

Miata Club of Minnesota Operating Instructions

- **General**
 - These operating instructions delineate the responsibilities of the club officers and may be modified by majority vote of the Board of Directors as stipulated in the By-Laws Article VI Section 1.
- **President**
 - Maintain orderly operation of the club
 - Good will ambassador for the club
 - Interface with club sponsors
 - Arrange and conduct membership meetings
 - Arrange Holiday Brunch
 - Second signer on club checking account
 - Maintains e-mail account presidentmiataclubmn@gmail.com. president@miataclubmn.com forwards to this g-mail account as set up in the club website
- **Vice President**
 - Backs up the president
 - Acts as Event Coordinator
 - Maintains event calendar - typical event calendar in Addendum 1
 - Maintains Rally Guidelines in Addendum 2
 - Provides communications to the membership
 - Maintains e-mail account vicepresidentmiataclubmn@gmail.com. vicepresident@miataclubmn.com forwards to this g-mail account as set up in the club website
 - Coordinates beverages and treats to be served at the membership meetings.
- **Treasurer**
 - Maintain Mailing address
 - Maintain club checking account
 - Register non-profit with the Minnesota Secretary of State annually
 - File IRS Form 990 (The club fiscal year is Nov 1 to Oct 31)
 - Prepare next fiscal year budget for presentation at the October Membership meeting
 - Provide club financial report at membership meetings
- **Secretary**
 - Act as Membership Coordinator
 - Maintain membership database on website
 - Process new members and send out new member packets
 - Collect membership dues. Dues rate (\$60/yr) ref By-Laws Article III section 3
 - Take notes at meetings
 - Provide membership report at membership meetings
 - Collect waivers from Board members, past presidents and assistants who are exempt from annual dues
- **Consultant**
 - Provides sounding board for president & board
- **Merchandise Director**
 - Acquire Miata Club of MN branded items and sell them to the membership
 - Maintain inventory of current merchandise
 - Provide merchandise inventory and sales report at membership meetings
 - Coordinate with Secretary on new member tee shirts

- **Newsletter Editor**

- Publish newsletter 6 times per year Jan, Mar, May, Jul, Sep, Nov
- Have webmaster post on website
- E-mail link to membership
- Have several copies of the newsletter professionally printed for our sponsor's showroom

- **Web Master**

- Maintain website miataclubmn.com
- After board member changes update board member pictures & email forwarding links
- Interface with Website hosting company
- Forward hosting invoice to Treasurer (payment is automatically paid from checking account)
- Update club forms with PO Box changes
- Post newsletter to website
- Change email address forwards when Officers/At-Large members change
- Provide training on using website apps

- **Name Tag Coordinator**

- Order name tags for members who have renewed at their 1 year anniversary, as communicated by the Secretary/Membership person.
- Order name tags for members wanting replacements. Collect payment for replacement name tags.
- Accumulate names until there is enough to make the required minimum order quantity for the name tag vendor.
- Disperse name tags at club events.
- Maintain small inventory of replacement magnets for purchase in the event a member loses one.

- **Event Host (Non Rally)**

- Plan event typically a drive and lunch or a Sunday brunch
- Notify the Vice President of your plans
- Plan the driving route
- Make all arrangements for meals and/or entertainment if included
- Provide event details to the Vice President for distribution to the club members.
- Event hosts may request partial reimbursement for event expenses (including scouting expenses) from the club by requesting it from the board prior to the event.
- Event hosts of multi-day events may be reimbursed up to \$100 with pre-approval from the Board.
- Potential members and guests of members are welcome at these events but all non-members must sign a release to participate in driving events.
- Write an article afterwards about your event and send it to the Newsletter Editor to be included in the next club newsletter.

- **Rally Planning Committee**

- The rally planning committees are specialized event hosts
- Spring and Fall Rallies are planned by committees of 3 or 4 full members plus additional family members.
- Up to 4 full members of each committee are reimbursed up to \$150 each per rally for planning expenses. All committee members are exempt from rally registration fees.
- Non-members may not drive at rallies because the rallies are subsidized with club money. However, guests of members are welcome as passengers but must sign the release when registering.
- The rally committee will not spend club finances on alcohol.
- Rally planning guidelines are in addendum 2

Addendum 1

- **Typical annual schedule**
 - Brunch 1st Sunday in Feb
 - Brunch 1st Sunday in Mar
 - Membership meeting 3rd Sunday in Apr (2nd Sunday if Easter is 3rd Sunday)
 - Drive 1st Saturday in May
 - Spring Rally 1st weekend ~~in May~~ after Mothers Day
 - Drive 2nd Sunday in Jun
 - Drive on Saturday 13 days later
 - Drive 2nd Sunday in Jul
 - Drive on Saturday 13 days later
 - Drive 2nd Sunday in Aug
 - Drive on Saturday 13 days later
 - Fall Rally Fri, Sat, Sun 1st weekend after Labor Day
 - Saturday drive 2 weeks later
 - Up North Fall Leaves drive 2 or 3 days 1st weekend in Oct
 - Membership meeting 3rd Sunday in Oct
 - Brunch 1st Sunday in Nov
 - Holiday Brunch 2nd Sunday in Dec
 - Other events as proposed by members willing to host

Addendum 2

Miata Club Rally Planning Guidelines

These guidelines are not a list of mandatory steps in planning a rally. Rather, they are a checklist of things to consider when planning a rally. New ideas are welcome.

