

The Model T Ford Club International

Operations Manual

FOREWORD

USE OF THIS MANUAL

This Operations Manual is written and assembled to assist the Officers, Directors, Executive Director, Editor and Committee Chairmen in understanding the duties of their positions.

When elected as a Director of The Model T Ford Club International, you are representing all of the people who are members of this club. You are not speaking for your chapter or your close friends, but are expected to look at each issue and determine what you feel is best for the club as a whole. It is the responsibility of each Director to listen to all sides of an issue and then act according to what he/she believes is best for the entire membership.

This Operations Manual has been designed so that any policy the President feels is pertinent may be added to this manual at any time. Contact the President if you have a suggestion for an addition or change, and he/she will determine if a change is warranted. The Secretary, who is in charge of keeping this Manual up to date, will make approved changes and will send the new information to the Directors noting what has been added and what has been deleted. It is your responsibility to update the Manual and bring it to all meetings.

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GENERAL INFORMATION

The Model T Ford Club was founded in December of 1952 in Chicago, Illinois, and was subsequently registered as a nonprofit historical corporation in the State of Illinois. When the Club began to charter chapters, the name was modified to The Model T Ford Club International.

The official magazine of the Club is *Model T Times* and is published bi-monthly (six issues annually).

The Club holds an Annual Meeting and Banquet, including seminars, at the beginning of the calendar year and an Annual Tour each July. Beginning in 1994 the Club also sanctioned up to two Regional Tours each year, and in 2005 the Club sanctioned a Spring Tour. Guidelines for these events are included in this Manual. These events are hosted by MTFCI chapters upon petition to the Board of Directors. A car judging event is held at the Annual Tour and awards are presented for Gold, Silver and Bronze awards. Other awards, as authorized by the Board of Directors, are given during the Annual Meeting and the Annual Tour. By authorization of the Board of Directors, all car judging is under the direction of the International Chief Judge and other awards are under the direction of the Awards Committee.

The Board of Directors of The Model T Ford Club International is comprised of nine members, with three elected each year for three-year terms. The Officers of the Club are elected by the Board as follows: President, First Vice President, Second Vice President, Treasurer, and Secretary. The Executive Director and Editor are appointed by the Board on a contractual (paid) basis. The President appoints the following positions: Chief Judge, Historian, Chapter Relations Chairman, Public Relations Chairman, Club Sales Chairman and the chairmen of the following standing committees: Insurance, Photo Contest, and Awards. Other chairmen may be appointed at the discretion of the President. The Club retains a Legal Counsel.

Meetings of the Board of Directors are held four times annually as follows: January (Annual Meeting), Spring (date/location to be decided by President), July (Annual Tour), and October (AACA Hershey Meet).

In 2010, the MTFCI Board adopted practices that allow for honest and open communication among Board members. These practices, called the “Rules of Engagement”, assist in maintaining a positive direction for all discussions and interactions.

The Rules of Engagement

- Engage in open, honest, direct and ongoing conversation – anywhere, anytime, any forum. (*Don't say it in the hall if you won't say it at the table.*)
- Encourage and engage in professional debate on strategic issues and, once a decision is made, support it.
- Disagreeing is not being disloyal. Disagree without being disagreeable by focusing on the issue instead of the individual.
- Respect and trust the capabilities, intentions and performance of others.
- Be owners of the Model T Ford Club International by understanding and working across business functions for the success of the total club.
- Lead by example, with ethics and dignity.
- Courageously provide open, mutual support. Strive for team excellence by pulling together for the MTFCI's success.
- Needing help is not a sign of weakness. Make it easy to ask for help without fear of embarrassment.
- Be visible and engage with people. Share recognition for a job well done and celebrate success.
- Engage in constructive feedback and encourage straight talk on both personal and organizational performance.

THE MODEL T FORD CLUB INTERNATIONAL

OFFICER DUTIES

PRESIDENT

Article VII, Section 5 and Article VIII, Section 1, Section 4, Section 5, and Section 7 of the MTFCI Bylaws pertain to the Office of President.

Duties and responsibilities of the President.

The President shall:

- preside over all business meetings, including the Annual Meeting of the membership in January, and prepare the board meeting agenda with the General Secretary.
- appoint officers and chairmen according to the Bylaws. These appointments should be made upon taking office in January, as follows:

Awards	Computer Backup
Public Relations	Legal Counsel
Historian	Club Sales
Photo Contest	Insurance
President's Committee	Webmaster
Chief Judge	

- send all Directors, Chairmen and Past Presidents (those who have chosen to be on the mailing list) an up-to-date roster of officers, directors, chairmen and recent past presidents with mailing addresses, email addresses, and phone numbers.
- announce the quarterly Board meeting dates to the Board of Directors. The time and place for the Spring meeting shall be decided by the President. The remaining meetings are July (Annual Tour), October (Hershey), and January (Annual Meeting).
- make meeting room and hotel arrangements for Spring Board Meeting.
- mail and/or email an Agenda at least ten (10) calendar days prior to all board meetings to each Director, Chairman, and recent Past Presidents.
- promptly handle all correspondence, emails, official documents and phone inquiries.
- keep a notebook or record of all correspondence and transactions.
- call special meetings in accordance with the MTFCI Bylaws as deemed necessary by the President.
- officially represent MTFCI to further the objectives of the Model T hobby.
- keep in close contact with the Executive Director and keep him/her informed of all things occurring in the club. It is advisable to send copies of all correspondence to the Executive Director to keep lines of communication open.
- appoint one or more people with accounting background to perform an audit of MTFCI accounts if the Treasurer is not continuing in office.
- appoint the nominating committee for the election of officers for the following year. This committee will be appointed at the October Board meeting and shall consist of three (3) currently active past presidents.

- appoint three (3) members to serve on the Touring Committee per Article VIII, Section 13 of the by-laws.
- preside over and conduct the Chapter Presidents' and Past Presidents' meetings to be held during the Annual Tour.
- write an article of club events and activities for each issue of the *Model T Times* while in office. The President's message is entitled "Off the Running Board."
- conduct an annual review of the Editor and Executive Director, and shall appoint two Board members to form the evaluation committee. The President shall make a recommendation regarding the employment of each contractual position at the October Board meeting.

MTFCI PAST PRESIDENTS

1953-54	John Stynoski *		1989	Garry Potter
1955	Ray Melander *		1990	Charles Kugel *
1956	Chris Katz *		1991	J. William Prus *
1957-58	Walter Goodman		1992	Jean Barth
1959	Robert Mogge *		1993	Kevin Prus
1960	Lester Klee *		1994	Paul Larson *
1961	Robert Cain		1995	Hans Jens *
1962	John Kelley		1996	John Eagles
1963	Elmer Bruns		1997	Charles Ostlund
1964	Robert Bergstadt *		1998	Warren Mortensen
1965	Jerry Zehner		1999	John Regan
1966	J. Russell Clyde *		2000	Jack Zimmer
1967	Edward Gathman *		2001	Don Davis *
1968-69	Leonard Bonnevier *		2002	Phil Eyre
1970-71	John Miser *		2003	John McLaren
1972	Lorenz Smith *		2004	Sheryl Stier
1973	William O'Rourke *		2005	Don Krull
1974	Arthur Bergstrom		2006	Gilbert (Red) Hall
1975	Richard Petty *		2007	Mark Eyre
1976	Jesse Werner, Jr.		2008	Gordon Koll
1977	Howard Gustavson		2009	Billy McGuire
1978	Douglas McIntosh *		2010	Gretchen Carreras
1979	Clifford Jenkins		2011	Mike Parker
1980	Bill Barth		2012	Mark Williams
1981	Harriett Mogge		2013	Dennis Fleming
1982	Charles Hutchinson *		2014	James Zabala
1983	Wendell Anderson *		2015	Ross Lilleker
1984	Lee Park *		2016	Russ Furstnow
1985	Gerhard Ritsema *			
1986	Joe Batthauer			*Deceased
1987	Edwin Forsythe *			
1988	Stephen Hubert			

VICE PRESIDENTS

Article VII, Section 6 of the MTFCI Bylaws pertain to the Office of Vice President.

Duties and responsibilities of the First Vice President.

The First Vice President shall:

- serve as the chairman of the Touring Committee, and will nominate two MTFCI members to serve on this committee.
- preside over MTFCI meetings in the absence of the MTFCI President.
- become President, if the President resigns or is unable to fulfill his/her obligations of office.
- serve as the chairman of the Touring Committee, and coordinate with the committee members responsible to schedule and confirm Annual Tours, Spring Tours, and Regional Tours. The First Vice President will prepare reports regarding tours to present to the Board of Directors and act as the liaison between the Board and those responsible for touring events.
- insure the chairman of the Annual Tour understands the MTFCI requirements for hosting the Annual Tour as outlined in the MTFCI Annual Tour Guidelines.
- keep the Board up to date with future tour plans, identify any problems, and offer assistance as may be necessary.
- attempt to schedule Annual Tours up to five years into the future.
- actively promote and encourage Chapters to host Annual, Spring, and Regional tours and will assist Touring Committee members in obtaining proposals from chapters for future tours.
- schedule Director participation at the MTFCI booth at the Hershey Meet (completed at the July Board meeting), and mail the final work schedule to all Directors by mid-September.
- Conduct a review of the annual tour budget to be presented at the October BoD meeting.

Duties and responsibilities of the Second Vice President.

The Second Vice President shall:

- preside over MTFCI meetings in the absence of the President and the First Vice President.
- contact chairmen of future confirmed Annual Meetings to gather information to report to the Board.
- be informed of all aspects of future Annual Meetings and shall offer guidance and/or assistance as may be necessary to the event leadership.
- insure the local banquet chairman is familiar with all procedures required by the MTFCI as found in the MTFCI Annual Meeting Guidelines and Annual Meeting Sample Agenda.
- attempt to schedule Annual Meetings/Banquets five (5) years into the future.

GENERAL SECRETARY

Article VII, Section 8 of the MTFCI Bylaws pertain to the Office of General Secretary.

Duties and responsibilities of the General Secretary.

The General Secretary shall:

- prepare and distribute the Board Meeting Agenda with the guidance of the President.
- keep the minutes of the meetings of the club and of the Board, maintain a roll of Board members, be custodian of all permanent records of the Board of Directors, submit to the Board the Minutes

of the Board Meetings and the Minutes of the Annual Meeting, and send out notices and carry on such correspondence as does not properly belong to other officers.

