

**Minutes of the National Board of Directors Annual Meeting
Mustang Club of America
Phoenix, AZ
January 24, 2010**

The President called the meeting to order at 9:07. Roll was taken and a quorum was met with the following MCA Officers and Board members in attendance:

B. Birch	B. Johnson
R. Bramlett	J. Keenan
R. Brown	B. Lawless
C. Chesley	R. Lawless
A. Craig	K. Lawrence
R. Cunningham	J. Mays
J. Dettori	S. McCarley
J. Farmer	S. Prewitt
C. Hampton	P. Sigwardt
B. Henson	L. Slawson.
T. Hernquist	R. Umberger
E. Hockaday	G. Valeri
R. Jacobson	

The following Board Members were not in attendance: B. Bragg, B. Frender, D. Miles, R. Orr.

The following Regional Directors were in attendance: Michael Williams (Carolina Regional), Bill Cockrell (Mustang Club of Houston), Mark Davis (Savannah Mustang Club) and Chris Neri (Mid South Mustang Club).

The Minutes from the November meeting were approved as submitted.

The President started the meeting with a welcome statement. A motion was made by S. McCarley to fill the recent vacancy on the Board of Directors, due to the passing of Lark Bragg, with Chris Hall. The motion was seconded and approved.

Executive Committee Report:

The Chair; Mr. McCarley, reported that Ford provided their 2009 sponsorship check for \$50k on January 12, 2010, and the 2010 sponsorship check of \$60k last night at the Annual Banquet.

Mr. McCarley then reviewed the 2010 committee assignments. A final list will be sent to all Board members upon final revision. The President also announced the appointments as follows: National Head Judges (Charles Turner, Alan Stewart), the Historian (R. Jacobson), Parliamentarian (Jim Keenan), Publisher (Austin Craig) and the Sergeant at Arms to be determined.

Each Committee Chair is to submit in writing what the Committee Mission Statement prior to the April meeting, including two bullets or items describing how the committee intends to meet or address their mission. The Secretary will include this report in his call for agenda items prior to the April meeting to be incorporated into the meeting package.

Membership Report: B. Birch provided the following information: At the end of October, the membership was at 11,273 (monthly renewal rate of 68%), at the end of November: 11,244 (67.9%), and December: 11,209 (61.9%).

Finance Committee Report:

R. Bramlett presented the 2009 balance sheet. He also presented the 2010 budget for approval by the Board. The motion to approve the 2010 budget was approved

Competing MCA Contracts (Unfinished Business): R. Jacobson presented a motion to compete all service contracts over \$10k/year. The motion was seconded. After much discussion, the motion was voted upon and failed by a vote of 13 to 16. The primary complaint was that the current motion as presented was too wordy and Dr. Jacobson was tasked to refine the motion and re-present it at the April meeting. The BOD was asked if the concept was still valid by asking for a vote for the “sense of the BOD” and it was overwhelmingly positive.

The Meeting was recessed for 15 minutes for a lunch break at 1213 PM

The Meeting was called back to order at 1230 PM.

35th Anniversary Show (Unfinished Business): A discussion was led by S. Prewitt as to possible locations for the event, including Las Vegas, Barber Motorsports, Charlotte, NC, and distributing the anniversary throughout all of the National Shows. A final decision, one way or another, must be made at the April meeting.

Committee Reports

National Show Committee Report: S. Prewitt made a motion to approve the Jacksonville application for 2011 MCA National Show. The motion was approved. S. Prewitt, on behalf of the committee, made a motion to award the Mustang Club of Central Iowa a National Show for 2011. The motion passed. The North Texas Mustang club National Show was previously approved for 2011. An application is pending from a New York club and will be reviewed shortly.

Driving Event Report and Motions:

The following motions were made by the Committee:

A motion was made to allow the Executive Committee to approve Driving Events. The motion was modified to read “A motion is proposed to allow the Executive Committee to approve Driving Events for 2010.” The revised motion passed.

A motion was made to change the application for Driving Event lead time from six months to 90 days. The motion passed.

A motion was made to require the MCA membership for participation at National and Grand National Driving events, beginning in 2012. The motion passed.

A motion was made to approve the July 17-18, 2010 Mustang Club of Central Iowa Driving Event. The motion was passed.

National Events Development

L. Slawson, on behalf of the Committee, presented a revised motion that a Lark Bragg Memorial Award be presented at all National and Grand National Shows this year, sponsored by MCA. The motion passed.

