treasurer's Postage and Supplies was omitted, and following a suggested revision by the Vice-President, the Board revised Section III, Item I. ROD, to provide for the payment of a \$50.00 fee per race attended to the office.

The supplemental budget of the Memo Editor was discussed in detail, and the various methods of overhead reduction, cost savings, and reduced postal expenses was considered. The problem of slow Canadian mail was examined again, and the conclusion is that it is simply a problem that will have to be taken into account in all scheduling.

It was noted that the proposed supplemental budget and suggested cost-savings methods would conflict with several provisions of the current Policy and Procedures Manual. CSCC suggested all such provisions be suspended on a one-year maximum trial basis. It was decided the question of these suspensions be held in abeyance pending later discussion of policy and procedure revisions. IRDC moved that the Proposed Budget as amended and the supplemental Memo budget be accepted by the Board. CSCC second. Unanimous yes vote.

SATURDAY, JANUARY 14, 1984 - EXECUTIVE BOARD MEETING ADJOURNED FOR THE DAY  
AT 4:35 p.m.

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SUNDAY, JANUARY 15, 1984 - EXECUTIVE BOARD MEETING RECONVENED @ 10:07 a.m.  
AT THE SAME LOCATION STATED ABOVE. SEE PAGE ONE FOR JANUARY 15 ATTENDANCE.

- 3.- Proposed Revisions to the Policy and Procedures Manual were suggested by the President as follows:
  - a.- Reduction in the number of recipients of copies of the Contest Board agenda and minutes (P&P, Item C, p.10). Reason - large mailing and copying costs to provide information to officers who do not require it. NWMS moved to adopt the revision - IRDC second. Unanimous yes.

- b.- Proposal to allow the ICSCC Memo list to be sold to limited purchasers with Memo Editor and Presidential approval only (P&P, Item C.2., p.21). Following discussion, CSCC moved the question, IRDC seconded. For: IRDC, CASC, SCCBC, VMSC. Against: NWMS. The revision passed.
- c.- Copy ready race results submitted in a timely fashion was the problem noted, and the President suggested revising P&P, Item A-10, P.21 to put more teeth in the fine provisions for violations. Discussion followed concerning the slow Canadian mail, what the ICSCC approved format is, and how it could be that the Conference President didn't know there was an ROD Manual. Amendments and Revisions to the proposed new paragraph A.10 were discussed and incorporated, and the revised proposal was moved by VMSC, seconded by CSCC, and adopted unanimously.
- d.- Paragraph A,1,d, p. 9 of the P&P Manual needed revision according to reports received from the 1983 Race Steward and several Contest Board Reps. The President proposed a detailed explanation of policy and procedure be adopted. NWMS so moved, CSCC seconded, and the proposed revision passed unanimously.
- e.- Suggested revision to P&P Paragraph 17, p.6 to broaden the base of legal advice available to ICSCC and to take into account the fact that we operate in two states and two countries. IRDC moved adoption, CSCC seconded - passed unanimously.
- f.- The President suggested the removal of the position of Planning Advisor (P&P, Item 18, p.6). CSCC/Alternate suggested the position be made discretionary with the President. "Shall" was changed to "may" appoint, and that one word change was moved by VMSC, seconded by CSCC, and passed by all Board Members.
- g.- The President proposed that the return of a pro-rata share of the sale of Sponsor Passes be eliminated from Item H.6, p.31. CSCC moved adoption of the amended item, IRDC seconded - passed unanimously.
- h.- The President proposed that the requirement that small, low-budget clubs be incorporated be eliminated from the By-Laws as he could see no reason for such a provision, and had received correspondence from the Palouse Auto Club indicating they would like to affiliate, but didn't want to pay to incorporate. The Historian/Immediate Past Secretary indicated that Palouse had paid their affiliation fee. A discussion followed as to why affiliate clubs have to be incorporated, the upshot of which was that The Palouse Auto Club was granted provisional affiliate status for a period of 365 days without being incorporated, with IRDC so moving, VMSC seconding, and all Board members voting yes. The original proposal was withdrawn by the President after his brief course in Conference history.
- i.- The proposal to delete Item A,5,p.21, P&P Manual (having to do with the publication of a Memo between the Fall and Spring Meetings) was - through a series of subject changes and exchanges involving other problems - amended to be a proposal to extend the February 1 deadline in Rule 308(c) of the Competition Regulations to March 15 for 1984 only. This amended proposal was moved by CSCC, seconded by IRDC and passed by everyone on the Board.