- call a Board Meeting to order in the absence of the President and the Vice Presidents, and preside until the election of a temporary chairman.
- bring the following to each Board Meeting:
 - Minutes of the previous meeting
 - Minutes of other meetings that have not been approved
 - MTFCI Bylaws
 - List of all committees
 - Meeting agenda, and any backup necessary for business to come before the meeting, arranged in agenda order
 - A supply of paper required for ballot voting at a meeting if it should become necessary
 - A recording device to assist the secretary as required
- maintain the Minutes of the MTFCI. The minutes are a permanent record of all decisions, policies, transactions and deliberations of the Board, and must be kept in perpetuity as required by law. The Minutes are not only a permanent record of the Club (the only one), but will be referred to by future Boards to check policy and decisions.
- ask the President to have pertinent items repeated if conversation moves too quickly during a meeting to obtain accuracy.
- be prepared to read back motions when motions are made following discussion.
- check any names or dates for accuracy.
- send completed minutes to the President for approval, and once approved, duplicate and mail and/or email Minutes to Directors, Chairmen and attending Past Presidents within thirty (30) days of the meeting. (The Executive Director will provide address labels and reimbursement for cost of copying the minutes and postage as required.)
- be prepared to read the Minutes of the previous Board meeting, and should bring a few extra copies of the Minutes to the meeting.
- handle routine correspondence of the Club as necessary or as directed by the President or the Board of Directors.

Helpful Hints for Minutes

Robert's Rules of Order Newly Revised states that there are seven essential matters that must be covered in all Minutes:

- The kind of meeting—whether regular, special, etc.
- The name of the group.
- Date and place of the meeting.
- The fact of the presence of the regular presiding officer and secretary or, in either's absence, the name of the substitute.
- Whether the Minutes of the previous meeting were approved.
- All main motions, points of order and appeals, whether sustained or lost, and all other motions that were not lost or withdrawn.
- The hours of the meeting—when convened and when adjourned.
- Names of members of the Board present, and those absent.

Minutes should reflect action taken by the group rather than what was said by any member in discussion. The Minutes should reflect what was done by the Club. Names of those who make and second a motion should be recorded.

The Minutes of the Board do not have to be read at the Board meeting. They are to be circulated in advance, corrections asked for and made at the meeting, and then approved as circulated or as corrected.

The Minutes should be properly typed, signed and inserted in a binder. As the Minutes are the permanent record of the Club, it is important that they be preserved in a form that will be intelligible in the future.

Preparation of Minutes: Sample wording for Board Minutes follows. Using an agenda, the Secretary may take notes in order of business on a work sheet.

Treasurer's Report: This report is always ordered by the President to be "filed for audit", and is to be so indicated in the Minutes.

Correspondence: Record items briefly. If important, make the piece of correspondence a part of the Minutes by attaching same and so indicating in the Minutes. Record any action taken.

Unfinished Business: Record only the facts—not opinions. Record all motions made—verbatim! If motion is lengthy or not understandable, ask the President to have the maker repeat or write out the motion.

Reports: Standing committees. Give full name of person and committee. Record the facts briefly and, if appropriate, attach full report of committee.

New Business: Follow the same procedure as for Unfinished Business.

Finished Minutes: Minutes of each meeting are to be transcribed, typed and distributed to Directors within thirty (30) days of the meeting.

- -SAMPLE FORMAT FOR MINUTES - -

**MODEL T FORD CLUB INTERNATIONAL
BOARD OF DIRECTORS MEETING MINUTES
(month, day, year)**

The (*date*) meeting of the Board of Directors was held at (*location—building, city, state*). The meeting was called to order by President (*name*) at (*time*) with a quorum present.

Board members present: (*list officers in office order, followed by remaining directors in alpha order*).

Board members absent: *(list in above order)*.

Others present: *(list—committee chairs not directors, past presidents, guests)*.

Minutes of *(date of previous meeting)*: It was moved by *(name)*, seconded by *(name)*, that the Minutes of the previous Board meeting be approved as *(presented or corrected depending on whether Directors have corrections, approved by Board; if corrections, list prior to motion of approval)*.

Financial Report: The financial report was presented by *(name)*, Treasurer. The report was reviewed by the Board and will be filed for audit. A copy is attached and made a part of these Minutes.

Unfinished Business: *(If not listed on meeting agenda, the President will state whether or not there is any to be discussed)*.

Committee Reports: *(Give name of committee and of chairman reporting. Be factual and brief.)*

New Business: *(Give name and topic of any new business brought forth; record only important facts and any motions.)*

Announcements: *(include date and location of next meeting)*.

Adjournment: There being no further business, the meeting was adjourned at *(time)*.

Respectfully submitted,

(signed)

Secretary, MTFCI

TREASURER

Article VII, Section 7 of the MTFCI Bylaws pertain to the Office of Treasurer.

Duties and responsibilities of the Treasurer.

The Treasurer shall:

- keep account records and checkbook register up to date at all times.
- promptly pay and record all bills and record all deposits of the MTFCI.
- file and maintain all deposit slips, paid bills, and bank statements for five (5) years.
- analyze accounts before each Board meeting to note any trends which must be brought to the Directors' attention.
- take account records, check register and several bank checks (in case of need) to each Board meeting.
- withdraw interest from previous year from the Life Member account and deposit same into the general fund to service those Life Members as required.
- prepare a first quarter financial report upon receipt of the March 31 bank statements. This report will be distributed to all Directors at the Spring Board meeting.

- prepare a second quarter financial report upon receipt of the June 30 bank statements. This report will be distributed to all Directors at the July Board meeting.
- prepare a third quarter financial report upon receipt of the September 30 bank statements. This report will be distributed to all Directors at the Fall Board meeting.
- obtain information necessary to prepare budget for the next fiscal year, including, but not limited to estimates for the magazine, supplies, printing, sales items needed, etc..
- prepare a budget for the next fiscal year in cooperation with the MTFCI President, Executive Director and any others named by the President. The proposed budget will be presented at the January Board meeting and may include the rationale for budgeted items.
- report the total amount of Life Membership dues collected during the fiscal year at the January Board meeting. These funds shall be deposited into the special Life Membership account (early enough to show as a payout on regular checkbook and income on Life account prior to December 31 closing).
- prepare a fourth quarter and end-of-year financial report upon receipt of the December 31 bank statements. This report will be distributed to all Directors at the January Board meeting.
- prepare financial accounts for audit if required by the Board. If not continuing in office for another year, all records and files must be prepared for transfer to the new treasurer. New signature cards must be obtained from banks. Present budget for new fiscal year, with rationale, at January Board meeting for approval, and prepare a brief financial report for membership at the MTFCI Annual Meeting.
- bill advertisers of the *Model T Times* magazine and shall remit all revenue collected from the advertisers to the MTFCI Executive Director and provide a copy of all invoices to the Editor.

EXECUTIVE DIRECTOR

Contractual Position

Article VII, Section 9 of the MTFCI Bylaws pertain to the Executive Director.

Duties and Responsibilities of the Executive Director.

The Executive Director shall:

- mail dues and receive and acknowledge sales of club items. Technical inquiries shall be forwarded to Technical Editor. Mail not related to office duties will be forwarded to the President or appropriate officer/chairman.
- enter membership records into the MTFCI computer by category and code for renewal. Categories are U.S.A. members, foreign members, Life Members, and complimentary mailings of magazines. Renewal notices are mailed every two months, according to date of membership. Membership is on a 12-month basis. First dues notice is mailed at the beginning of the first month cycle; final notice to be mailed in middle of the second month cycle. If not paid, hold the member's information in computer for one year, coded as unpaid.
- generate mailing labels list for the *Model T Times* from the computer. A numerical list of zip codes is made, along with a list of people who receive extra magazines in bulk by UPS or other appropriate delivery service (Executive Director, Editor, Technical Editor, Classified and Display Advertising Managers). Any change of address for a member must have a corresponding change in the list.

- with the assistance of the Club Sales Chairman, keep a running list of items sold, to be totaled quarterly and annually. An inventory of items shall be kept up to date with Sales chairman, and the Board should be notified when supplies are low. Club Sales items are sold through magazine ads, at Club or other meets, and on consignment to chapters when requested.
- keep a ledger of all monies received from dues and sales. Receipts shall be dated and posted in ledger daily. Deposits will be made in amounts of approximately 1,000.00 to \$1,500.00 with an itemized list (tape) of amounts. A deposit slip carbon and detailed breakdown of income shall be sent to Treasurer immediately.
- approve the “final proof” of each issue of the *Model T Times* and shall receive and approve invoices from the publisher of the *Model T Times*. Invoices shall be forwarded to the treasurer for payment.
- maintain the club’s postage meter in the amount of \$800.00 at a time. When postage is low, notify the Treasurer, who will send a check for new postage on the meter.
- maintain and operate the club’s equipment, including: a laptop computer, printer, and applicable software which is insured by the MTFCI. Other equipment owned: fax machine, copier, three (3) filing cabinets. The MTFCI rents a postage meter from Neopost.
- maintain an inventory of office supplies, including:
 - 9 x 12 white envelopes
 - #10 business envelopes
 - #6 ¾ envelopes
 - #6 envelopes (dues notice)
 - Forms for chapter charter and charter members
 - Membership cards
 - Membership Applications
 - Other items as required by the Board
- prepare a quarterly membership report to be presented at each Board of Directors meeting.
- provide an estimate of supplies necessary for the smooth operation of the business office for the coming year. Reorders of items required are to be sent to the Treasurer in November.
- file annual non-profit forms each year with the Secretary of State of the State of Illinois.
- generate an active member roster from the MTFCI computer using the participant list provided by the Annual Tour Chairperson. This roster is used to check active membership status of each driver on the Annual Tour. Send/email this list to the Annual Tour Chairperson to verify participant’s membership in the MTFCI.
- receive monthly payment based upon the contract authorized by the Board for conducting the business of the MTFCI as noted above. Payments shall be made by the Treasurer by the first of every month.
- receive an annual review to be conducted by the MTFCI President and Board members assigned by the President.

EDITOR

Contractual Position

Article XXI, Section 1 and Section 2 of the MTFCI Bylaws pertain to the Editor.

The editor is responsible for the production of the *Model T Times* magazine. The magazine is produced bi-monthly, and is sent to members of the Model T Ford Club International.

Duties and responsibilities of the Editor.

The editor shall:

- be responsible for the content, development and layout of the *Model T Times* magazine using a computer based publishing software system. The magazine shall be printed within the budget provided by the MTFCI Board.
- ensure that articles such as “Off the Running Board”, Judge’s Corner, technical editor’s column, youth editor’s column, chapter relations column and the webmaster’s column are completed and submitted to the editor in a timely manner.
- write, generate and solicit articles of interest for the magazine.
- coordinate with the MTFCI Webmaster for articles that can be shared on the MTFCI Website.
- solicit and maintain paid advertisements with various commercial suppliers, vendors and manufacturers. Advertisements shall be 25-30% of the total printed pages of the magazine.
- provide a “proof copy” of the magazine to the President and Executive Director for review and comment, three (3) business days prior to releasing the magazine to the publisher.
- forward the final proof of the magazine to the printer once final approval has been made by the Executive Director.
- act as an official agent of the MTFCI and shall promote the MTFCI in a positive manner.
- receive an annual review to be conducted by the MTFCI President and Board members assigned by the President.

COMMITTEES AND CHAIRMEN DUTIES

AWARDS CHAIRMAN AND AWARDS COMMITTEE (Consolidate this committee with the Special Awards Committee)

The duties and responsibility of the Awards Chairman and the Awards Committee.