New Business

Revision of MCA's Conflict of Interest Policy. R. Jacobson proposed the following motion (seconded by R. Bramlett) and subsequently modified (and seconded) to read as:

It is moved that the following expansion of the By-Laws be adopted as a Standing Rule until incorporated into the By-Laws:

National Directors shall not receive any compensation, fee or salary for their services as Directors, and immediate family members shall not be allowed compensation, contractual fees, or salary status within the corporation unless it is through open competitive bidding. By resolution of the Board, reimbursement may be allowed to any Director for any monies or expenses actually incurred and paid by any Director for the benefit of the Corporation. No National Director shall use his or her National Director position exclusively to accept as a gift to acquire parts, products, services or any other item of value from any source inside or outside of the MCA while in office. Doing so shall be grounds for immediate removal from the MCA Board of Directors.

If any BOD member has any doubts about their responsibility concerning receipt of gifts or services while representing MCA as a National Director, they should contact the Executive Committee for discussion before proceeding.

The motion passed.

Use of E-Blast (Mass E-Mailing) by MCA. R. Jacobson gave an overview of a general policy statement for the use of e-blast by MCA, including its advantages and disadvantages, for informational purposes. J. Farmer made a motion that no

MCA e-mail addresses are to be provided to another party nor should that party have access to our e-blast program until the Internet Committee reports back on third party usage. The motion was seconded and passed.

Reporting on Swap-Out Ads. B. Johnson proposed the following motion: That the Marketing/Publishing Committee present an annual report identifying the Mustang Times swap-out ads, their value, and the rationale for their ads, and this report be presented at every second meeting of the BOD, beginning with the April 2010 meeting. The motion was seconded and passed.

Manning MCA booths at National Shows. R. Lawless discussed the need to ensure that the MCA booth is manned at every National Show, and that plans for backup personnel are needed.

Regional Club MCA Membership Reporting: R. Bramlett proposed, and after seconded and debate, made the following final motion: As MCA Regional Clubs report their membership numbers, that the total MCA membership numbers of each club be posted next to their Club name on the MCA website. The motion was seconded and approved.

At 3:41pm, the motion to adjourn the meeting was made, seconded, and approved.

The next meeting will be held April 10, 2010 at AER Manufacturing, 1605 Surveyor Blvd, Carrollton, TX 75011-0979.

Submitted by:

Randy Jacobson
Secretary

Approved by:

Steven McCarley
MCA President

MUSTANG CLUB OF AMERICA BOARD MEETING

Airport Marriott, Phoenix, AZ NATIONAL BOARD OF DIRECTORS

Jan. 24, 2010
9:00 am - 5:00 pm

09:00	Board Meeting Begins	
	Roll Call of National Directors and Regional Directors, guests	5 R. Jacobson
	Welcome	5 S. McCarley
09:10	Board Action	
	Acceptance of Past Meeting Minutes	5 R. Jacobson
	Bylaws, Rules, and Standing Rules	
	Review and Acceptance of Standing Rules	5 S. McCarley
	BOD Vacancy	10 S. McCarley
	Executive Committee Report and Board update	40 S. McCarley
	Finance Committee Report	30 R. Bramlett
	Membership Report	5 B. Birch
10:45	15 Minute Break	
11:00	Unfinished Business	
	Proposals for all Contracts over \$10k/year	15 R. Jacobson
	MCA 35 th Anniversary	30 S. Prewitt
11:45	*Lunch and Committee Meetings (60 minutes)	
12:45	Written Committee Reports Review	
	Driving Events	20 E. Hockaday
	4 Motions, including application approval	
	Events Development	15 L. Slawson
	Motion to honor Lark Bragg	
	History	5 R. Jacobson
	Internet	5 R. Jacobson
	Judging	15 R. Brown
	Two motions for 5 Year Complimentary Memberships	
	Special Events	5 R. Brown
1:50	New Business	
	Proposed Conflict of Interest Policy	10 R. Jacobson
	Proposed MCA Mass E-Mailing Policy	10 R. Jacobson
	Proposal for Swap-out Rationale and Policy	10 B. Johnson
	Proposal for Club Support Reporting on Club Communications	10 B. Johnson
2:30	Break (15 minutes)	
2:45	New Business (continued)	
	Motions brought up during Meeting	
3:15:	Committee Reports not submitted in writing by Jan. 7	
	Accessories	S. Prewitt
	Administrative	R. Bramlett
	Bylaws/Parliamentarian	
	Events Development	L. Slawson
	External Liaison	S. McCarley
	Financial	R. Bramlett
	Hall of Fame	
	Insurance	
	Marketing	A. Craig
	National Shows	S. Prewitt
	Nominations	B. Bragg
	Publishing	A. Craig
	Regional Club Charter	J. Mays
	Regional Club Support	

5:00 Youth Membership
Adjournment

Financial Committee Report
R. Bramlett

To All MCA National Board of Directors:

About this budget. A budget is something that you put into place to help you get to a predicted point at the end of the year. Personally, I hate budgets. They are made up of facts that haven't yet happened and that may never happen. Budgets can stop you from spending money you desperately need to spend and cause you to spend money that you shouldn't be spending. When looked upon as "We have \$5,000.00 to spend so we need to spend it all.", that's not the right way to look at it. Especially when you may, for so many reasons that I'm not going to list even one of them here, not get the income you plan on.

