

# NWTFC Executive Board Minutes

Email Meeting – January 11, 2016

Agenda items:

1. Modification of the rally guidelines to cover one additional night of camping for the wagon master.
2. Reimbursement for advance reservations at Wallowa State Park submitted by Paula Shull for fall rally.
3. Approve an expenditure for inclusion of our NWTFC info the Program Book for the Albany FMCA Rally.
4. 2016/2017 Rally Report.
5. Webmaster report on Web Site and Trek Tracks
6. Discussion of email meetings vs Rally meetings

1. Modification of NWTFC Rally guidelines to cover one additional night of camping for the wagon master for wagon master to arrive early and set up things for the rally.

Current guideline

## Wagon Master Campsite

Sometimes a campground will offer the wagon master's campsite at no cost if the rally includes a certain number of coaches. If that is not the case, NWTFC will pay an amount equal to one campsite per rally for the Wagon Master(s) from the club treasury. If more than one couple or unit serves as Wagon Master, the amount may be applied to one campsite or split between the Wagon Master campsites.

Suggested wording

## Wagon Master Campsite

Sometimes a campground will offer the wagon master's campsite at no cost if the rally includes a certain number of coaches. If that is not the case, NWTFC will pay an amount equal to one campsite per rally for the Wagon Master(s) from the club treasury. If more than one couple or unit serves as Wagon Master, the amount may be applied to one campsite or split between the Wagon Master campsites.

In many cases it is important for the Wagon Master to be on site prior to the arrival of rally attendees to prepare for the rally, set-up the campsite, purchase food, etc. This is especially important when the rally site is remote or distant

from the Wagon Master's home. NWTFC will pay for one additional night of pre-rally camping for the Wagon Master from the club treasury.

### Explanation

This concept was not included in the original rally guidelines, but it is occurring more as wagon masters are seeking to adequately prepare for rallies. It is especially important in cases where the rally sites are quite a distance from the wagon master's home.

  6   Yes, approve modification of Rally Guidelines to enable NWTFC to pay for one additional night of pre-rally camping for the Wagon Master from the club treasury.

       No, I do not approve of the modification to the Rally Guidelines.

2. Reimbursement for advance reservations at Wallowa State Park by Paula Shull for fall rally. Oregon State Parks requires that campsites be paid in full at the time of reservation plus a reservation fee.

### Rally Guidelines

Where there is a need to make an advance payment as a reservation to reserve camping spots or meeting spaces at an RV park/campground, wagon master may request an advance payment of such deposit payments. Rally Coordinator may recommend advance of club funds to the Executive Board. Upon approval by the Executive Board, the treasurer may make payment directly to the RV park/campground for such site reservation fees. Such advance payments must be covered by rally fees. A NWTFC expense advance form is be used to document such expenditures.

Wagon Master has requested reimbursement as follows:

Shelter	\$208.00
Campsites	\$2,432.00
4 nights - 19 campsites X \$128	
Wagon Master site	<u>\$158.00</u>
5 nights X 30 + \$8 res fee	
 Total for reimbursement	 \$2,798.00

RV Resort deposit/payment requests gathered the most response. The basic questions include do we have enough money in the treasury to cover such expenses and how quickly could we be paid back. We need to consider asking for rally deposits ahead of time, as long as it's within a year of the rally. Also, the only reason a

rally should be "closed" would be if there were no spaces left at the RV park; there are deadlines to sign up for rallies because you have to start with a figure somewhere, but if people still want to sign up later, then they should be able to come, as long as there is space available and they make their own reservations.

Oregon State Parks will not take a check from a club and demand immediate payment by credit card, Wagonmasters have advanced personal funds-credit in the past and should be reimbursed consistent to Rally Guidelines. Maybe NWTFC needs to explore getting their own credit card if this becomes a critical issue.

Only difference with guideline is that Oregon State Parks will not take a check from the club. They demand immediate payment by credit card. Shulls have advanced personal funds in this amount. Reimbursement is consistent with Rally Guidelines.

**6** Yes, I approve reimbursement for the advance reservation fees paid by the Wagon Master in conjunction with the fall rally at Wallowa State Park.

No, I do not approve of the reimbursement of these advance fees.

3. Last year we approved an expenditure for inclusion of our NWTFC info ad in the Program Book for the Coos Bay FMCA Rally. If the Board wishes to do it again, the rates are High lighted below in the FMCA request. I'm sorry, I don't recall the level of contribution or the artwork we provided. Perhaps, Al can provide that in the discussion phase.