The Awards Chairman and Awards Committee shall:

- obtain the awards that are presented at the Annual Meeting and the Annual Tour.
- obtain the replacement plaque for the John A. Stynoski Trophy to be presented at next year’s Annual Tour. (*Note: The Stynoski Trophy is a traveling trophy and the winner receives a replacement plaque the following year.*)
- make arrangements to have the nameplates removed from the Stynoski Trophy and all other traveling awards following the Awards Banquet at the Annual Tour so the nameplates can be engraved. After engraving, send the nameplate to the recipients of the traveling trophy. Ensure the Stynoski radiator emblem is engraved with the date of presentation and is ready for presented at the Annual Tour by the Chief Judge.

- make arrangements with the Executive Director to have any awards that were not picked up by the recipients.
- obtain the plaques, brass chips, Officer's boards, etc., that are required for presentation at the Annual Meeting and Annual Tour. A list of recipients should be obtained from the President, Editor, Executive Director and Chief Judge. A suggested list is as follows:
- review proposals for any new awards and present these recommendations to the Board.
- communicate with previous year award recipients of traveling awards regarding arrangements for the return of the trophy for the next Annual Tour.
- present MTFCI awards at the Annual Tour banquet, and assist with the presentation of awards at the Annual Meeting.

ANNUAL MEETING AWARDS

Past President Plaque - For outgoing President

Brass Plaques for Officer Boards - The list of chip recipients should be obtained from the MTFCI President. These are brass chips and are given for the following jobs:

President
 First Vice President
 Second Vice President
 Treasurer
 Secretary
 Director
 Insurance Chairman
 Bylaws Chairman
 Chapter Relations Chairman
 Chief Judge
 Club Sales Chairman
 Historian
 Special Awards Chairman
 Photo Contest Chairman
 Parliamentarian

Awards Committee Chairman and any other position that should be recognized

Officers Boards - These are purchased for new people receiving brass chips mentioned above. This committee should keep and pass on a list of previous officer board recipients.

Recognition Plaques

Chairman of the last Annual Banquet
 Chairman of the last Annual Tour
 Chairman of any Regional Tour held during the year

Model T Times Awards - This list should be obtained from the Editor.

Judging Awards (distributed at the Annual Tour Judge's Meeting)

Five Year Pins: Distributed by the Chief Judge, and may be given at the Judge's Seminar at the Annual Tour.

Ten, Fifteen, Twenty, and Twenty-five Year Pins: Distributed by the Chief Judge.

ANNUAL TOUR AWARDS

Grand Champion Touring Award - the favorite Model T as selected by popular ballot of the men on the tour.

Ladies Choice Award – the favorite Model T as selected by popular ballot by the ladies on the tour.

Frank Fitzpatrick Memorial Award – to the person who is the most congenial and the most helpful mechanically on the tour – selected by the Awards Committee.

President's Cup Award – to the person generating the greatest tour spirit on the tour - selected by Past Presidents on the tour and the Awards Committee.

Universal Tire Award – for the best car using Universal Tires - selected by the Awards Committee.

Snyder's Old Timer Award - to the person who has been on the most Annual Tours. This award can be won only once. In case of a tie, the person who went on the earliest tour is selected. If still a tie, the oldest person is selected.

Special Commercial Award -for he best commercial Model T – selected by the Awards Committee.

Syverson Award – for the best reproduction wood bodied Model T- selected by the Awards Committee.

Bonnevier Memorial Award – for the best speedster – selected by the Awards Committee.

Reiter Cup Award – for the oldest couple on the tour, where the combined ages determine the winner. This is a one-time award.

John Stynoski Award – for the most meritorious restoration of a Model T for the year.

Jimmy Walker Award(s) – for first time driver(s) under the age of nineteen (19) who have driven at least one-half of one day of the tour.

Founder's Appreciation Award – award provides tour fees (up to \$4600 for US members and \$9600 for foreign members) to attend the MTFCI Annual Tour to a deserving member of the MTFCI. Nominations are made by members or chapters of the MTFCI.

Mrs. "S" Award – awarded to a junior member who exhibits leadership, a strong interest in the MTFCI and encourages others to be excited about the preservation of the Model T hobby.

Lifetime Achievement Award – presented to an individual who has made a significant contribution to the hobby with service to members of the MTFCI.

BYLAWS CHAIRMAN

The duties and responsibilities of the Bylaws Chairman.

The Bylaws Chairman shall:

- provide direction on changes affecting Board policy.
- provide operational changes of the Club, by Board action, which may require amendments to the Bylaws.
- identify any change in one portion of the Bylaws which may necessitate other changes to maintain consistency on any topic.
- draft revisions and present to the Board any amendments to Articles in the current bylaws.
- make revisions of the Bylaws following Board approval and mail or email updated revisions to all Directors and chapters. If an extensive revision is necessary or mandated by the Board, a committee shall be formed to review and draft proposals for revision.
- correctly phrase any revisions to comply legally according to parliamentary procedures.
- Serve as the custodian of the master copy of the Bylaws and shall serve the Board as unofficial parliamentarian in the absence of an appointed parliamentaria

CHAPTER RELATIONS CHAIRMAN

This committee chairman is appointed by the President in order to coordinate all recruitment, retention and records pertinent to the chapters of the club.

Article XVI, Section 1, Section 2, Section 3, Section 4, Section 5, Section 6, Section 7, and Section 8 of the Bylaws pertain to Chapter Relations:

Duties and Responsibilities of the Chapter Relations Chairman.

The Chapter Relations Chairman shall:

- receive inquiries from MTFCI members regarding formation of a new chapter.
- use mail or email to provide individuals with a cover letter thanking them for the inquiry, and inform them that five MTFCI members in good standing are required to form a chapter. Send a Chapter Information Kit with the cover letter, to the individual making the inquiry.
- assemble the Chapter Information Kit. The kit will contain the following:
 - “Forming a Chapter” information
 - MTFCI Bylaws
 - Suggested Chapter Bylaws
 - Liability Insurance explanation
 - Sample Charter Certificate
 - Five or more applications for Membership
 - Most recent issue of the *Model T Times*
- present a completed application and a copy of the Chapter Bylaws upon receipt at the next Board meeting for approval. Verification of membership from the application must be obtained from the Executive Director prior to approval.

- type two copies of the Chapter Charter with charter members' names and the chapter name once approved by the Board. Obtain signatures of the President and Secretary. Type founder member certificates for each charter member and obtain signatures of the President and Secretary.
- mail or email a copy of the Charter to the Editor for printing in *Model T Times*. Mail the Chapter Charter, along with all individual member certificates and a welcome letter to the new chapter. Add the new chapter to the chapter list and notify the MTT Editor of the new chapter President's name and address for the magazine.
- act as the liaison between chapters and Board by informing all chapters of Board decisions affecting the chapters.
- act as the MTFCI contact for chapters and their members by answering questions and providing information about the Club, its Bylaws and policies.
- perform the Roll Call of Chapters at the Annual Tour and the Annual Meeting, at the discretion of the Annual Meeting or Annual Tour committee chairman.
- co-chair, with the MTFCI President, the chapter presidents meeting held on the Annual Tour.

CHIEF JUDGE

Article XVII, Section 1, Section 2, Section 3, Section 4, Section 5 of the MTFCI Bylaws pertain to the Chief Judge:

STYNOSKI TROPHY, Donor – John A. Stynoski

Awarded each year for the best restoration of the year as picked by the International judging team. This car does not have to be driven on the tour; however, it must pass the vehicle inspection and be driven into the designated judging area. The following rules apply:

- A. Must be a full-bodied Model T Ford as it came from the factory.
- B. MTFCI approved judging sheet must be used.
- C. Award can be won only once by a particular car.
- D. Winner is automatically removed from all class judging and special tour awards consideration.
- E. If minimum specifications set by the International judging team and Board of Directors are not met by any of the cars entered, the award will not be presented for that year. (Minimum score of 550 points out of a possible 600 points)
- F. The vehicle may be required to drive five (5) miles to insure functionality at the discretion of the Chief Judge.

Duties and responsibilities of the Chief Judge.

The Chief Judge shall:

- make all final decisions on vehicle judging.
- present/conduct a judging class at the Annual Tour and/or the Annual Meeting. The Chief Judge may conduct the class him/herself or designate a qualified judge to conduct the class. All lesson planning must be approved by the Chief Judge.

- maintain records of judges on Judging Cards. Judges' Cards must be available at the judging class so participants can complete the cards. Cards shall reflect school attendance and actual judging.
- provide MTFCI Judging Sheets to the Captain of each judging team prior to car judging. The Chief Judge selects MTFCI Judges and mails/emails each judge information regarding the class he/she will judge PRIOR to the Annual Tour.
- conduct Stynoski Award judging and determine the final winner. The Chief Judge may serve as captain of the judging team or may appoint a Gold Card Judge as captain of the judging team.
- present the Stynoski Award and class awards at the Annual Tour. The Chief Judge shall make all judging sheets available to car owners following the final banquet (either mailed or handed out after the banquet).
- create/revise/maintain the official judging sheets and judging policy which is approved by the Board of Directors. The Chief Judge provides the judging sheets for all judging.
- review, revise and maintain the *MTFCI Judging Guidelines*.
- maintain and update a list of Gold Card and Certified Judges which includes the judge's name, address, email address and judging class.
- provide certification tests to those interested in becoming a Certified Judge and send Judging Certificates and I.D. cards to those successfully completing the certification test.
- select the Stynoski Judging Team, which will consist of:
 - A captain – The Chief Judge or a MTFCI Gold Card Judge appointed by the Chief Judge.
 - The Technical Editor of the *Model T Times* or, in that person's absence, an MTFCI Certified Judge who has judged in the three previous judging events.
 - An MTFCI Certified Judge who has served as a Class Judge at least three times in the past.
 - The MTFCI President or a person appointed by the President shall serve as an observer on the judging team.
- keep the judge's pins that are awarded for the 5-year and up judges. A complete inventory sheet should be kept up to date showing to whom the pins have been awarded and how many are still in inventory. When additional pins are required, the Chief Judge will notify the Executive Director to order more pins.
- write a column, entitled "Judge's Corner", that addresses judging issues and information for each issue of the *Model T Times*.
- Maintain and update the Hall of Fame/Stynoski plaque and display located at the Piquette Museum.

CLUB SALES CHAIRMAN

The chairman and members of the club sales committee are appointed by the MTFCI President. Club sales items are important in that they allow members, spouses, children and friends to purchase and display their pride in MTFCI and the Model T Ford, and provide revenue for the MTFCI. Club sales items also allow members to educate themselves through the purchase of the Judging Guidelines and other printed material.

Duties and responsibilities of the Club Sales Chairman.

The Club Sales Chairman shall:

- be at all MTFCI functions such as the Annual Tour, Banquets, etc. At these functions, the Chairman shall establish an area for the sale of club merchandise. If unable to be present, the Chairman must make arrangements for someone else to handle the sales items.