But, on the other side, a budget can help you to not spend money that you shouldn't spend. So, when looked at as a combination of helping you to spend money where you know you have to and not spend money where you shouldn't, a budget can be very beneficial. Let's all look at it from that prospective. If you're allotted money and don't need to spend it all, don't. That will be a big help in making 2010 a positive year financially for the MCA!

One concern we've heard about this budget is that memberships, especially since we've raised the dues, may not bring in as much money as we've put into the budget. But, there's also this point to keep in mind. This will be the first year in a long time that the MCA getting a new member will not cost the MCA money out of the general fund. It will be the first time in many years that getting a new member will actually help the MCA! With this information, let's all get out there and bring in as many new members as we can!

The first place to start is with the MCA Regional Clubs. In my opinion, it is not in the MCA's best interest for an MCA Regional Club to boast about having 200+ members when only 20 of those members are MCA members. Right there, in our own back yard, is a great source for new memberships! Let's all hit up our MCA Regional Clubs to make it a goal for at least 51% of their members to be MCA members! New MCA members are now a good thing for the MCA!

Lastly, we haven't put any Sponsorship money from Ford into this budget. On January 12th, 2010, Ford donated \$50,000.00 to the MCA which was for 2009 sponsorship. Since we can't go back and deposit it in 2009, this allows us to start 2010 with a plus in the income column. Ford has also asked us to bill them for their 2010 sponsorship so they can pay that in a couple of months and I'm working on it. So, with those thoughts and goals, the MCA's 2009 Finance Committee ask for you to vote on and pass this proposed budget for 2010.

Ron Bramlett

MCA National Treasurer
January 24, 2010

MCA PROPOSED 2010 BUDGET

INCOME

Advertising		
Mustang Times	\$100,000.00	
Total Advertising Revenue		\$100,000.00
Royalties and Product Sales		
Bookstore	\$250.00	
Budget Rental Car	\$0.00	
Hertz	\$250.00	
MBNA	\$5,000.00	
Acme Accessories	\$10,000.00	
MCA owned merchandise	\$5,000.00	
Misc. Royalties	\$1,500.00	
Total Royalties Projected		\$22,000.00
Membership		
Total Membership based on a rate of 10,000 members. This accounts for losses due to dues increases, 5/4 memberships and new memberships through out 2010		
	\$500,000.00	
		\$500,000.00
Sponsor Income		
Heacock Insurance	\$3,900.00	
	\$3,100.00	
Mustang's Plus		
	\$15,000.00	
KickerStereo		
Ford (variable and not accounted for)	\$0.00	
Total Sponsor Income		\$22,000.00
Other Misc. Income	\$10,000.00	\$10,000.00
TOTAL INCOME/REVENUE		\$654,000.00

EXPENSES FOR
2010

Accounting Expenses	\$8,500.00	\$8,500.00
Administrative Expenses		
Internet Expense	\$900.00	
MCA Office Mgr. Travel	\$500.00	
MCA Officer Travel	\$7,500.00	
MCA Misc. Office Expenses	\$1,500.00	
Total Admin		\$10,400.00
Advertising Expense	\$15,000.00	\$15,000.00
Banking Expense		
Credit Card Service Fees	\$12,500.00	\$12,500.00
Computer Expense	\$500.00	\$500.00
Depreciation	\$250.00	\$250.00
Donations	\$100.00	\$100.00
Dues and Subs	\$250.00	\$250.00
Equipment Lease & Rental	\$5,000.00	\$5,000.00
Web Expense ICG Link	\$4,000.00	\$4,000.00
Insurance		
Liability	\$22,000.00	
Participant Accident	\$3,000.00	
Surety Bonds	\$1,500.00	
Insurance Other	\$500.00	
Total Insurance		\$27,000.00
Judging		
Travel Tally Room	\$2,500.00	
Travel Judges	\$25,000.00	
Rules Meeting Expense	\$1,500.00	
Judges Test Expense	\$500.00	
Judges Printing Expense	\$2,500.00	
Misc. Expenses	\$1,000.00	
Judging Total		\$33,000.00
Labor		
Administrative - Krystie	\$40,000.00	
Contract Labor	\$1,500.00	
Total Labor		\$41,500.00
Liason Committee Travel	\$1,500.00	\$1,500.00
License - Business/Corporate	\$30.00	\$30.00
MCA Show Expense	\$1,500.00	\$1,500.00

