

**MINUTES of the**  
**IBT SPECIAL MEETING**  
**WALLY BYAM CARAVAN CLUB INTERNATIONAL, INC.**  
**Video Conference Call**  
**March 31, 2020**

A special meeting of the Wally Byam Caravan Club International, Inc. (WBCCI) Board of Trustees (IBT) was called to order by International President Mona Heath on Tuesday, March 31, 2020, at 1:00 p.m. (CDST) A statement by President Heath concerning the restrictions on re-broadcasting of this meeting followed.

President Heath requested that Per Hamnqvist, International Relations Standing Committee Chair, communicate directly with the Europe Unit President to ensure the voting process is understood and that the Unit President knows that he/she is supposed to vote.

The proposed rules for this IBT were presented by President Mona Heath; there being no objections, the rules were adopted.

Vickie Courtney, International Recording Secretary, called the roll:

International President Mona Heath	present
International 1st Vice President Andrew Selking	present
International 2nd Vice President Tye Mott	present
International 3rd Vice President Eric McHenry	present
International Recording Secretary Vickie Courtney	present
International Treasurer James Polk	absent
Immediate Past President Barry Bell	present
Region 1 President Per Hamnqvist	present
Region 2 President Richard Short	present
Region 3 President John Leake	present
Region 4 President Karen Fisher	present
Region 5 President Robert Whitesell	present
Region 6 President Jim Johnson	present
Region 7 President Don Thomson	present
Region 8 President Mike Sisk	present
Region 9 President Bill Kindle	present
Region 10 President Sharon Cairns	present
Region 11 President Patti Reed	present
Region 12 President Cecelia Stansbury	present
Parliamentarian (non-voting) Joanne Miller	present
Corporate Manager (non-voting) Lori Plummer	present

A quorum was present.

The proposed agenda was accepted.

A Resolution declaring a Proclamation of Emergency Due to the Coronavirus Disease 2019 by the International Board of Trustees was read by Eric McHenry. The resolution comes from a committee and does not require a second. During discussion motion was made by Karen Fisher and seconded by Richard Short to amend statement, Item "e" to read: *This Emergency Resolution shall be in effect for a period of three months, effective April 1, 2020.* Random Roll Call Vote was held, votes were:

Region 2 President Richard Short	YES
Region 4 President Karen Fisher	YES
Region 11 President Patti Reed	NO
Region 3 President John Leake	NO
Region 7 President Don Thomson	NO
Immediate Past President Barry Bell	NO
Region 8 President Mike Sisk	NO
International 2nd Vice President Tye Mott	NO
Region 5 President Robert Whitesell	NO
Region 10 President Sharon Cairns	NO
International Recording Secretary Vickie Courtney	NO
Region 12 President Cecelia Stansbury	NO
Region 6 President Jim Johnson	NO
Region 1 President Per Hamnqvist	NO
International 1st Vice President Andrew Selking	NO
International 3rd Vice President Eric McHenry	NO
Region 9 President Bill Kindle	NO
International Treasurer James Polk	absent

Amendment Failed.

There being no further discussion, and without objection, Resolution was approved as originally read.

The 2020 WBCCI Delegates Voting – FAQ List was read by Eric McHenry. Motion made by Patti Reed and seconded by Karen Fisher to approve the 2020 WBCCI Delegates Voting – FAQ List. After discussion and without objection motion passed unanimously.

There being no further business for this Special IBT Meeting, meeting was adjourned at 1:45pm (CDST).

Respectfully,

*Vickie Courtney*

Vickie Courtney, International Recording Secretary

IBT Minutes approved by President, Mona Heath on March 31, 2020

**Resolution of The International Board of Trustees of the Wally Byam Caravan Club International (WBCCI) Declaring A Proclamation of Emergency Due to the Coronavirus Disease 2019 (COVID-19).**

**Background:**

- **WHEREAS;** In mid-March 2020 the US Federal Government issued the President’s Coronavirus Guidelines for America (more at [whitehouse.gov](https://www.whitehouse.gov)). In part the guidelines recommended steps to slow the spread of the coronavirus, which included avoidance of social gatherings, avoidance of eating or drinking at certain establishments, and avoidance of discretionary travel, and,
- **WHEREAS;** On March 16, 2020, as a result of federal guidance including guidance from the Centers for Disease Control and Prevention (CDC), the WBCCI Executive Committee unanimously voted to cancel the June International Rally and by extension the International Board of Trustees (IBT) meetings and all official Club business typically occurring by Bylaw at an International Rally. The IBT and all members were notified March 17, 2020, and,
- **WHEREAS;** An Emergency Resolution is required to continue business operations of the club. **THEREFORE, BE IT**

**RESOLVED; during the period of the Emergency Resolution, the following applies:**

- a) All WBCCI Constitutional and Bylaw provisions that require in-person attendance or participation at an International Rally or IBT be waived.
  