- collect and account for money for merchandise sold.
- turn in money collected to the Treasurer. A description of the item and number of items sold shall be turned into the Treasurer and the Executive Director.
- keep an inventory of all items in his/her possession.
- constantly look for new items to add to the inventory and present any new item to the Board for discussion and approval.
- contact the Executive Director in order to inform Directors which items are starting to sell out. These items should be reordered by the Club Sales Chairman if deemed appropriate to reorder.
- report at Board meetings, either in person or in writing, to describe the status of the club's inventory and sales of all items.
- maintain a file of all sales items and possible new items and their suppliers. This file shall be passed on to the new Club Sales Chairman. This file will include costs and any minimum purchase requirements. The file will also contain a list of items that the Board did *not* approve to prevent duplications from year to year.

COMPUTER BACKUP

Duties and responsibilities of the Computer Backup person.

It is the responsibility of the Computer Backup person to keep a separate copy of the Club's computer programs and current records. This person should have the capacity to operate these programs to produce the Club's records in the event that the main records are lost.

The Treasurer and Executive Director should give copies of their records to the Computer Backup person at each Board meeting.

ELECTIONS COMMITTEE

Article IV, Section 1, Section 2, Section 3, Section 4 of the MTFCI Bylaws pertain to the Elections Committee:

Duties and responsibilities of the Election Committee.

The Election Committee shall:

- administer the election of Directors. The committee will consist of two (2) Directors appointed by the President, with one Director serving as Chairman.
- contact the *Model T Times* editor to request a form to be printed in the May-June issue for interested members to submit their names to the Election Chairman if they wish to be a candidate for the election to the Board. This shall be requested no later than April 20. The chairman, working with the editor, will make any changes to the notice that he/she feels are necessary.
- contact each Board member whose term is about to expire to determine if he/she is interested in running again.

- prepare a slate of candidates, using the replies from the notice in the *Model T Times* and suggestions by Board members. This slate must be completed by the end of the July Board meeting.
- prepare a slate of candidates in ballot form and send/email the slate to the *Model T Times* editor by August 20 for insertion into the September-October issue. The ballots shall list all candidates for election to the Board in alphabetical order with a place for the voter to check his/her preference. Keep the space for each candidate as equal as possible.
- receive and hold all ballots **unopened** until after the election deadline has passed. Following the election deadline, the chairman shall open the ballots in the presence of the election committee, at which time the committee shall count and tally all valid ballots.
- notify each candidate and every member of the Board as to the outcome of the election once the counting has been completed. According to the Bylaws, this notice must be completed by December 20.
- certify the official results of the election at the January Board Meeting, and announce to the Board the names of the Directors elected.
- **not reveal the number of votes cast for any candidate.**
- destroy the ballots after the official results are announced at the January Board meeting.

HISTORIAN

Duties and responsibilities of the Historian.

The Historian shall:

- hold and maintain the club's stock of back issues of the *Model T Times*.
- distribute the *Model T Ford* stock from orders provided by the Executive Director.
- maintain the club master set of *Model T Times* issues and provide information from the issues no longer available for purchase.
- promote the sale of back issues of the magazine through the mail, at the Annual Tour, at the Annual Meeting and at the MTFCI booth at the AACA Hershey Fall Meet.

INSURANCE COMMITTEE

The Insurance Committee is appointed yearly by the President. The committee studies any insurance question as directed by the Board of Directors and reports the results of their study as requested by the Board with any recommendations for action by the Board.

Duties and responsibilities of the Insurance Committee.

The Insurance Committee shall:

- screen insurance proposals for presentation to the Board as necessary.
- review and renew existing insurance proposals. Insurance is included in the annual budget proposals and renewal is automatic if the budget is approved, unless specifically directed otherwise by the Board.
- periodically review covered liabilities pertaining to events sponsored by the MTFCI.

- answer any insurance questions from MTFCI chapters and members. A list of these questions should be discussed at the next Board meeting along with all responses.
- provide a Certificate of Insurance to those chapters requesting it. The Insurance Committee Chairman shall mail/email the Certificate. A copy of the certificate will be mailed/emailed to the Executive Director when a chapter makes a request for a certificate, and the copy will go into a permanent file. Requests by the chapter must be made in a reasonable amount of time before the chapter function (preferably 30-45 days prior to the event).

LIABILITY INSURANCE

Cost - The MTFCI shall pay for the insurance premium. **There is no cost to chapters.**

Insured - All members, officers and Directors of the MTFCI are covered while performing any sanctioned activity on behalf of the Chapter or MTFCI.

Insurer

J.C. Taylor, Inc.

Contact MTFCI Insurance Chairman for Insurance Certificate

Type of Coverage - \$1,000,000 each occurrence; \$1,000,000 aggregate

Geographic Coverage - The United States of America, its territories or possessions, and Canada.

Coverage - Coverage is automatic. Chapters do not have to request coverage for each sponsored event. It is highly recommended, however, that you check with the MTFCI agent noted above if you have any questions or concerns.

Events Covered - The insured are covered for occurrences happening on any property which is rented, leased or used by a Chapter for Chapter sponsored activities. This includes, but is not limited to, Chapter sponsored meetings, tours, picnics, dances, swap meets, parades and Chapter offices.

Other Coverage –

- Product Liability – including the dispensing of food at Chapter sponsored events.
- Personal Injury Liability – arising out of an offense, such as libel, slander or defamation of character, by a member while acting on behalf of the Chapter or the MTFCI.
- Fire Liability – protects the Chapter and the International up to \$50,000 on building used but not owned by the Chapter or the MTFCI.
- Host Liquor Liability – protects the MTFCI in regard to giving or serving of alcoholic beverages at Chapter or MTFCI sponsored functions, provided the sponsoring Chapter is not engaged in the business of selling or serving alcoholic beverages.

What is Not Covered

- Automobiles themselves are not covered. It is the responsibility of every participant to have their own automobile liability insurance. Although this insurance covered protects the Chapter in the event of some mishap, it in no way covers insured, under-insured or uninsured owners and drivers in auto related accidents. State laws regarding automobile insurance coverage must be obeyed.
- Sponsored events that do not comply with the laws of the State in which they occur.

- Events using grandstands, *unless the grandstands are inspected.* If grandstands are inspected and used for an event, there is no charge. *At least sixty (60) days notice to the MTFCI agent must be given for inspection.*

Qualifications - Chapters must be active chapters of the MTFCI and in compliance with the Bylaws of the MTFCI.

Certificate of Insurance - If a Chapter rents or uses an area for an event, it may be requested to provide liability for the owner. If a Certificate of Insurance is needed for the landlord, it will be issued at no charge. At least sixty (60) days notice must be given. Contact the International agent listed above.

Final Note - The description of the insurance coverage in this Operations Manual is a brief overview and **not** a complete explanation of the policy. If there are any questions, it is imperative the Chapter requesting the Certificate of Insurance be familiar with the actual policy, in order to understand the scope and limits of the coverage involved.

Any questions pertaining to our insurance coverage should be directed to the MTFCI Insurance Chairman.

December 1, 1988

Edited, Kevin Prus, 4/97 and 10/97

Edited. John Barr 1/99 per MTFCI BoD decision on 10/98

Edited by John Barr 4/99 to change name of insurance agent

Edited by John Barr 7/99 to change notice to 60 from 30 days per 4/99 MTFCI BoD

Edited by Russ Furstnow & Gordon Koll – 12/2013

PARLIAMENTARIAN

The parliamentarian shall be appointed by the President, and must have a good understanding of *Robert's Rules of Order, Newly Revised*.

Duties and responsibilities of the Parliamentarian.

The Parliamentarian shall:

- advise the President or presiding officer on parliamentary procedures and law.
- give an opinion regarding Parliamentary Procedure, but a final ruling will be made by the President or presiding officer.
- retain his/her voting rights as a Board member.

PARLIAMENTARY PROCEDURE

Parliamentary rules have been found to best serve accuracy in business, economy of time, order, uniformity and impartiality, and enhancing the transaction of business.

It gives one the assurance to know and follow correct procedure. Business meetings should not be carried on by a few members as they see fit; rather all members should have the privilege of voicing their opinions.

Robert's Rules of Order, Newly Revised has been the usually accepted parliamentary authority for the Model T Ford Club International.

Eight Steps to Action

1. A member should address the chair
2. The member should wait for recognition by the chair
3. The member presenting a motion says... “I move that...” (NOT “I make a motion”)
4. Another member must second the motion (except for nominations and adjournment)
5. The chair restates the motion just prior to the vote
6. If the motion is debatable, the chair asks for discussion
7. The chair takes vote (“...[state motion]...all in favor say ‘aye’...those opposed ‘no’.”)
8. The chair announces the result (“The motion is adopted.” Or “...defeated.”)

Amendments

A motion may be amended by any of the following methods:

- to insert
- to add
- to strike out and insert
- to substitute

When a motion is amended, the amendment then becomes the main motion and must be acted upon first. An amendment may also be amended. Always remember to work backwards when taking the vote, as follows:

1. Amendment to the amendment
2. Amendment to the main motion
3. Main Motion (as amended above)

Nominations and Elections

Nominations do not require a second.

If you do not have more than one nomination, you may call for a motion to close the nominations and elect by acclamation (or “white ballot”).

Treasurer’s Report

This report does not require a motion of approval or acceptance. The President asks if anyone has questions or discussion, then states that “The report will be filed for audit.”

Adjournment

Adjournment does not require a motion. The President, after the regular agenda is completed, may ask for any further business; if there is none, the President may so state.

WEBMASTER

The webmaster is responsible for the MTFCI Website and all information contained within the website.

Duties and responsibilities of the Webmaster.

The Webmaster shall:

- ensure that the website, including the front page and calendar are kept up to date and correct.
- ensure all links on the website operate correctly and link to appropriate files.
- work closely with the web hosting/maintenance company to ensure minimal “down-time” on the site and to ensure the site is operating a peak efficiency.
- monitor the forum and remove any questionable or offensive material. Repeat offenders will be dealt with by the MTFCI Board.
- update information to be placed the website on a weekly basis.
- place all back issues of the *Model T Times* onto the site.
- maintain vendor advertisements to be placed on the rotating banner.
- monitor classified advertisements and remove any spam activity from the site.
- assist MTFCI members with the use of the website as necessary.

TOURING COMMITTEE

The Touring Committee is responsible to find, help and coordinate the Annual Tour, the Spring Tour and Regional Tours for the MTFCI. The committee shall be made up of three (3) MTFCI members and chaired by the MTFCI First Vice President. Committee members shall be nominated by the MTFCI First Vice President and appointed by the MTFCI President.

Duties and responsibilities of the Touring Committee.

The Touring Committee shall:

- encourage chapters to host an Annual, Spring or Regional Tour.
- serve a term of at least three years.
- assist chapters in organizing a tour using the “Annual and Spring Tour Guidelines”.
- schedule tours up to five (5) years out.

PHOTO CONTEST

Four pictures are selected each issue for the Member’s Memories section of *The Model T Times*. These pictures are submitted by club members and may be old pictures that include a Model T Ford or they may be current pictures that include a Model T Ford.