Membership Expense		
Ballots, Brochures, etc.	\$1,500.00	\$1,500.00
Mustang Times (Pate Mktg)		
Editorial & Publishing	\$312,000.00	
Travel - Editor	\$12,000.00	
Total Pate Marketing		\$324,000.00
Office Supplies Expense	\$6,000.00	\$6,000.00
Officer BOD Meeting Expense		
Annual	\$2,500.00	
Installation		
BOD Meetings	\$2,500.00	
Total Meeting Exp		\$5,000.00
PDMG		
Membership Database	\$14,000.00	
Membership Renewals	\$20,000.00	
PDMG Total		\$34,000.00
Postage		
General	\$3,000.00	
Mustang Times	\$80,000.00	
NePost Postage ?	\$5,000.00	
Total Postage		\$88,000.00
Professional Fees & Services	\$1,000.00	\$1,000.00
Stipends		
National Show Sponsorships	\$8,500.00	
Dash Plaques	\$1,500.00	
Trophies	\$1,500.00	
Misc. Expenses	\$250.00	
Total Stipends		\$11,750.00
Storage - Rental Unit	\$3,300.00	\$3,300.00
Telephone Expenses		
MCA office phone	\$1,400.00	
Conference Calls BOD	\$1,000.00	
Total Phone		\$2,400.00
TOTAL EXPENSES		\$637,980.00
Total Income	\$654,000.00	
Total Net	\$ 16,020.00	

Mustang Club of America
Balance Sheet
As of December 31, 2009

	<u>Dec 31, 09</u>
ASSETS	
Current Assets	
Checking/Savings	
Brand Bank Company	72,942.24
Petty Cash	250.00
Wachovia-Opr. Acct.	45,980.37
Wachovia H.P. M.Mkt. #1	92,060.57
Total Checking/Savings	<u>211,233.18</u>
Other Current Assets	
Federal Tax Payments-Wachovia	767.00
Total Other Current Assets	<u>767.00</u>
Total Current Assets	212,000.18
Fixed Assets	
Accumulated Depreciation	-16,982.99
Furniture & Fixtures	211.00
Machinery & Equipment	16,849.06
Total Fixed Assets	<u>77.07</u>
TOTAL ASSETS	<u>212,077.25</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Sales Tax Payable	53.24
Total Other Current Liabilities	<u>53.24</u>
Total Current Liabilities	<u>53.24</u>
Total Liabilities	53.24
Equity	
Unrestricted Net Assets	224,598.48
Net Income	-12,574.47
Total Equity	<u>212,024.01</u>
TOTAL LIABILITIES & EQUITY	<u>212,077.25</u>

Mustang Club of America
Profit & Loss
January through December 2009

	Jan - Dec 09
Ordinary Income/Expense	
Income	
Advertising	
Mustang Times	97,707.77
Total Advertising	97,707.77
Banquet Income	
Banquet Income-Officers-BOD's	338.00
Banquet Income-Special Event	700.00
Banquet Income - Other	495.00
Total Banquet Income	1,533.00
Income Royalties	
Acme Merchandise Royalties	2,209.95
Bank of America Royalty (MBNA)	4,277.57
Bookstore Royalties-MBI, etc.	70.98
Hertz	459.48
Income Royalties - Other	47.70
Total Income Royalties	7,065.68
MCA 45th Event Income	0.00
MCA Owned Product Sales	
Magazines	62.00
Merchandise Sold	20,366.86
S/H	4,594.75
Special MCA Products Sold	120,041.88
Total MCA Owned Product Sales	145,065.49
MEMBERSHIP	
Club Promotions-New Mbrs.	2,440.00
New Members	131,805.00
Re-New Members	313,505.00
MEMBERSHIP - Other	-2,655.00
Total MEMBERSHIP	445,095.00
Miscellaneous Income	135.00
Non-Member Entry Fees	500.00
Other Income	
Other Income-Special Event	243.96
Sub-Lease Income-Special Event	18,000.00
Other Income - Other	826.36
Total Other Income	19,070.32
Refunds	
Refunds-Special Event	-6,740.00
Total Refunds	-6,740.00
Registration Inc.-Special Event	
Driving Event	15,300.00
Judged Cars	145.00
Participant Display Cars	19,510.00
Vendor Fees	16,809.00
Registration Inc.-Special Event - Other	23,977.50
Total Registration Inc.-Special Event	75,741.50
Spectator Fees-Special Event	75,243.53
Sponsorship Income	
MCA Corporative Sponsorship	
Heacock Classic's	11,056.00
Mustang Plus	10,000.00
Total MCA Corporative Sponsorship	21,056.00