- **Select location**
 - Research several potential locations
 - Interesting Location/activities
 - 45-50 rooms available
 - Party room for 80-100 people
 - catering
 - Meet and select location
- **Assign areas of responsibility**
 - Chairman
 - Budget management
 - Registration
 - Hotel Negotiations
 - Chamber of Commerce Contact
 - Route planning
 - Entertainment
 - Goody bags/gift
 - Door prizes
 - Master of Ceremonies
 - Newsletter article
- **Visit & check out potential hotel(s)**
 - Look at rooms
 - room rates & fees & taxes
 - Cancellation policy
 - block of rooms (45 plus or minus)
 - dining area
 - stage & A/V equipment
 - catering menu
 - Breakfast
 - Hospitality room
 - parking
 - Registration process for mass arrival
 - Check-out for mass departure
- **Budget**
 - Estimate available funds for 40, 45 & 50 cars
 - Keep track of estimated expenses
 - Advise committee to stay within budget
 - Negotiate method of payment for all vendors

- **Plan entertainment**
 - Find local entertainment at destination if possible
 - Find entertainment that will travel to destination
 - get stage and A/V requirements and pass to hotel
 - Decide on games or presentations (if desired) for giving away door prizes
 - Decide on door prizes beyond the ones from Mazda
 - How many dollars available in budget
 - Type and Cost of door prizes
 - Assign person(s) to procure prizes
 - Get door prize tickets
- **Plan route**
 - Plan Friday & Sunday routes
 - start point
 - Find lunch stop - plan 1 hr
 - find bathroom stops - plan 30 min - try not to exceed 2 hrs between stops
 - Plan Saturday route (a or b below)
 - plan 3 to 3.5 hr drive with one bathroom stop - be back in time to give people time to explore the area
 - go to a nearby interesting destination for the day - be back in time for dinner & entertainment
 - Drive the routes
 - Confirm road condition
 - check timing
 - Check for GPS route errors
 - Pick tail gunners
 - Final route check
 - drive routes one week before rally
 - check for detours & road construction
 - validate paper instructions
 - invite tail gunners
 - Create downloadable GPS route (.gpx file) - post on club website
- **Select a theme**
 - incorporate into registration form and Friday dinner
- **Registration**
 - Decide registration deadline, and date after which there are no refunds.
 - Align with hotel registration cut-off date if possible.
 - Create registration form (see previous Rally registration forms for ideas)
 - Names, Cell phone(s), License, Color, e-mail
 - Clearly state "All Attendees must sign"
 - Special Dietary needs
 - Special conditions i.e. meet with group?, attend all meals
 - Indicate registration and no refund deadlines
 - Include "Sponsored By Morrie's"
 - Give to club VP to send out and to include in newsletter
 - receive registrations and money (monitor for missing info)
 - E-mail attendees that registration check was received
 - Pass money to club treasurer

- **Check in bags/packets**
 - Get material from Chamber of Commerce (confirm bags delivered before last run)
 - Create weekend agenda to include in packets
 - Create group roster
 - Create printed directions for those who do not download GPS route
 - Create one page map of the routes
 - Create a list of things to do in the area (tripadvisor.com)
 - Any trivia contest or on the road games
 - Pick time & process of stuffing bags
 - Decide on "gift" for the check-in packets
- **Wrap Up**
 - confirm all the bills are paid
 - Write article for the newsletter
 - Update this document with lessons learned

Addendum 3

Miata Club Group Leader/Tail Gunner Operating Guidelines

- **Group Leader Responsibilities**

- Responsible for leading the group through the entire route for the day
- Find a tail gunner for each group
- Explain the daily tour details to the group drivers and passengers
 - Identify leaders and tail gunners for each group to the drivers
 - Go over the route for the day including restroom breaks, lunch breaks, and tour ending location.
 - Ask the group if anyone needs a loaner radio
 - Ask that drivers wait for the car behind them after a turn to make sure that car makes the right turn
- Let drivers know what radio channel is assigned to each group.
- Check to see if there are any new members to the club
- While on the route
 - Call out every turn (approximately ½ mile prior to turn)
 - Call out if cars are “coming back” (only if a centerline is not present)
 - Call out obstructions (walkers/bikers on the road, farm equipment, construction, gravel or sand in a corner, etc.)
 - Before each break, let people know what time to be back at their cars
 - Keep group together. If needed, find a place to pull over and wait for all the cars to catch up.
 - If some cars are falling way back, slow your pace so that they can stay up with the group
 - If an incident or car breakdown occurs:
 - Pull the group over to the side of the road at the nearest safe spot
 - Assign the tail gunner to warn traffic
 - Call 911 if needed
 - Let the other groups know of the incident
 - Inform the group of interesting sites along the way
- Equipment
 - Required
 - GPS unit with current route loaded
 - Radios for communication
 - Cell phone. Phone numbers of other leaders and tail gunners
 - Optional
 - Yellow Safety vest
 - Car battery starter unit
 - Basic tools (screwdriver, adjustable wrench, pliers, etc.)

- **Tail Gunner Responsibilities**

- Responsible for assuring all riders make every turn and get out of parking lots
- Let the leader know that “all riders made the turn”
- Let the leader know if there is an incident or car breakdown
- Direct traffic if there is an incident or breakdown
- Call out “OTMs” (Other Than Miatas) in the group
- Equipment
 - Required
 - GPS unit with current route loaded
 - Radios for communication
 - Cell phone. Phone numbers of other leaders and tail gunners
 - Optional
 - Yellow Safety vest
 - Car battery starter unit
 - Basic tools (screwdriver, adjustable wrench, pliers, etc.)