If these pictures are current pictures, it is suggested that they be taken in an antique type atmosphere, perhaps in front of an antique shop, in front of an old gas station, or even just at a roadside stop. If there are people in the picture they should try to be dressed in period clothing; however, this is not a requirement.

Judging will be done by the club photographer, and the winner will be based on originality and eye appeal. The first place prize will be having the winning picture on the back cover of the magazine and the winner will also receive a certificate.

EXECUTIVE SESSION

GENERAL:

Although transparency of all discussions and actions of the Governing Board of the MTFCI and the MTFCIF is preferable, executive sessions may be necessary for conducting business involving discipline, proprietary or legal information, or sensitive personal issues. Executive sessions are conducted to keep sensitive information confidential. Attending members of an executive session shall not divulge any information discussed during the executive session to anyone outside the executive session, including those who were present at the executive session or Directors not present at the meeting.

INITIATING AN EXECUTIVE SESSION:

A meeting enters into executive session when a motion to do so is adopted by a unanimous vote of Directors present. The presiding officer of the meeting may initiate an executive session with a three-quarters (3/4) vote of the Directors present, provided any dissenting members are excused from the executive session. Any Director with a direct conflict of interest shall also be excused for the executive session. Only Officers, Directors and any individual having direct involvement in the issue relating to the executive session may attend the executive session.

An executive session shall begin only after the presiding officer has read the following statement:

“It has been decided that certain club/Foundation matters can best be discussed and resolved in executive session. In order to allow attending Directors to freely express their opinions and recommendations, all comments and discussions, excepting approved minutes, must be kept strictly confidential. By voting to enter into executive session, you are honor bound to keep information discussed in the executive session confidential. I now call to order this executive session”.

MEETING PROTOCOL:

The executive session shall be conducted in accordance with Robert’s Rules of Order. All written materials generated by/from the executive session will be collected and destroyed by the presiding officer at the close of the session. Any minutes taken during the executive session must be approved by the Directors present and must only include notice of action(s) taken during the executive session.

Model T Ford Club International Tour Book

Successful Strategies for Planning and Executing a Regional or Annual Tour

Since 1957, the Model T Ford Club International (MTFCI) has held an annual tour at various locations in the U.S.A. and Canada. In recent years, the tours have attracted between 400 and 600 people with 175 to 300 cars on tour. The size of the tour depends on the geographical location selected, the hotel/campground facilities, the tour itinerary and costs, the overall appeal to members, families, youth, and the advance promotion/ marketing and general organization of the tour. The tour is often the main vacation for many members and their families.

A Regional or Annual Tour can be hosted by any chapter of the Model T Ford Club International. The development and organization of the tour does take considerable effort, but there are resources within the MTFCI to call upon for guidance, and the rewards are certainly worth the effort. Members of the MTFCI are eager to explore different regions of North America and the Board will consider proposals with the objectives of appealing to as many members as possible and the locations of past tours. The tour is usually scheduled to begin on the third Sunday in July. Remember that many people plan their vacations around tour dates.

The annual and spring tours are important events of the MTFCI and are hosted by a local chapter. Remember to keep both the MTFCI and the Host Chapter visible in your promotions and scheduling of events.

This Tour Book has been developed to provide the tour chairman and the tour committee with plans to host a successful tour. The Tour Book provide “Best Practices” in how to host a tour. If the tour chairman/committee wishes to deviate significantly from this book, the chairman/committee MUST contact the MTFCI First Vice President immediately to discuss these proposed changes. If the committee has any questions or needs assistance, the First Vice President should be contacted.

Preparing a Tour Proposal -

Contact the MTFCI Touring Committee or the MTFCI First Vice President, who are responsible for overseeing the annual tours and providing any necessary guidance. Organize a tour committee and select a chairman or co-chairman to lead your committee.

Future tours are approved at the July MTFCI Board of Directors meeting, held during the Annual Tour, a minimum of two years in advance of the tour. Written proposals are presented to the Board by various chapters, and a vote is taken by the Board. Chapters proposing tours are encouraged to personally attend the Board meeting to make their presentation and answer questions. You should plan to attend the MTFCI Board meeting at least two years prior to the tour to present your proposal in person. In order to assist you in developing your tour itinerary the Board encourages you to discuss your proposal with the MTFCI First Vice President well in advance of the Board meeting.

The proposal should include a preliminary tour itinerary, confirmation that a host hotel and campground have been reserved, hotel rates, proposed tour costs to members, tourism support from

local area, etc. Previous tour chairpersons may be contacted for advice on specific issues, however, your primary point of contact is the MTFCI First Vice President. Once the Board approves your tour proposal, written quarterly reports are due to the First Vice President for review at the MTFCI Board meetings.

Participant Requirements -

All drivers participating in the Annual Tour must be members of the Model T Ford Club International, and the driver must provide proof of Liability and Damage insurance coverage on the car prior to the tour. These items can be identified on the tour registration form. A list of participants must be mailed/mailed to the MTFCI Executive Director one month prior to the tour to verify membership and to allow non-members to join the MTFCI.

Tour Location -

The tour should be held in a geographical location that will provide varied and interesting tour routes and points of interest. It may be near a major city or in a community in the countryside. The Board tries, in the approval process, to schedule locations that are varied and appealing to members. It is suggested that one hotel be selected that is large enough to accommodate all members on tour for greater fellowship and to avoid dividing the group (other than those camping). Look for a clean, quality hotel in the middle price bracket. Hotel availability and room rates must be guaranteed at least two years in advance, with a written contract immediately following Board approval of the tour. A campground with full hookups should be secured close to the host hotel, with rates guaranteed. Experience has shown that many members may stay at the campground; try to plan an activity in that location if space permits. If available, arrange for pet-friendly hotels and RV campgrounds. Organize the tour with interesting tourist attractions, good roads for Model T's, and sufficient leisure time for members to explore the region on their own.

Host Hotel -

It is imperative to book a hotel(s) that has/have enough rooms to accommodate any MTFCI member attending the Annual Tour. In many cases, the tour chairman can negotiate a reduced rate for the rooms and secure special rooms (hospitality room, meeting room(s), etc.) for free or a reduced rate.

Financial Planning and Budget -

The tour must be planned to cover all expenses incurred; the MTFCI will not be responsible for financial shortfalls. Hosting an Annual Tour shall **not** be a profit making activity for the chapter. The MTFCI can assist you with a loan of up to \$1500.00 to cover start-up costs, however, this amount must be repaid to MTFCI *prior to the tour*. A proposed tour budget should be presented to the Board when proposing a tour. A financial statement and final accounting must be submitted to the MTFCI First Vice President as soon as possible following the tour. If there is a surplus of funds after all bills have been paid, you may offer refunds to tour participants or return the surplus to the MTFCI at the discretion of the MTFCI Board of Directors and/or the host chapter.

A special bank account should be set up for the tour, with appropriate signing authority for expenses. The MTFCI has an FEIN number that should be used to establish the tour bank account. Contact the MTFCI Executive Director for assistance in setting up the tour bank account.

All host chapter members and tour chairpersons must pay regular tour fees; in other words, every participant pays his/her own way. This does not mean that local members must pay for the entire tour package IF they will not be participating in every event, BUT they must pay for the events they do attend if there are costs involved.

Expenses -

Expenses incurred by the tour committee begin approximately two years in advance of the tour as follows:

- Advance printing costs.
- Advance postage costs for contacting suppliers, governments, communities, etc.
- Registration confirmation postage (can be minimal if email is used.).
- Promotion material and advertising.
- Design of logo and letterhead.
- Tour book typing, printing, paper, spiral binding, etc.
- Long distance telephone costs.
- Cell phones during the tour.
- Numbered banners for Model T's (remember that these are ordered in advance before final tour registration count and some unassigned banners will remain.)
- Dash plaques for each car (final number also unknown when ordered).
- Trophies will be purchased by the MTFCI per standard design for class judging.
(Tour fees must include \$10.00 to the car/driver registration fees to pay for trophies.)
- Fashion Show awards (committee purchase).
- Rent, if required, on rooms for special meetings.
- Gratuities.
- Include cost of kick-off breakfast, lunch or dinner.
- Include cost of Judge's Breakfast.
- Coffee and refreshment supplies for coffee breaks and hospitality room.
- Entertainment, if planned.
- Gasoline and other items for rescue vehicles.
- Route signage and wooden stakes for daily tours. -Computer supplies.
- Nametags....suggest professional approach.
- Registration kit items.
- Printing of tickets for meals, events.
- Cost of complimentary tickets for special guests and dignitaries.
- Security coverage for Model T's at night. -Storage of empty trailers.
- Purchase of tour items for resale, if desired, i.e. t-shirts/hats with tour logo. (*Do not duplicate International sales items; use tour logo only.*)
- Identification for host chapter workers....hats or host ribbons, etc.

Be sure to work out your budget to cover all the overhead and expenses of the tour and set your registration fee at an appropriate level to cover your costs with a small margin of excess (up to 10%).

Committees -

- Tour Chairman or Co-Chairmen who are good organizers, leaders, delegators.
- Registration Chairman, who also serves as Treasurer.
- Committee to coordinate lodging, meals, banquets, etc.
- Coordinator responsible for door prizes, working with suppliers, and community groups for public relations.
- Team captain for organizing the daily rescue vehicles.
- Team captain for organizing spare parts and repair facilities.
- Individual to prepare tour book and see it through printing/binding. -Hospitality Chairman.
- Daily chairman and assistants for organizing each day's tour.
- Youth Activities Chairman
- Someone who will be camping to be responsible for campground.
- Volunteer to write the story of the Tour for the *Model T Times* (due to Editor by August 20 following the tour).
- Fashion Show Coordinator.
- Photographer

Insurance -

A computerized program is available from the MTFCI First Vice President regarding coverage available from Club insurer. Special endorsements from the policy may be needed for facilities used during the tour. All antique cars must carry proper insurance, and this information is required on the registration form.

MTFCI Vehicle Self-Inspection Agreement -

Every vehicle driven on the tour must have a completed copy of the MTFCI Vehicle Self Inspection Agreement submitted to the Registration Chairman BEFORE receiving any tour materials, including the tour banner, tour book, or meal tickets. It is recommended that the MTFCI Vehicle Self-Inspection Agreement be mailed/emailed to the participant well in advance of the tour with the recommendation that the driver inspect his/her car using the inspection form. The MTFCI and your chapter cannot be responsible for the condition of a participant's vehicle. Your chapter shall not conduct any form of "safety inspection" during the Annual Tour.

Pre-Registration -

Tour pre-registration should be available at the previous year's annual tour, and a tour registration/banner number can be assigned to the member at this time. The tour representative/host shall complete a pre-registration form and accept a \$100 deposit to guarantee the banner number for the tour participant.

Registration -

A computerized spreadsheet program such as Microsoft Excel or MAC Numbers should be used to keep track of all registrations as they are received. The computer spreadsheet will assist in producing meaningful reports and an analysis of tour events. Various activities that are unique to each annual tour can be programmed into the computer program. (If the host chapter has a resident computer expert, they may design their own program as long as it produces the necessary

information, lists and labels.) If you lack the resources of a computer, the tour still can be managed and coordinated using a manual record system, but it will be more time consuming..