Mustang Club of America
Profit & Loss
 January through December 2009

	Jan - Dec 09
Sponsorship Inc.-Special Event	
GT Sponsor	26,666.32
Mach 1 Sponsor	47,500.00
MPG Sponsor - \$3000.00	12,550.00
Pony Sponsor	43,113.68
Title 1 Sponsor	100,000.00
Sponsorship Inc.-Special Event - Other	14,900.00
Total Sponsorship Inc.-Special Event	244,730.00
Total Sponsorship Income	265,786.00
Tent Rental Inc.-Special Event	12,113.82
Total Income	1,138,317.11
Expense	
45th Anniv. expenses	3,690.73
Accessories	
Goods Purchased-Delivered	10,376.54
Goods Purchased-Special Event	69,809.88
Total Accessories	80,186.42
Accounting Exps.	
Accounting Exps.-Special Event	2,699.63
Accounting Exps. - Other	4,458.53
Total Accounting Exps.	7,158.16
Administrative Exps	
Computer Exps/Internet	599.35
Travel Officers, Accs.Adm.Acctg	
Travel/Accessories	558.89
Travel-Publisher, Mustang Times	901.80
Travel/Officer's	8,007.87
Travel/special Events	1,293.63
Travel Officers, Accs.Adm.Acctg - Other	476.80
Total Travel Officers, Accs.Adm.Acctg	11,238.99
Total Administrative Exps	11,838.34
Advertising Expenses	
Advertising-Special Event	101,897.72
Advertising Expenses - Other	14,702.50
Total Advertising Expenses	116,600.22
Bank Service Charges	
Credit Card Service Charges	
Credit Card Svc-Special Event	9,863.08
Credit Card Service Charges - Other	8,732.39
Total Credit Card Service Charges	18,595.47
Bank Service Charges - Other	509.37
Total Bank Service Charges	19,104.84
Banquet Expenses-Special Event	31,440.54
Computer Exps	530.07
Depreciation Expense	0.00
Driving Event Expense	
Driving Event Exp.-Spec. Event	7,080.00
Driving Event Expense - Other	300.00
Total Driving Event Expense	7,380.00
Dues and Subscriptions	50.00
Equipment Lease & Rental	5,419.87
Flowers	61.50

Mustang Club of America
Profit & Loss
 January through December 2009

	Jan - Dec 09
Insurance	
Liability Insurance	24,582.27
Insurance - Other	-1,200.00
Total Insurance	23,382.27
Interest Expense	135.16
Judging Part 1	
Judges Rule Meeting	294.74
Judging-Testing	381.22
Postage	162.99
Purchase Accessories	1,000.00
Talley-Supplies-Postage, etc	202.16
Total Judging Part 1	2,041.11
Judging Part 2	
Travel- Tally Rm. Personnel	1,759.03
Travel-Judging	10,854.96
Total Judging Part 2	12,613.99
Labor Contract	
Administrative	40,060.00
P.T. Contract Labor	101.50
Total Labor Contract	40,161.50
Legal & Professional Fees	4,598.50
Liaison Committee Exp.-Travel	1,931.07
Licenses & Taxes	
Annual Registration	30.00
Special Event	3,445.60
Total Licenses & Taxes	3,475.60
Membership Expenses	
Mbrshp-Ballots, Brouchers, etc	7,478.99
PDMG	
Membership Database-PDMG	12,565.53
Membership Re-newal, etc	10,459.02
Total PDMG	23,024.55
Total Membership Expenses	30,503.54
Miscellaneous Exps.	78.57
MUSTANG TIMES (Pate Mktg Group)	
Editorial & Pub. Services	342,163.80
Misc. MT Exps.	4,443.64
Travel - MT Editor	7,830.70
Total MUSTANG TIMES (Pate Mktg Group)	354,438.14
Office supplies & Exps	6,494.51
Officer's-BOD's Meeting EXps.	
BOD's & Exec Board Mtgs.	1,717.18
Officer's-BOD's Meeting EXps. - Other	1,371.18
Total Officer's-BOD's Meeting EXps.	3,088.36
Postage , Shipping & Handling	
General Postage Exp.	189.04
MCA Goods SOLD S/H, etc	4,231.08
Mustang Times - Postage	63,091.69
Nepost-Postage	6,500.00
PDMG Postage-Member Renewal	4,500.00
Postage-Special Event	746.13
Total Postage , Shipping & Handling	79,257.94
Printing	
Printing-Special Event	2,052.26
Total Printing	2,052.26
Professional Fees, Dues & Subs.	75.00