j.- The question again came before the Board of how to attempt to take advantage of the substantial savings afforded by the Memo Editor's plan of distribution and scheduling for 1984 (see p.5, New Business #2, above), and after discussion it was proposed that any and all provisions of the P&P Manual having to do with the publication, distribution (mailing), and/or deadline requirements of the Conference Memo be suspended during the 1984 season, essentially for the purpose of examining the feasibility of the new scheduling and distribution system submitted to the Board, and for the purpose of developing the best possible system at the lowest possible cost to Conference. CSCC moved, IRDC seconded - unanimous yes vote.

k.- For the same reasons as j above, CSCC moved and IRDC seconded the proposition that the last sentence of P&P, p.21 A-2 be stricken, and this was unanimously approved by the Board. Only three cumulative points lists need be published.

l.- CSCC proposed several revisions having to do with Conference accounting practices, P&P Manual, p. 7, Officers. The proposal took cognizance of the suggestions made by the outgoing Treasurer in her final report to the Board at this meeting (see p. 4, above), and called for (1) monthly transmittal of funds; (2) receipt-verified expense claims only; distribution of officer's fees by output item only, and where no output item can be related to the work performed, by quarterly, semi-annually or yearly draws, with no draws in advance, except that costs may be advanced for major expenditures. CSCC also requested that it be suggested that generic stationary be utilized so that it does not become useless after each office change. The President indicated that a certain amount of printed letterhead with address is important for correspondence with outside addressees, but that inter-Conference materials (the great bulk of our mailings) could be done through the use of generic stationary and outdated printed material. ( Headquarters had already supplied everyone at the Spring Meeting with 25 envelopes already addressed to Headquarters for just such a purpose.) CSCC moved, IRDC seconded - unanimous approval by the Board.

4.- Proposed revisions to the Rule Book were discussed and voted upon as follows:

a.- A revisions to Section 207 dealing with insurance and deadlines for notification to Headquarters of insurance coverage was proposed by the President, discussed by the Board, moved by CSCC, seconded by IRDC, and voted for by no-one. Unanimous no votes.

b.- The proposal by the President to allow the Race Steward more than one chance to classify nonconforming racecars was withdrawn after discussion.

c.- The Assistant Race Steward proposed the deletion of the words "...dated within 12 months." it being confusing when read with §302 F(2). IRDC moved, CSCC seconded. Four yes votes, NWMS abstaining and then later voting yes. Unanimous.



d.- The Assistant Race Steward, making reference to Fall 1983 Contest Board Agenda Items 64 through 74, proposed revised sections 1303 A and B, and 1304 A,B and C to accomplish the intent of adopting SCCA GT and Production Classes and grandfathering ICSCC Improved Sedans presently racing. IRDC noted that under 1304 A, Super Production should also be included, and with that one amendment IRDC moved and CSCC seconded the proposal. Unanimous approval.

e.- The Assistant Race Steward, making reference to Fall 1983 Contest Board Agenda Item 81 proposed that it simply read: "Formula Ford will meet current SCCA regulations." IRDC moved, CSCC seconded, Unanimous Board approval.

f.- The Assistant Race Steward, making reference to Fall Contest Board Agenda Item 82 indicated that said item, having to do with Formula Club Ford tires, should properly be included under Rule 1306 B(6) rather than 1306 B(2) as passed by the Fall '83 Contest Board. A fully revised Rule 1306 B(6), Formula Club Ford, was also proposed and explained to the Board. IRDC moved these proposals, CSCC seconded, and the revisions as drafted and presented to the Board passed unanimously.

g.- There was discussion regarding the Fall Executive Board, 1983, approval of a change to the Competition Regulations, p.8, §3, Rule 305 (C) 3 requiring a driver to work one complete race day under supervision. It was noted that this is a change from past procedure, but that it was the sense of the Board at the Fall, 1983 meeting that this is the approach that ROD prefers. No further action taken.

OPEN DISCUSSION:

The Chair called for open discussion on any matter. There was none.

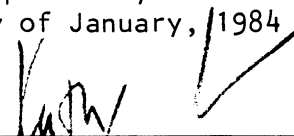
ANNOUNCEMENTS:

No announcements were made.

ADJOURNMENT:

The 1984 Spring Meeting of the ICSCC Executive Board was adjourned at 12:57 p.m., January 15, 1984.

Respectfully Submitted this 17th  
Day of January, 1984

  
\_\_\_\_\_  
Kathryn Guykema, Secretary

Approved:

  
\_\_\_\_\_  
President