Assign a competent person as the Registration Chairman. This person will be responsible for tour registrations, tour communications and the tour treasury. The Registration Chairman should keep a list of all registered participants, along with mailing and email addresses, their MTFCI membership number (**all drivers must be members of the MTFCI**), the passengers riding in the vehicle, and any other data required. The Registration Chairman also assigns the car number for each driver (Banner #1 is assigned to the MTFCI President, Banner #2 is assigned to the Chapter Tour Chairman and Banner #3 is assigned to the MTFCI Chief Judge). An MTFCI member can request a particular tour banner number if he/she pays the \$100 pre-registration deposit. The remainder of the tour banner numbers are assigned as the paid registrations are received.

The Registration Chairman compiles rosters of participants using the data retrieved from the registration form, and it is suggested that a roster(s) be placed into the tour book. One type of roster is a numerical list using the banner numbers and names of participants and another roster is an alphabetical listing of participants.

The majority of the registration and ticket money should be collected prior to members' arrival on tour, which will greatly assist you with finances and minimize problems. A confirmation should be sent/emailed to all paid participants, along with a state (or Provincial) map to assist in travel plans. Also include the route between headquarters hotel and campground for those camping.

The Registration Chairman can also communicate with tour participants prior to the tour by sending a newsletter thru mail/email. A newsletter is especially helpful when keeping tour participants informed of tour activities, special items to bring to the tour, tour planning or any changes to the tour itself.

The chapter should establish cancellation fees, and such fees should be described in the registration materials. Generally, participants can cancel anytime up to sixty (60) days prior to the tour with a full refund of fee payment. For cancellations within the sixty days of the tour date, the participant may forfeit some or all of the tour fees as prescribed by the host chapter. Cancellation fees must only cover the cancellation costs incurred by the host chapter.

When registration opens, registration tables should be in the lobby with chapter members working in shifts to assist tour participants. Tour books, registration packages, tourist information, event tickets, nametags, and other tour items should be distributed after the driver has submitted the MTFCI Vehicle Self Inspection Agreement. Tour T-shirts and caps can be sold near registration if available. Also needed in this area is space for selling MTFCI items (staffed by a member of the MTFCI Board). Registration hours should be determined in consultation with the MTFCI First Vice President.

Campground -

Up to one-fourth of members on tour will stay at an RV campground. The campground should be relatively close to the host hotel and have complete hookups available. If possible, leave the campground reservations and organization to the campground personnel. Appoint one of your

campers to act as overall liaison at the campground. Car trailers may be parked at the campground if space permits. Be sure to inform everyone who requests campground accommodations if there is space for car trailers. Those requesting the campground should indicate this on their registration form (even if reserving directly to the campground), so that a computer list of campers is available to the host committee. Keep both campground and hotel groups in mind when planning all events. You may wish to schedule an event at the campground for all tour members, either a breakfast or a late afternoon or evening ice cream party.

Storage of Empty T Trailers -

Do not allow empty trailers to be kept at the hotel as this causes overcrowding of the hotel parking lot. Remember, we are not the only ones in the hotel!

A special storage yard should be arranged for all car trailers and tow vehicles. The area should be secure, and large enough to permit easy movement of tow vehicles for unloading and hookup. Unloading of vehicles can take place at the hotel, but you should be strict regarding the immediate removal of the trailer to the assigned storage area. You may wish to assign a chapter member to oversee this operation. License numbers for the trailers should be included on tour registration forms to assist in policing the hotel area.

Banners -

The tour committee provides a numbered banner for each registered vehicle. These can be cotton with a brushed reverse side to prevent scratching the car. Measurement is approximately 18" x 18" (depending on the bolt of material selected), with a tie at each corner that is at least 32" long. This length permits the banner to be tied across the rear of a Model T. Banner numbers are in consecutive sequence and are assigned to participants as their registrations are received. All numbers should be large enough to be read at a distance along the routes and the tour logo should be incorporated into the design. Banners are distributed at the registration table **after** participants have submitted a completed MTFCI Vehicle Inspection Agreement.

Tour Routes -

Tour route directional signs are available from the MTFCI Executive Director. These signs are 12" X 18" plastic signs with a metal framework. Background is red with arrows (right, left, straight ahead) painted in black. This standard club signage is easily recognized by participants. All routes **must** be properly marked every day, placed overnight or very early before each day's tour. Signs should be used for each turn (far enough ahead to prepare for turn), followed by one or more straight arrows to reassure drivers the proper turn was made. On long straight runs use several straight arrows to reassure members they are still on the right route. The last rescue vehicle must pick up the tour signs at the end of the day. Do not leave signs abandoned on the roadways. All tour signs used during the week are to be accounted for and returned to the MTFCI Executive Director on the last day of the tour.

Trophies -

The MTFCI has standard plaques and awards that the tour committee purchases from the MTFCI for class judging (consult with the First Vice President for current cost). You may want to add your tour dash plaque to each trophy. Dash plaques should be provided for each car registered. Both dash plaques and class judging trophies are tour expenses which should be included in the participant's registration fees.

MTFCI Tour awards (Syverson Award, Old Timer's Award, etc.) are the responsibility of the MTFCI, as are the judging awards and trophy for the Stynoski Award. The tour committee may provide a trophy for hard luck, longest distance driven or other categories (be sure to check with the MTFCI Award's Chairman to avoid duplication with an MTFCI award).

Car Judging -

Judging of Model T's is the responsibility of the MTFCI and the MTFCI Chief Judge, however, there are certain responsibilities that fall upon the Tour Chairman. The registration form should request information on whether the participant's Model T will be judged or not. Also, provide space on the registration form for the individual to sign up as a judge. The registration spreadsheet can be used to identify the cars that are to be judged on the tour. The Tour Chairman should communicate regularly with the Chief Judge, especially during the six months preceding the tour, by forwarding a list of judges' names and vehicles to be judged according to the information found on registration forms. The tour registration spreadsheet can also produce a list of all Model T's registered by year, which can be included in the tour book.

Judging can be scheduled on Sunday, Monday or Tuesday, and about three hours should be allowed for judging. Before judging takes place, the judges who signed up will meet with the Chief Judge for a judging class, frequently held in conjunction with a continental breakfast that includes spouses. Include this event in your tour budget. Select a judging location within about one-half hour drive from the headquarters hotel, remembering that not everyone is totally interested in the judging. Your selected location should be close to activities for women and youth. All Model T's on the tour are asked to park together in their respective classes, whether to be judged or just on display. Signage is required to identify each of the judging classes and the Stynoski judging area. Your chapter members should assist parking the T's in their proper class, as they will be arriving during a concentrated time frame. If your chapter is quite small, you may ask a nearby chapter or community volunteers to assist with the parking.

The judging school for new judges is held immediately prior to the judging. The school can be held at the field or at the host hotel, but it is best to coordinate the time and place with the Chief Judge. The Chief Judge and the scoring tabulators require a quiet location in which to work – a separate room near the judging field or at the host hotel is appropriate.

Ballots for the Men's and Ladies Choice trophies (MTFCI Tour awards) must be coordinated by the Tour Chairman and the MTFCI Awards Chairman. Ballots are distributed to members on tour for voting, and may be distributed in the registration kit or at the entrance to the judging field on judging day (consult with MTFCI Awards Chairman on this decision). A special wooden ballot box, in the shape of a Model T, is provided by the MTFCI Awards Chairman.

Judging Field -

Signs are required for identifying the special judging classes on the judging field, and these signs are available from the MTFCI Chief Judge. Coordinate with the MTFCI Chief Judge on the arrangement of the show field.

Fashion Show -

A Fashion Show can be held on judging day, if the judging location provides adequate facilities to accommodate the show. If this is not possible, perhaps an evening event held at the headquarters hotel would be easier. This show can be with vintage clothing *or* of clothing unique to the area of the tour. Do not expect participants to wear their vintage clothing for an extended length of time. Assign responsibility for this event to a chapter member and promote the fashion show. Select judges who are nonpartisan, perhaps from a local museum or other community group. They can also assist in establishing judging categories. Set up competition classes such as: Pre-16 Original, Ladies, Original Male to 1927, Family Group, 1916 to 1927 Original Ladies, Reproduction Male and Female, Child Age 12 and Under. Allow points for dress, shoes, hat, accessories, general presentation, etc.

Obtain a description in advance from participants about their attire to assist the announcer in making an interesting introduction. A questionnaire with this information can be part of the registration packet. Select a qualified announcer. The Tour Chairman shall obtain quality trophies or awards for the Fashion Show. Photographic coverage for *Model T Times* is the responsibility of the Editor.

Security -

Local police should be contacted very early in the planning process to describe your tour and discuss possible difficulties with traffic or road construction. If you keep law enforcement involved in the planning process, they usually volunteer to assist with traffic and swing by the T parking area on their night patrols. A section of the hotel parking lot should be roped off only for Model T's to park. **Be firm** – otherwise it will become cluttered with members' regular cars, other hotel guests and tourist cars. A specific security person **must** be present in the parking area at the headquarters from 11:00 p.m. to 7:00 a.m. each night. It is better to hire a security guard rather than schedule chapter members for this duty. Be sure to plan and work in cooperation with the hotel security and the police.

Planning Tour Routes -

When planning the route for the tour, be sure to consider the type/condition of road, the scenic beauty found along the route and an interesting and memorable destination. While Google Maps and MapQuest computer programs can be of assistance when planning a tour route, it is necessary to physically drive the route, preferably in a Model T. Once a tour route has been established, drive the route in a modern vehicle with an accurate odometer, and note the mileage and directions. Finally, write down the tour directions and print the directions for use in the tour book. It is advisable to have someone without knowledge of the tour route drive the route using the written tour directions to insure accuracy.

Vehicle Rescue Procedures -

A red ribbon should be included in all registration kits, and is used to indicate that a Model T requires assistance. Using this ribbon saves confusion when a car is stopped only for members to rest or make adjustments to the vehicle and needs no assistance. Cell telephones, CB's, and a central number at the hotel can be very useful for the rescue teams and the Tour Chairman. Usually three or more rescue trailers are necessary each day, but this can be modified depending on the size of the tour and the distance traveled from the hotel. Gasoline should be provided from the

tour budget for rescue vehicles. The last rescue vehicle can retrieve the route signs. It is also helpful to equip the rescue vehicles with bottles of water, extra gasoline, oil, a first aid kit, cones, flashlight and a fire extinguisher. Be sure the vehicles have the proper tie-down equipment for the rescue trailer.