Mustang Club of America
Profit & Loss
 January through December 2009

	Jan - Dec 09
Special Event Expenses	
Equipment Rental	43,642.63
Judging	250.20
Parking & Shuttle Buses	19,130.00
Security	37,383.76
Signs	8,037.83
Spcecial Events/Awards	36,723.91
Staff Expenses	4,426.01
Track Management Fee	10,000.00
Track Rental	39,624.42
Waste Disposal	24,440.92
Special Event Expenses - Other	43,591.61
Total Special Event Expenses	267,251.29
Sponsorship Expense	
Sponsorship Exp-Special Event	11,897.70
Sponsorship Expense - Other	795.56
Total Sponsorship Expense	12,693.26
Stipends	
Dash Cards-Shows	2,849.83
Dash Plaques	500.00
Event Goody Bags	1,858.68
National Show Sponsorship	6,670.80
Trophies	200.00
Trophies/Plaques/Engraving S/H	107.70
Stipends - Other	383.78
Total Stipends	12,570.79
Storage Rental	2,891.73
Supplies	
Supplies-Special Event	3,441.81
Supplies - Other	159.25
Total Supplies	3,601.06
Telephone Exps	
MCA-Office Phone Exps.	1,467.41
MCA Board/Exec. Committee-Calls	303.64
Telephone-Special Event	2,367.60
Total Telephone Exps	4,138.65
Voided Checks Tracking Account	0.00
Web Dev. & Costs	
Develope New Website-full imple	100.14
ICG Link (Web Site Exps.)	1,441.25
Website Costs-Special Event	972.00
Web Dev. & Costs - Other	375.00
Total Web Dev. & Costs	2,888.39
Total Expense	1,153,823.38
Net Ordinary Income	-15,506.27
Other Income/Expense	
Other Income	
Interest Income	134.07
Total Other Income	134.07
Other Expense	
Federal Taxes	872.00
Tax Penalties	21.00
Total Other Expense	893.00
Net Other Income	-758.93
Net Income	-16,265.20

A Motion to Compete MCA Contracts

The Mustang Club of America's membership deserves the most cost-effective services of contracts awarded by the Board of Directors. To this end, contract services in excess of \$10,000 per year shall be competitively awarded and re-competed on a regular basis to ensure MCA and its membership receives the best value for its cost.

The competitive process for contract award should be as open and transparent as possible. To do so, requires more time and effort than has occurred in the past. Typically, it takes 2-3 months to develop a Request for Proposal (RFP), 1-2 months for approval, 1 month for solicitation, and 1 month for review. Should a Best and Final Offer be solicited, another 2 months is reasonable before a final legal review and contract award. Thus, it takes a minimum of 4 months to award a simple contract, and typically, it will take 9-12 months for a more complicated contract.

Existing contracts that MCA has that meet these criteria include: MCA Office Manager (Kristie Moore-O'Gwynn), Mustang Times Editor, printing and mailing (Pate Management Group), MCA membership database upkeep and membership renewal (Publishing Data Management Group), Insurance (Heacock) and MCA Accessories Provider (ACME). Potential other contracts include: internet web services, accounting services, and credit card services. Contracts with corporate sponsors are exempt from competitive solicitations.

Be it moved that the following be incorporated as MCA official policy by incorporation into the Standing Rules.

MCA endorses the notion that to ensure the most cost-effective services provided to MCA and its membership, all contracts for services in excess of \$10,000 per year shall be openly competed in a fair and objective manner, evaluated for best value, and re-competed within a five-year period after award. The following statements ensure these goals can be met.

- *MCA must determine what services it requires in sufficient detail to form a Request for Proposal (RFP).*
- *Unsolicited proposals for services in excess of \$10k per year must never be awarded.*
- *The RFP must be developed such that it does not favor any single contractor.*
- *The RFP shall be developed by the most cognizant committee and presented to both the Administrative and Executive Committees for approval prior to release. The Executive Committee shall forward the RFP to the MCA legal representative for review prior to release.*
- *The RFP solicitation can be for up to five years with yearly renewals. However, every contract must be re-competed within a 5-year period; there shall be no exceptions.*
- *The RFP shall be distributed as widely as possible to all interested parties. It is encouraged to solicit the membership of MCA to respond. The cognizant*

committee shall report the release of the RFP at the next BOD meeting and in the next Committee Report.

- *A minimum of 30 days is required for RFP response.*
- *Prior to the release of the RFP, the cognizant committee and the Executive Committee shall determine which individuals will constitute the review committee, including the Team Leader.*
- *The proposals shall be evaluated for best value to MCA and not necessarily only on the basis of lowest cost. The Team Leader shall develop the review criteria and the Administrative and Executive Committees shall approve the review criteria.*
- *More than one individual shall evaluate the proposals in an objective manner. The results of the proposal evaluations shall be submitted to the Executive Committee for their endorsement prior to a presentation to the BOD at a National Meeting, in accordance with the By-Laws.*
- *After approval by the BOD, the proposal must undergo legal review before being awarded by either the President or Treasurer.*
- *Any existing contract that has not been openly competed within the past 5 years shall be competed within 12 months after approval of these Standing Rules.*
- *Within 12 months after multiple contracts to any single company exceed \$10k, the services provided shall be combined into a single set of requirements and a RFP must be developed for competitive proposals.*

Driving Event Committee Report

Ed Hockaday-Chairman

Rick Umberger

Ron Bramlett

It is the driving event committee's goal to support, recruit and promote MCA Driving Events. We want our driving events to become the great success that the MCA car shows are. We want Mustang owners to look forward to the next driving event. We would like to accomplish this through email blasts, articles in the Mustang Times and through pictures and articles from the events. The types of driving events are open track, auto cross, gymkhana, drag strip, cruises or something similar.