**Original Proposal:**

3. Last year we approved an expenditure for inclusion of our NWTFC info ad in the Program Book for the Coos Bay FMCA Rally. If the Board wishes to do it again, the rates are High lighted below in the FMCA request. I'm sorry, I don't recall the level of contribution or the artwork we provided. Perhaps, Al can provide that in the discussion phase.

I approve of an expenditure for the ad in the All Aboard for Albany Program Book due in April in the amount of\_\_???

No, I do not approve of the expenditure for the ad in the All Aboard for Albany Program Book due in April in the amount of\_\_???

**Revised Proposal**

**NWTFC will purchase a ¼ page chapter ad for “All Aboard for Albany” FMCA Area Rally in the 2016 program book at a cost of \$40.**

**6 Yes, approve the purchase of the chapter ad**

**No, do not approve the purchase of the chapter ad.**

**2016 "ALL ABOARD FOR ALBANY" Rally**  
**JUNE 23 - 26, 2016**  
**Linn County Fair & Expo Center**  
**3700 Knox Butte Rd. E.**  
**Albany, Oregon**  
**97322**

**Company** \_\_\_\_\_  
**Contact** \_\_\_\_\_  
**Phone Number** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**City, State, Zip** \_\_\_\_\_  
**E-mail address** \_\_\_\_\_

**RALLY PROGRAM BOOK ADVERTISING PRICE LIST**

BOOK SIZE 8.5" WIDE X 11" HIGH

AD SIZE	DIMENSIONS	COLOR	B/W
Back Outside Cover	(size 7.5" X 10")	\$350 <input type="checkbox"/>	N/A
Front Inside Cover	(size 7.5" X 10")	\$300 <input type="checkbox"/>	N/A
Back Inside Cover	(size 7.5" X 10")	\$300 <input type="checkbox"/>	N/A
Full Page Inside	(size 7.5" X 10")	\$170 <input type="checkbox"/>	\$120 <input type="checkbox"/>
Half Page	(size 7.5" X 4.75")	\$110 <input type="checkbox"/>	\$60 <input type="checkbox"/>
Third Page	(size 7.5" X 3.67")	\$80 <input type="checkbox"/>	\$50 <input type="checkbox"/>
Quarter Page	(size 3.5" X 5.125")	\$60 <input type="checkbox"/>	\$40 <input type="checkbox"/>
Business Card	(size 3" X 2")	\$50 <input type="checkbox"/>	\$30 <input type="checkbox"/>

All sizes quoted: Width by Height

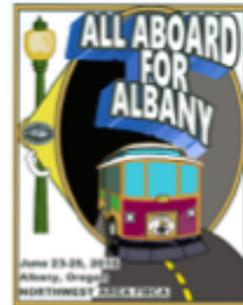
**FINAL DEADLINE FOR ADVERTISEMENT SUBMISSIONS: Wednesday April 20, 2016**

All artwork must be camera ready copy, or sent on disk as a \*.jpeg file.

Payment (**check only**) must accompany Ad artwork. Make checks payable to **"NORTHWEST MOTOR HOME ASSOCIATION"**.

Please mail this form, contact information, artwork for advertisement , and check to:

Bobbi Radford  
 Program Book/Advertising Chairperson  
 NWA of FMCA 2016 "ALL ABOARD FOR ALBANY" Rally  
 1018 E. Wishkah # 122  
 Aberdeen, WA 98520  
 206-714-1976  
[cooper.radford@gmail.com](mailto:cooper.radford@gmail.com)



Northwest Motor Home Association of FMCA

[www.fmcanw.org](http://www.fmcanw.org)

#### 4. 2016/2017 Rally Report:

Helen prepared a recap of where we are for this year's rallies. We will be working on this reporting format as the year progresses to evaluate how we are filling our available space against our capacity. If and when the campsites are full, we can propose alternatives to those who missed the boat.