Repair Facilities and Spare Parts -

If possible, arrange a suitable location at the hotel or a repair shop for repairing and washing Model T's. An engine hoist, axle stands, lighting, special tools, etc., are helpful to assist with a repair of any breakdown or mishap. Members will usually repair their own vehicle, but often require guidance. An inventory of good spare parts should be accumulated from chapter members to loan others in case of a serious breakdown. Contact one of the advertisers in the *Model T Times* and arrange for a consignment of new parts for minor repairs, including such items as timers, tubes, tires, gaskets, bearings, etc. Talk to previous chairmen and suppliers to ascertain the best items to inventory. These parts are sold to the members and any remaining parts are returned to the supplier or sold to members on the last day. Often the supplier will be attending the tour and can offer assistance regarding inventory and sales. Local repair shops for modern vehicles can be listed in the tour book.

Alcohol Policy -

The MTFCI and local chapters will not supply alcohol to tour participants. A cash bar may be made available during the tour banquets. Any use of alcohol shall be subject to local laws and regulations and subject to the requirements of the MTFCI insurance carrier.

Hospitality Room and Parking Lot -

The hotel Hospitality Room and parking lot are usually where members gather before and after the day's tour. It is helpful to have a hospitality area/room open following the day's tour. The Hospitality Room can be "Communication Central" for the tour, and newsletters, door prizes and the lost and found can be located in this room. The ballot box for the Ladies Choice and Men's Choice Award can be placed in the Hospitality Room. Many hotels have a complimentary breakfast in the morning, and it is important to coordinate with the hotel for this feature. Cold soft drinks in the late afternoon or evening are also welcome. Alcoholic beverages shall not be served in the Hospitality Room or offered by the Tour Committee at any point during the tour other than during tour banquets. Ask the hotel to place sufficient trash receptacles in the parking lot area.

If possible, a "wash area" with several hoses is helpful; ask chapter members to save old towels and don't ever use good hotel towels! **No** empty trailers or tow vehicles should be allowed in the parking lot (the only exception to this can be the rescue vehicles/trailers).

Door Prizes -

A letter should be sent to possible donors including *Model T Times* advertisers, other vendors, corporate contacts, local businesses and local government entities. The letter should detail the visibility to be gained by these donations. Be sure to recognize these vendors in the tour book. In early discussions with the headquarters hotel, ask if they will donate one or more complimentary nights as a door prize. Send a written request to the MTFCI Board of Directors for a one-year membership as a prize.

It is possible to have a drawing during the promotional evening for your tour. The promotional evening is held during the previous year's tour when you will debut your tour to the members (normally held during the tour's final banquet). Draw from those who pre-registered (paid) as this will encourage early registration, which in turn helps on early budgeted expenses.

Drawing for door prizes can take place at the final banquet, at the kick-off event or even handed out in the hospitality room following a day's drive. The final banquet can get lengthy if door prizes are handed out at this time, so be creative when handing out door prizes. To keep the meeting moving quickly, use assistants to distribute the prizes. All donors of door prizes should be recognized with a thank-you letter and a notation in the tour book, as well as being announced with each prize.

Special Meetings -

A meeting of the MTFCI Board of Directors is always scheduled at the tour. The Board will set the actual day and time after being notified of the tour schedule by the chairman since it should not conflict with other tour activities. The tour committee must arrange for the meeting room for this meeting. Room for eleven people should be provided with tables along with additional chairs for observers.

A Chapter Presidents' Meeting and a MTFCI Past President's Meeting shall be scheduled early in the week. Consult with the MTFCI President to coordinate these meetings. The MTFCI Chief Judge needs to meet with his judges, also. Close communication with the MTFCI First Vice President and MTFCI President is vital for all of the above meetings! In addition, the Tour Chairman should schedule a daily meeting with tour committees to review any problems and to ensure the following day's activities are under control.

MTFCI Foundation Auction -

The MTFCI Foundation sponsors a "Youth" auction at each Annual Tour. The auction is usually held on Thursday evening in conjunction with distribution of the Class Judging Awards from the car show. A location must be provided where auction items can be displayed and the audience can see the items as they are auctioned off. A public address system is necessary and electrical outlets for adding machines are required.

Individuals and vendors usually donate items for the youth auction, and you are encouraged to include information about the auction in your newsletters. The money generated from the auction goes directly into the MTFCI Foundation which supports youth scholarships, youth activities and youth participation on Annual Tours.

Youth Activities -

One of the major goals of the MTFCI is to increase youth involvement in the Model T hobby. There are a number of young people in attendance at most Annual Tours. While most young people will travel to the various tour destinations with their family, it is always fun for the youth to have activities available for them following a day's drive. It is recommended that a "Youth Activities Coordinator" be identified for the tour. The type of activities offered will be determined by the location of the tour and the ages of the youth on tour. It is not necessary to have activities every day. Some suggestions for activities include: a pool party, pizza party, game night

(board games), movie night, driving games (for 16 and older), parking lot games (use Model T parts that can be assembled for time), face painting, scavenger hunt and field games (softball, kickball, soccer, etc.)

Photography -

Contact the *Model T Times* Editor at least three months in advance of the tour for guidance. Tour photography is the responsibility of the Editor, who will arrange for photographers. Contact the First Vice President if your chapter is including a tour photo of the car, driver and passengers with the tour packet.

Publicity and Promotion -

Begin promoting your tour at the previous year's Annual Tour. Contact that tour's chairman to set aside a time and location for distribution of promotional material and to take advance registrations. (Early paid registrations help with payment for early tour expenses.) Send a tour itinerary and registration packet to each Chapter President at least six months prior to the tour to encourage participation from their chapter. An outline of the tour (including pictures if possible), along with a registration form and hotel reservation form, must be submitted to the MTFCI Editor for inclusion in the *Model T Times* beginning with the January-February issue prior to your tour. The tour theme and logo should be used on all published material. The logo should also be used on your T-shirts, caps, dash plaques and other tour items.

Obtain extra copies of *Model T Times* from the Editor one year in advance of the tour in order to assist in promoting the tour within the communities visited by the tour. Also provide a copy to the local Chamber of Commerce, Police Department, Travel Bureau, local newspaper and hotel so that they will become familiar with our hobby. Be sure these people also have a tour itinerary.

Snack/Restroom Stops -

Mid-morning coffee stops with donuts or cookies, staffed by chapter members or local community groups, are an excellent way to provide time for the tour participants to relax and socialize. Be sure to identify restrooms along the tour routes in the tour book. A rest stop with restroom facilities should be available for morning and afternoon breaks, and snack stops in the afternoon can create an excellent driving break for tour participants. A cold drink in the afternoon is always appreciated at mid-point on the return route. Local suppliers, supermarkets and soft drink bottlers might assist with donations of their product(s) in exchange for acknowledgment of their participation.

Daily Tours/Events -

Every tour has different events and this book offers some suggestions. Your chapter may introduce new ideas and activities for variety.

Saturday: While the tour has not officially started, some people will arrive on Saturday. This is a good opportunity for early arrivals to visit local tourist attractions if these attractions are not also included on the scheduled tour. Some chapter members should be on hand, if possible, to welcome these guests, and pamphlets of local attractions should be available. Early registration can also take place on Saturday, and this will ease registration on Sunday.

Sunday: Sunday is the busiest day for arrivals, and chapter members should be out in full force to assist with hospitality and other assignments. Continue registration. Some Annual Tours have conducted the Car Show with car judging on Sunday. Conducting the car show today allows local residents the opportunity to view the cars and for the cars to be clean for the show. Be sure to publicize the car show in the local newspaper prior to the show. A kickoff dinner and/or ice cream social can be held tonight.

Monday: Depending on the geographic location of the tour, the number of arrivals on Monday will vary. Registration can continue if necessary. Monday is the first day for the tour, and it is wise to conduct a short drive today so participants can get a feeling of touring without the pressure of a long trip. Depending on the area, a box lunch can be provided if the tour visits remote locations. A kickoff dinner can be held at the host hotel and may be a banquet, barbecue or any other kickoff event appropriate to the tour theme or geographic region. Members could be encouraged to wear vintage clothing. At the kickoff dinner, the tour chairman should present a short summary of the week's activities and tours, and announce any last minute changes from the tour book. Entertainment is optional. A social hour may be scheduled before a dinner event.

Tuesday: Tuesday morning *has been* traditionally set aside for judging, but this is not set in stone. Working closely with the International Chief Judge, you can determine when the car show will take place, but Tuesday is the **last** tour day the show can be held in order to prepare all of the awards for Thursday's presentations. Arrange a judging location as indicated in the Judging section of these guidelines. If the show is held today, a short, leisurely tour can be planned. Evening meetings, such as Chapter Presidents, next year's tour presentation, past MTFCI Presidents' meeting, etc., as well as youth activities can be conducted.

Wednesday: This tour can be a longer drive, depending on your region, terrain, tourist attractions, etc. Depending on your area, arrange a lunch if desired (a box lunch, catered lunch or arrange to be near sufficient restaurants at noontime). Be sure to advise any restaurants ahead of time that the tour will visit. Avoid busy highways and select good roads with interesting scenery and towns. The route and mileage (between points and cumulative) should be clearly described in the tour book. This evening can be open due to the longer drive.

Thursday: Set up a tour of similar mileage to Wednesday but visit different locations and drive a different route. The distance, route, events planned, etc., are all at the discretion of your tour committee and will be based on your region's attractions. The MTFCI Foundation Auction should be held in the evening. Along with the auction, Class Awards from the car show should be handed out prior to the auction. Coordinate the Foundation Auction and Car Show awards presentation with the MTFCI First Vice President.

Friday: A shorter tour day should be conducted today. Arrive back at hotel/campground by mid-afternoon to allow time for loading T's and relaxing before the social hour, which precedes the banquet.

The final banquet *must* be planned in conjunction with MTFCI President and First Vice President. It is essential that the banquet move along smoothly and efficiently so as not to draw out the evening. Several MTFCI Officers are involved in the program and the final agenda is determined by the MTFCI President and the Tour Chairman. (See: Sample Agenda for the Final Banquet)

Saturday: Most members leave for home early in the morning. The Tour Chairman should speak to the hotel service manager before leaving so the hotel staff knows the chairman is no longer on site. Be sure all chapter and MTFCI belongings are picked up and removed. The big tour banner and leftover route arrow signs should go home with next year's tour chairman.

Emergencies -

Develop a plan to provide emergency information for doctor(s) and hospitals. If an adverse event occurs on the tour, contact the MTFCI Executive Director and President immediately. Direct all questions, including questions from the media, to the MTFCI President, and do not provide any information about the individuals involved in the adverse event.

Final Tour Accounting -

The Tour Chairman must pay all outstanding bills by the end of the tour and provide a detailed accounting of the tour to the MTFCI First Vice President as soon as possible after the tour ends. All original receipts accumulated from the tour shall be sent with the detailed account to the First Vice President. The First Vice President shall provide the Final Accounting report to the MTFCI Board of Directors at the October Board meeting.

Comments -

While there are certain traditions and events that have been customary on past tours, this Tour Book is primarily designed to assist your committee in planning your tour. Use your own creativity and local attractions to develop a memorable tour unique to your area. Remember that members come also to see old friends, meet new friends, and drive their Model T's. Encourage your chapter members to mingle with people from other areas and not to always drive together. If you schedule a tourist event or guided bus tour, also plan an alternate driving event to provide a choice for members.