There are some issues that need to be addressed. There is, as of now, a six month lead time from application to event date. A shorter lead time could bring in more events. One reason is that the BOD now only meets every three months and currently must approve every driving event. One way to alleviate this would be to allow the Executive Board to approve driving events as they meet via conference calls frequently. Another issue is a recommendation that all participants of driving events at National and Grand National shows be MCA members. We were successful requiring this at the 45th Anniversary event. It would bring in more memberships and cover some of the MCA costs.

The committee would like to submit four motions.

1. The motion to change the application for Driving Event lead time from six months to 90 days.
2. The motion to allow the Executive Committee to approve Driving Events.
3. The motion to require MCA membership for participation at National and Grand National Driving Events.
4. The motion to approve the July 17-18, 2010 Mustang Club of Central Iowa Driving Event.

MCA History Report: January, 2009
R. Jacobson

For the time period from October 30, 2009 to January 7, 2010

- Compiled November 2009 minutes and posted on the MCA website
- November and December 2009 and January 2010 issues of MT scanned; November and December 2008 and January 2009 issues uploaded to web.
- Updated Mustang Times indices to include 2009 articles and advertisements.
- Answered on inquiry regarding where to find wiring diagrams for a 1964.5 Mustang
- Forwarded one inquiry to obtaining a November, 2009 issue to the MCA Home Office.

Internet Committee Report, January, 2010

Randy Jacobson

Covering the period from October 30, 2009 to January 7, 2010

Current Web Site Report

- MCA mass e-mailing (e-blasts) are currently in place and have been used to communicate to BOD and Regional Directors. However, the e-mail lists are manually created and are subject to volatility. At the November meeting, the BOD approved funds for development for 2010 of real-time e-mail lists created at the time that the e-mail actually gets sent. We expect this capability will be available in January.
- Plans are in place to provide Ford with an e-mail list (derived from the MCA mass e-mailing system) so they will be able mass e-mail MCA members using Ford's e-mail system. According to the MCA President, this has been approved by the By-Laws/Parliamentary Committee to ensure the MCA Privacy Policy is not violated. Only e-mail addresses will be provided.
- ICGLink has informed MCA that the main page is composed of Flash, and thus is transparent to web-crawlers and search engines. ICGLink recommends MCA authorize the removal of Flash programming to facilitate search engines, and I have approved this simple fix.

Added and or amended to the web site:

- Removed all Travel links, as the company no longer provides that service
- Link added for Ford Merchandise Trailer
- Updated member welcome page to include information on 2010 BOD meetings
- Updated both member and public welcome sites for GT500KR raffle. Will remove Jan. 7.
- Sent two MCA mass e-mailings regarding new Driving Event Application policy
- Updated Show Guidelines to reflect latest approved version and changed e-mail link to current National Show Chairperson
- Updated links for MCA long-term corporate sponsors (requires full page ad for past 12 months)
- Updated member welcome page for passing of Lark Bragg, cleaned up formatting for 2011 Mustang upcoming details
- Arranged for MCA main page to have link to Holiday Gifts

Other activities:

- Drafted the MCA Mass Mailing Policy Statement

Special Events Committee Report for January 2010 Board Meeting
Rodney Short

2010 Board Meeting Sites and Accommodations
Motel Rate, Locations and Dates are Firm,

Host Motel

Courtyard by Marriott DFW Airport South
2880 Valley View Lane, Irving, TX 75062
Phone: 972-790-8990 MCA rate \$94.00/night plus taxes includes free hot breakfast for each guest in room and transportation to and from meeting sites.

April 10, 2010 Meeting
To be held at AER Manufacturing
1605 Surveyor Blvd Carrollton, TX 75011-0979

July 10, 2010 Meeting
To be held at Grand Prairie Ford
Intersection of I-30 and Beltline Road, Grand Prairie, TX 75050

October 09, 2010 Meeting
To be held at Reed Ford / Reed-Speed Performance Center
1919 Oates Drive
Mesquite, TX 75150

Note the motel will only provide one trip to and one trip for the Reed Speed meeting site which is about 30 miles one way from the motel so plan your flight times accordingly.
Travel time to and from the motel is about 40 minutes one way.