- b) An electronic version for the current delegate voting process shall be established, sufficient to accurately and securely tabulate delegate votes for the International Officer and Nominating Committee elections and Constitutional amendments.
  
- c) IBT meetings shall be conducted electronically, in a manner allowing for a quorum of the IBT to be convened. Meetings will be streamed and available for the membership to view.
  
- d) Approval of specific voting and other emergency business processes shall be made by the Executive Committee. The process shall be generally structured along the lines described by the attached Exhibit A (“Guidance for Method of Delegate Voting During Period of Emergency Resolution”).
  
- e) This Emergency Resolution shall be in effect for a period of six months, effective April 1, 2020.

## Exhibit A – Guidance for Method of Delegate Voting During Period of Emergency Resolution

### Key Definitions:

- Voting System: A secure, web-based off-the-shelf voting system service will be used with electronic ballots sent to all Delegates. Delegates will be able to request paper ballots as desired. Note: Expected cost is \$200 for approximately 110 voters.
- Membership Size: Defined as the number of active memberships as of June 1, 2020.
- Number of Votes: Defined as the number of votes, either electronic or paper, received at the culmination of a voting period.
- Quorum: Defined as 20% of the number of Delegates.

### Key Election Dates and Processes:

- International Officers and Nominating Committee
  - o Candidate listings posted on [airstreamclub.org](http://airstreamclub.org) website: May 1, 2020.
  - o Election information to be published in the May 2020 Blue Beret magazine.
  - o Paper ballot available to Delegates upon request beginning May 1, 2020.
  - o Electronic ballots for Delegates will be sent on June 1, 2020.
  - o Write-ins allowed: Yes
  - o Quorum required: Yes
  - o Voting period: June 1 through June 15, 2020. All online ballots must be submitted and/or paper ballots postmarked by the end of the voting period.
  - o 2020/2021 International Officers and Nominating Committee members will be determined by a simple majority of the Number of Votes.
- Constitutional Amendments
  - o Proposed amendments will be posted on [airstreamclub.org](http://airstreamclub.org) website: May 1, 2020.
  - o Amendment information to be published in the May 2020 Blue Beret magazine.
  - o Paper ballot will be available to Delegates upon request beginning: May 1, 2020.
  - o Electronic ballots for Delegates will be sent on June 1, 2020
  - o Write-ins allowed: No
  - o Quorum required: Yes
  - o Voting period: June 1 through June 15, 2020. All online ballots must be submitted and/or paper ballots postmarked by the end of the voting period.
  - o Constitutional amendments must receive at least 2/3 of the Number of Votes to pass

## 2020 WBCCI Delegates Voting – FAQ

Q: How will International Officer and Nominating Committee elections be held?

A: We will use an electronic version of our normal Delegate system, occurring in early June 2020.

Q: How will Delegates be selected?

A: Delegates are defined as the President of each Local Club / Unit. If the President is unable to perform their duties, an alternative Delegate can be identified within the Local Club / Unit per their bylaws.

Q: What is required for a Delegate to vote electronically?

A: Any computer or mobile device will be sufficient. If desired, a Delegate may request a paper ballot instead.

Q: With COVID-19 restrictions, how can a Delegate discuss elections and constitutional amendments with its members?

A: This is up to each Club and its Bylaws. However, conference calls and emails have already proven useful during the COVID-19 emergency for similar issues.

Q: How will Delegate votes be counted?

A: Headquarters will review the selections entered by each Delegate and assign the appropriate number of membership votes, based on the membership in the Local Club / Unit as of June 1, 2020.

Q: What is the voting period?

A: June 1, 2020 through June 15, 2020. All online ballots must be submitted and/or paper ballots postmarked by the end of the voting period.

Q: Can a Delegate still split their membership votes if they desire?

A: Yes. A 'notes' field will be provided for this purpose.

Q: How will Delegates and members know what is being voted on?

A: Information on all election and constitutional items will be posted online at [airstreamclub.org](http://airstreamclub.org) and published in the May Blue Beret.

Q: With electronic voting, how can we ensure the accuracy and security of the vote?

A: Each vote submitted will contain the Delegate name and Local Club/Unit number. It will be the responsibility of Headquarters to review the submitted votes and reach out to a Local Club/Unit Delegate if discrepancies or duplicates exist.

Q: How much will it cost to conduct the electronic vote?

A: Less than \$200, potentially annually.

Q: How will International Officers and Region Officers be installed?

A: International Officers and the Nominating Committee members will be installed by the past International President. Region Presidents will be installed by the outgoing Region President.

### **2020 WBCCI International Board of Trustees Meetings**

Q: How will these occur?

A: They will be conducted electronically via conference. Meetings will be streamed and available for the membership to view.

Q: What about Committee reports and motions?

A: International Standing Committees having motions to submit will also be on the electronic conference. Their reports and motions will be available online at [airstreamclub.org](http://airstreamclub.org)