*** While this Tour Book specifically addresses the Annual Tour, this book can be used by a Chapter to host the MTFCI Spring Tour or a MTFCI Regional Tour.**

(FINAL BANQUET SAMPLE AGENDA)

**MODEL T FORD CLUB INTERNATIONAL
ANNUAL TOUR FINAL BANQUET**

- | | |
|---|---------------------------------|
| 1. Welcome | Tour Chairman |
| 2. Invocation | Selected Individual |
| 3. DINNER | |
| 4. Introduction of the Head Table | Tour Chairman |
| 5. Comments by the Tour Chairman | Tour Chairman |
| 6. Tour Awards | Selected Individual |
| 7. Presentation of Special Tour Awards by Host
Chapter. These awards may include:
Costume Judging
Hard Luck Trophy
Longest Distance Driven in a Model T
Longest Distance Trailered | |
| 8. Introduction of the MTFCI Awards Chairman | Tour Chairman |
| 9. Presentation of MTFCI Special Awards | MTFCI President/Awards Chairman |
| 10. Presentation of Stynoski Trophy | Chief Judge |
| 11. Introduction of MTFCI President | Chief Judge |
| 12. Comments from MTFCI President | MTFCI President |
| 13. Description of Next Year's Annual Tour | Next Tour Chairman |
| 14. Closing Comments | Tour Chairman |

(SAMPLE)

Tour Budget Proposal and Final Report

Proposed Expenses

Registration Income

Final Expenditures

\$ _____

Trophy/Award Fee	_____	_____
Tour Awards	_____	_____
Fashion Show	_____	_____
Registration Kit	_____	_____
Printing Costs	_____	_____
Postage/Supplies	_____	_____
Telephone Costs	_____	_____
Travel Expenses	_____	_____
Car Banner	_____	_____
Dash Plaque	_____	_____
Car Show	_____	_____
Welcome Gift	_____	_____
Tour Book	_____	_____
Name Badge	_____	_____
Trouble Trailers	_____	_____
Judges Breakfast	_____	_____
Sunday Meal	_____	_____
Monday Meal	_____	_____
Tuesday Meal	_____	_____
Wednesday Meal	_____	_____
Thursday Meal	_____	_____
Friday Meal	_____	_____
Final Banquet	_____	_____
Entertainment	_____	_____
Hospitality Room	_____	_____
Youth Functions	_____	_____
Port-A-Potty	_____	_____
Museum Fee	_____	_____
Tour Signs	_____	_____
Gratuities	_____	_____
Complimentary Items	_____	_____
Room Rental	_____	_____
Snack Stops	_____	_____
Guest Speaker	_____	_____
Other	_____	_____
FINAL COST	_____	_____

MTFCI BOOK ON HOSTING THE ANNUAL MEETING AND BANQUET

Overview

The Model T Ford Club International (MTFCI) holds an Annual Meeting and banquet to recognize and honor individuals who have made a positive impact in the club. A meeting of the Board of Directors takes place during the event and MTFCI officers are elected at this meeting.

Any chapter of the MTFCI can host the Annual Meeting/Banquet by submitting a proposal two years in advance of the proposed meeting. The proposal should be submitted to the MTFCI Second Vice President, who will present the proposal to the MTFCI Board. The proposal can also be presented to the Board by the Annual Meeting chairman. The proposal should include information on the dates of the event, accommodations and their costs, costs of additional items, including seminar rooms and food, and a tentative schedule of events.

The Board will discuss all proposals and make a decision at the Board meeting held during the Annual Meeting weekend. The chapter selected for the Annual Meeting will be notified immediately, and the date and location will be announced at the evening's banquet.

Dates of the Meeting

The Annual Meeting is usually held between January 1 and February 15. Traditionally, the meeting has been held the third weekend of January. The MTFCI Board shall approve the final dates of the Annual Meeting.

Planning the Meeting

The event chairman will meet with the hotel manager and negotiate the best price possible for the annual meeting. Following the meeting with the hotel manager, the chairman shall contact the MTFCI Second Vice President or the MTFCI Executive Director for additional guidance. After speaking with the Second Vice President or the Executive Director, the chairman may sign the contract with the hotel. The chapter may request an advance up to \$2500 from the MTFCI to assist with start-up fees. Any advance to a chapter shall be repaid to the MTFCI from fees collected.

Registration

It is recommended that a registration chairman, who also serves as the event treasurer, be appointed as soon as possible. The registration chairman will be responsible for receiving registration forms and all monies received from meeting participants. Registration forms can be sent through the mail or email and can be received the same way. The registration chairman should collect data on each participant, including: name(s), address, phone number, email address, and the registration amount paid by the participant. The registration chairman may wish to write/send/email a short newsletter(s) to the participants to keep them

informed about the meeting/banquet. Participants like to know what is going on with the event and that their registration fees have been received.

Registration fees should cover:

1. the banquet dinner, tax, gratuity, complimentary meal for a speaker (if scheduled),
2. audiovisual needs for the program,
3. equipment necessary for the seminars,
4. a bus tour of the community (if scheduled),
5. special evening entertainment (on Friday evening if scheduled),
6. any other activities planned for the event,
7. the cost of special rooms (Seminar, Hospitality, etc.) if the hotel charges for the rooms,
8. the cost of an outside speaker (non-MTFCI member). No fees should be charged by MTFCI members conducting seminars.

A realistic deadline for registrations should be set for the meeting. The registration chairman should confirm all registrations with the meeting chairman, indicating the number of people attending the meeting and banquet and the amount of revenue received. The meeting chairman should contact the MTFCI Second Vice President quarterly to detail the status of the meeting/banquet.

It is important to let the meeting participants make their own reservations with the hotel. Information about the hotel and registration forms shall be reproduced in the *Model T Times*.

Publicity

The dates, location and name/address/phone number/email address of the meeting chairman and registration chairman will be listed in the Calendar of Events of the *Model T Times* and the MTFCI Website as soon as the MTFCI Board approves the meeting. The meeting chairman shall provide information about the hotel and meeting costs to the Editor and Webmaster. The MTFCI President will describe the annual meeting in the "Off the Running Board" column in the *Model T Times*. The tour chairman may write a short article or prepare an advertisement about the meeting for publication in the *Model T Times* at the discretion of the Editor. The date and location of the meeting will be announced at the Final Banquet two years before the approved meeting, and the meeting chairman will be provided time to promote next year's meeting and the banquet.

Attendance

The number of people attending the meeting weekend can vary greatly, ranging from 40-125 people. The geographic location of the proposed meeting will determine attendance and the size of the host chapter is also a determining factor.

Accommodations

A quality hotel with space to hold the evening banquet and rooms for seminars is required. The cost of the room and registration fees is going to be a significant factor in overall attendance, so find the greatest quality at the most reasonable price. The hotel must be easily accessible from the airport and from major highways/Interstates. Check the cost of the banquet menu and restaurant prices for regular meals. A hotel that has a variety of restaurants nearby, including “fast food” restaurants, is desirable. Negotiate with the hotel to obtain a “complimentary room” to be used as the meeting’s Hospitality Room. There should be an area where the Registration Table can be easily found and set up. Ask if the MTFCI banner can be hung near the registration table and ask to have the hotel’s outdoor marquee note the arrival of Model T Ford Club International members.

Hotel Rooms Required

Along with the rooms occupied by attending MTFCI members, special use rooms are required to facilitate various activities. These rooms are:

- One room for the banquet with space for the social hour.
- One or two rooms for seminars (two rooms if concurrent seminars take place).
- Room to accommodate 20-30 people for the MTFCI Board Meeting. This room should be set up “conference style” for the Board members with 20 chairs set up theater style for observers.
- One room for the Hospitality Suite.

Activities

Technical seminars, area tours, museum tours, special dinners, antique malls and other events should be planned during the weekend. The seminars should not conflict with the MTFCI Board Meeting. Time must be scheduled for the MTFCI Board Meeting. It is suggested that registration and the hospitality room be operational by early Friday afternoon and general activities should begin Friday evening. Separate ladies’ activities are desirable and may include seminars, a shopping trip, or a short tour.

Banquet/Annual Meeting

The social hour and banquet is scheduled on Saturday evening. The MTFCI Annual Meeting of members is required by the MTFCI Corporate Charter, and it is held during the banquet program. A sample agenda for the banquet program is found on the last page of the guidelines.

Awards

The MTFCI has awards that will be distributed to MTFCI members at the banquet. These awards will be presented by the MTFCI President and other Board members.

Door Prizes

The host chapter may obtain door prizes to be awarded at the Annual Meeting, and may determine the method of handing out these door prizes. Door prizes may be solicited from MTFCI advertising vendors, local community businesses, chapter members and even from the host hotel. Door prizes may be handed out during the banquet (see banquet sample agenda).

MTFCI Liaison

The liaison between the MTFCI Board and the host chapter is the MTFCI Second Vice President. The MTFCI Second Vice President will assist with coordination of the events of the host chapter and those of the MTFCI, will receive reports from the Meeting Chairman, and will report on the Annual Meeting at each MTFCI Board meeting. The Meeting Chairman may attend any MTFCI Board meeting to report on the Annual Meeting if he/she desires, and shall attend the Board meeting during the Annual Meeting to give a final update on registration and event finances.

Final Activities

The meeting chairman is responsible for paying the hotel for all expenses and develops the final budget report that is forwarded to the MTFCI Second Vice President or the MTFCI Executive Director. The financial report shall be submitted 30 days prior to the next quarterly meeting of the MTFCI Board. It is expected that the Annual Meeting not be a profit-making event for the host chapter. If a financial shortfall occurs, the MTFCI Second Vice President or MTFCI Executive Director must be notified immediately following the meeting.

(SAMPLE AGENDA)

**MODEL T FORD CLUB INTERNATIONAL
ANNUAL MEETING/BANQUET AGENDA**

- | | |
|--|---------------------|
| 1. Welcome | Meeting Chairman |
| 2. Invocation | Selected Individual |
| 3. | |
| DINNER | |
| 4. Introduce MTFCI President | Meeting Chairman |
| 5. Call Annual Meeting to Order | MTFCI President |
| Introduction of past MTFCI Presidents | MTFCI President |
| Minutes of Last Annual Meeting | MTFCI Secretary |
| Treasurer's Report | MTFCI Treasurer |
| 6. Chapter Roll Call | Chapter Relations |
| 7. President's Report | MTFCI President |
| 8. Report on Next Year's Annual Tour | Tour Chairman |
| 9. Report on Next Year's Annual Meeting | Meeting Chairman |
| 10. Presentation of MTFCI Awards | Award's Chairman |
| 11. Installation of Incoming MTFCI President | MTFCI President |
| 12. Presentation of plaque to Outgoing President | Incoming President |
| Introduction of new MTFCI Officers/Directors | |
| 13. Adjourn Annual Meeting | Incoming President |
| 14. Closing Remarks | Meeting Chairman |

Revisions:

1/2014, Complete Revision

10/2015, Revision of Tour Book