MCA's Conflict of Interest Policy

The Mustang Club of America's By-Laws state:

National Directors shall not receive any compensation, fee or salary for their services as Directors, and immediate family members shall not be allowed compensation, contractual, fee or salary status within the corporation unless it is through open competitive bidding. By resolution of the Board, compensation may be allowed to any Director for any monies or expenses actually incurred and paid by any Director for the benefit of the Corporation. (Article V, Section 12)

The By-Laws, as written, do not cover gifts or using MCA for personal gain that do not incorporate exchange of funds. It is moved that the following expansion of the By-Laws be adopted as a Standing Rule until incorporated into the By-Laws:

*National Directors shall not receive any compensation, fee or salary for their services as Directors, and immediate family members shall not be allowed compensation, **contractual fees** or salary status within the corporation unless it is through open competitive bidding. By resolution of the Board, **reimbursement** may be allowed to any Director for any monies or expenses actually incurred and paid by any Director for **the benefit of the Corporation. No National Director shall use his or her National Director position as exclusively to acquire parts, products, services or any other item of value from any source inside or outside of the MCA while in office. Doing so shall be grounds for immediate removal from the MCA Board of Directors. (Article V, Section 12)***

If any BOD member has any doubts about their responsibility concerning receipt of gifts or services while representing MCA as a National Director, they should contact the Executive Committee for discussion before proceeding.

MCA Policy of Using E-Mail Blasts

MCA now has the capability of blasting e-mails to the membership to enhance communications between the National Organization and the membership. The following groups can now be accessed:

- Active MCA memberships
- Inactive MCA memberships
- Regional Directors
- National Board of Directors
- Judges, including various sub-groups of judging categories
- Renewal notices to about-to-expire members
-

The e-mail address lists will be updated at the time of the e-mail blast by accessing the membership database in real-time to ensure the most accurate list of addressees.

E-Blasts are a double-edged sword. They obviously provide MCA a tremendous capability to communicate with the membership with news, solicit ideas, reminders of renewals, etc. On the other hand, every recipient has the option to “opt out” of receiving future e-mails; and too frequent use of e-blasts can create the notion of “spam” mail to the recipient. Further, not every MCA member has an e-mail account, nor has every MCA member updated his user account to reflect their current e-mail address. A notice in Mustang Times should remind the membership to update their on-line profile and e-mail address. Judicious use of e-blasts is obviously necessary. A single e-blast that contains inflammatory comments can do more harm to MCA than good.

MCA needs an e-blast use policy that is reasonably straightforward and flexible. This policy should be presented to the BOD on an annual basis. The main policy issues are:

- **Who Should Send E-Blasts on Behalf of MCA?** Restriction of access to e-blasts is mandatory and should be based entirely upon positions of responsibility rather than individuals. Because BOD members change responsibility and/or are no longer on the BOD, each person who has access to the e-blast program must have their own username and password, which can be withdrawn. The following positions should have access to e-blasts:
 - **President**
 - **Secretary**
 - **National Head Judge(s)**
 - **Internet Committee Chairperson**

The message must include the appropriate return e-mail address for the person sending the e-blast; the sender should be aware that he/she may receive responses and should answer any queries in a responsible manner.

The Internet Committee Chairperson shall be responsible for liaison with the internet provider for the e-blast program and password protection. That person shall also be responsible for providing others with instructions for use.

- **What Should Be Included in E-Blasts?** Judicious use of e-blasts to all of MCA suggests that e-blasts should be reserved for the most important communications that cannot be handled by publication in Mustang Times. Information or news of new vendor products or events must be avoided due to the possible perception of endorsement by MCA. Routine news, such as upcoming National Shows or Events, should also be avoided. Text of E-Blasts to all members shall first be reviewed and approved by the Executive Committee before actual release; violation of this policy shall constitute termination of that individual's e-blast privileges. It is important that the e-blast reflect a professional phrasing and correct syntax, as every message represents MCA. E-Blasts to selected sub-groups of MCA on a routine basis (e.g. notification of BOD meetings, Judging Meetings, etc.) are acceptable and do not require Executive Committee approval beyond the first instance.
- **Should Others Be Allowed to Use MCA's E-Blast System?** Some MCA Corporate Sponsors have expressed interest in using MCA's e-blast system to communicate with MCA's membership. It shall be the policy of MCA that no one but MCA personnel has access to MCA's e-blast programs. The e-mail lists can be extracted from the program and provided to others without violation of MCA's privacy policy. These e-mail lists can then be incorporated into other's e-blast systems for their own use. This allows the opt-out of separate e-blast systems without affecting MCA's own system.
- **Should MCA's Membership Permit Opt-Out and Re-instatement?** Every e-blast sent shall have a link for members to opt-out of receiving further e-mails. Should that member want to be re-instated, he/she will need to contact the MCA Office Manager for re-instatement.
- **How Can Other BOD Members or Committees Access E-Blasts?** Submission by anyone for an e-blast can be made by sending an e-mail to the Executive Committee with the proposed text. After approval, one of the authorized e-blast senders will send the e-blast on behalf of that individual or committee and signed as such.

Motion Regarding Swap-Out Advertisements

Bill Johnson

I move that the Marketing/Publishing Committee present an annual report identifying the MUSTANG TIMES swap-out ads, their value, and the rationale for the ads, and that this report be presented to every second meeting of the BOD, beginning with the April 2010 meeting.