### NWTFC Rally schedule for 2016 and 2017

May 21-29, <b>2016</b> (8 nights) See website for more details	<b>Traveling Rally</b> Lake Chelan, Coulee City, Grand Coulee all in Washington	Dean and Sue Bjornson Ken and Helen Anderson
<b>Number of rigs</b>	<b>14 Treks have signed up.</b>	Trekkers have sent in their money to reserve their sites.
<b>Capacity of each rally</b>	<b>This rally had to have an early sign up to reserve sites. If more Treks want to join this rally, we encourage them to do so by calling in their own reservations. They can get the information from Dean &amp; Sue.</b>	
June 19-22, <b>2016</b> (4 nights) See website for more details	Pre-rally to FMCA NW Rally <b>Antique Powerhouse</b> Brooks, OR <u>Caravan</u> to FMCA rally afterwards	Pat & Tom Wilhelm Helen & Ken Anderson
<b>Number of rigs</b>	<b>4 Treks have signed up. Another email will go out the week of Jan. 18th requesting people to let Wilhelms know of their interest.</b>	<b>There is plenty of room for anyone who wants to attend.</b>
<b>Capacity of each rally</b>	<b>15-20+ hookups--electricity &amp; water (20 amp) Gravel sites are available w/no hookups</b>	
August 11-15, <b>2016</b> (4 nights) See website for more details	<b>Port Townsend</b> , WA Many rigs have already signed up!	Port Hudson Marina, Port Townsend, WA Ron Mahugh & Mary Burchett
<b>Number of rigs</b>	<b>26 Treks have signed up.</b>	

Capacity of each rally	26—Full Everyone interested in attending this rally is welcome. They may not be able to stay at the Port Hudson RV Park, but there are other options available (see the box to the right). We want them to join us for all activities.	The Port Hudson RV Park has no more sites available. If people are interested in attending but aren't signed up, they can <ol style="list-style-type: none"> <li>1. Put their names on a waiting list.</li> <li>2. Call the Port Hudson RV Park directly &amp; see if there are any sites available.</li> <li>3. Park at the Fairgrounds in Port Townsend—full &amp; partial hookups are available.</li> </ol>
Sept. 13-17 <b>2016</b> (4 nights) See website for more details	Wallowa/Joseph, OR	Bill & Paula Shull Dick & Nancy Harris John & Marie Turner
Number of rigs	16 Treks interested	
Capacity of each rally	20 sites reserved	These sites have been paid for & money will be sent to Shull's to cover their reservation fees.
Sept. 22-24, <b>2017</b>	Great Prosser Balloon Rally	Wine Country RV Park, Prosser, WA Ed & Jeanette Block Rodger & Colleen Wright

Note that May and August rallies are pretty well closed to new people or people that don't know plans a year in advance. Sometimes that is just the way it is. It is important to have rallies so that new people can be invited or traveling people from outside the NW can participate. It is part of expanding our fellowship beyond our own core group.

## 5. Webmaster project status:

Marly Carlson is working hard to address the problems on the Go Daddy server dilemma. Here is a brief Executive summary of her concerns and I have also attached her Request for Proposal if you want to get into the details.

As this is a no-vote item, it serves as a progress report on the \$500.00 expenditure we approved last year by our BOD members. If you have questions please feel free to talk to Mary directly. If you want to comment now, by all means do so in our discussion phase.

Dear Board Members;

Greg Hollister, the person who created the NWTFC website and the current Webmaster for Trek Tracks has reviewed this and given his input. There are some possibilities that I see:

1. It may be possible to continue with our website and Trek Tracks on a new Windows based platform. If so, we will involve the Trek Tracks Administrators with the move.
2. We may need to move to another platform, such as Linux, which would not support Trek Tracks. We would move to the new platform and Trek Tracks would need to remain on the existing site.
3. We may need to separate completely. Greg has suggested to the other TT admins that they should look at moving TT to a forum type platform.

It is my intent that when you have reviewed the draft proposal and Steve has approved it, I plan to send it to the Trek Tracks administrators. They are aware that I would be looking at changes to the website, but this will be the first time they (except Greg) has seen anything in writing.

I think we need to move forward with what is best for the NWTFC and hope that we can continue to support Trek Tracks, whether that be a shared website or to act as a financial clearing house if they need to solicit funds for a new website. Without our continued support, I do not believe they can continue on their own and they are a very valuable source of information to every Trek owner.

Once I receive some bids, I will be able to know more of how we should move forward.

Sincerely,

Mary Carlson  
Webmaster

Here is Mary's RFP Draft:

**NORTHWEST TREK FUN CLUB**

# REQUEST FOR PROPOSAL

TO UPDATE CURRENT WEBSITE PLATFORM  
JANUARY 2016

## DRAFT

The Northwest Trek Fun Club (NWTFC) is a club for owners of Safari Trek Motorhomes who live in the Northwest region of the United States and Canada. There are currently 64 Treks registered with the club. One of the benefits of the club is the website: [www.nwtfc.com](http://www.nwtfc.com). There members can keep up to date on club news and events and administrative items.

The website is hosted with GoDaddy. The Deluxe hosting package is on the Windows operating system. It includes unlimited total disk space, unlimited monthly bandwidth, up to 500 email addresses and 25 MySQL Databases. The website has seven main pages and multiple subpages.

As of this past September, GoDaddy no longer supports the older Microsoft programs, including FrontPage 2003 and Access 2003. The current webmaster for the NWTFC, Mary Carlson, has maintained the NWTFC website portion since 2011. She is still able to update the site using FileZilla, but the Access database portion is no longer available, and some of the ASP functions no longer work because of this change.

A previous member of the club built the website, using Microsoft FrontPage 2003 with a Microsoft Access 2003 database used to keep a database of member's names, addresses, emails, etc. Members were able to have access to several directory reports by entering into a secure page using a key code unique to them. The access database utilities, the hit counter, and some of the mailing functions were built using asp code. Everything else is HTML with Java script or VB script.

At the same time, that same member created a forum, based on SNITZ 2001, for all Safari Trek owners on the same website. Although this forum is part of the website, it has been operated as a separate entity. That previous owner has remained the webmaster for the forum portion – called Trek Tracks. The forum has its own domain name: [www.trektraxs.com](http://www.trektraxs.com). Trek Tracks is an ASP based forum and it must reside on a windows server that supports ASP.

The current webmaster has made changes to the layout and other updates using FileZilla FTP. She also has a personal website she built in WordPress and is comfortable with updating websites in both FrontPage and WordPress; however, she needs professional advice and assistance in order to move forward with recreating the NWTFC website on a supported platform. The Executive Board of the Club has authorized her to seek the assistance of a website professional to determine how best to rebuild the website using current technology.

If possible, the preference would be to keep the NWTFC website and the Trek Tracks forum together on one site. One specific requirement, if Trek Tracks is not converted, is to insure that the forum and treatraxes directories are untouched and that the existing platform stays as is so that they can maintain the forum as is. If the recommendation for NWTFC is to move to a Linux based host service the Trek Tracks MySQL data base would need to be converted and a forum application recommended. This should be a separate item in any bid.

We would like the NWTFC website to look as it currently does. There are some functions that no longer work now that GoDaddy does not support Microsoft FrontPage 2003 and Access 2003. We would like those to function again as they previously did. There are also some new items that we would like to include. The following is a partial list of needs for a new website. More may be decided upon during future discussions.

1. A membership registration form that is automatically sent to assigned persons from inside the website itself. (This was working correctly until the loss of support for Microsoft FrontPage and Access 2003.)
2. A secure area where members could see a list of current members, including their addresses, emails, phone numbers and pictures. (This was working correctly until the loss of support for Microsoft FrontPage and Access 2003. Each member has a unique key already assigned to them.)
3. CAPTCHA area to reduce spam. (New)
4. Epay and Credit card acceptance for payment of annual dues and/or event registrations. (New)
5. The ability to update the website from any device without having to load a program onto a computer. (Similar to how the current webmaster updates her personal website on WordPress.) (New)

If you are able to assist with this project, please contact Mary Carlson, NWTFC Webmaster. She can be contacted at [webmaster@nwtfc.com](mailto:webmaster@nwtfc.com). You can review the current website at [www.nwtfc.com](http://www.nwtfc.com). Please submit a proposal of work involved and estimated cost to her. She will then review the proposals with the NWTFC Executive Board and Trek Tracks Administrators and make a final determination of how to move forward with updating the website.

**It is hoped that Trek Tracks and the NWTFC web sites could continue together, Trek Tracks is an Asset to each of us and should be preserved.**

6. I have elected to follow the President's timing from the past two years developed by our Past President; Newsletter Editor, and National Director, Al Zimmerman. The only exception, to this rule will be, I would like to only have an email Board meeting on ODD months beginning in January 2016. However, I will accept and emergency BOD meeting at any time there is a true emergency where "time is of the essence". For instance, special funding, and matters we deem prudent to resolve.

The submission of an BOD agenda item should follow the format developed in the past. That date is at least at least a week prior to the published agenda distribution which will be on or before the **second** Tuesday of all **Odd** months.

Therefore, please mark your calendars for "distribution by dates" of our Agenda Items:

January 12

March 08

May 10

July 12

Sept 13

Nov 08

Or, Due to the known Rallies this year, we can dispense with scheduled virtual email meetings and schedule meeting at the rallies. Give me your thoughts.

2016 Executive Board to meet as follows:

January - email meeting

March - email meeting

May - email meeting

**June - meeting at pre-rally**

**August - meeting at rally**

**September - meeting at rally**

Nov - email meeting

"Others scheduled as needed"