

December 31, 2023

GEAR Presidents Roundtable Summary

The GEAR 2023 Presidents Round Table Seminar was conducted on October 7, 2023, at GEAR in Lewisburg, WV. A full breakfast was served at 7:00 A.M. and the seminar was conducted from 7:30 – 9:00 A.M.

The seminar was opened with a welcome by EAMA President Phyllis Britz and a Blessing by Leon Witt from the Coaches for Christ Chapter.

The seminar was well attended by EAMA Presidents or their representatives along with several EAMA officers. Attendee list is attached.

A handout was provided to each attendee and the plan was to present and discuss the entire contents of the handout, update the handout with the items discussed, and provide a copy of the updated handout to EAMA officers and all EAMA Presidents, even those not in attendance.

Unfortunately, due to time constraints and lengthy discussions on some subjects, we were only able to get through about half of the handout.

The portion of the handout that we were able to complete, along with the attendee list, is attached, and will be provided to EAMA officers and all EAMA Presidents. The portion of the handout that we were unable to discuss will be retained on file for possible use at a future GEAR Presidents Roundtable.

The handout summary is not all inclusive of the discussions and presentations, but provides an overview of the presentations and discussions during the seminar. There were significant inputs provided by the attendees, along with a good exchange of information that was shared among the attendees and presenters.

A survey was provided to all attendees. The consensus from the survey feedback requested more time to cover all material and repeating the program at future GEAR's.

We hope those of you who attended the rally found it to be interesting and beneficial. Please pass on this information to those in your chapter who attended for you or in addition to you.

If you have any questions or comments, please feel free to contact either of us. Thanks, and hope to see you in Fletcher, NC in October.

Regards and Safe travels.

Jim Buelow (jandsbuelow@aol.com)

Sue Cipa (sbc910@ptd.net)

Enclosed:

Attendee list & Handout

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Attendee List

FIRST NAME	LAST NAME	CHAPTER	TITLE
Jim	Buelow		Presenter
Sue	Cipa		Presenter
Marvin	Ballard	Dixie Travelers	President
Baynard	Barton	Cardinal Virginians	President
Brad	Brown	Elizabeth River	President
John	Cooper	Colonial Virginians	Representing
Bob	Crossett	Penn Coachmen	V. President
Mary Ann	Dario	First State Travelers	President
Larry	Doolittle	Tennessee Travelers	President
Dennis	Ducharme	KY Horse Shu Kru	President
Dave	Fowler	Carolina Pelicans	President
Mark	Glover	Cumberland Travelers	President
Wilt	Greenwood	Eastern Gourmands	President
Ed	Herbert	Dogwood Chapter	President
Matt	Hoelzel	20th Cen. Wagontrainers	President
Doug	Holt	Foothill Travelers	Representing
Bob	Ice	Allegheny Mtns.	Representing
Richard	Taddeo	Capitol	President
Bruce	Taylor	Maestros	President
Leon	Witt	Coaches for Christ	Representing
Marge	Mazzone	Tiffin Travelers	Representing
Wayne	Mower	First State Travelers	
Chris	Holtzman	Area V.P.	
Berkley	Alexander	EAMA Treasurer	
John	Cooper	Colonial Virginians	Representing
Dave	Meyer	Photography	
Nanette	Meyer	Recorder	

**Great Eastern Area
Rally
(GEAR)
PRESIDENTS
ROUNDTABLE**

October 7, 2023

Lewisburg, WV

GEAR Presidents Roundtable Oct. 7, 2023

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GEAR Presidents Roundtable Oct. 7, 2023

Introduction and Agenda

Administration: Schedule, refreshments, restrooms.

Welcome:

Introductions:

Presenters: Sue Cipa, EAMA Secretary, Penn Coachmen President

Jim Buelow Dogwood Chapter Past President

Photography: Dave Meyer, Dogwood VP of Communications

Recorder: Nanette Meyer, Dogwood Care Person

Attendees: See list

Guests: Phyllis Britz, EAMA President

Seminar purpose:

Present and exchange information between presenters and attendees to benefit and assist Chapter Presidents and Officers in successfully leading their chapter.

Your participation is crucial to the success of this seminar, so don't be shy. But please be timely, courteous, and professional when sharing your thoughts and ideas. Time is limited and we have a lot to cover.

NOTE: This handout was assembled using information gathered from various FMCA documents, along with thoughts and ideas provided by the presenters and attendees. It should not be considered as an Official source document for FMCA Policies, Procedures or Guidelines.

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Chapter Officers Handbook

Purpose: To assist Chapter Officers in the successful operation of their chapter.

It is 80 pages long and quite in depth. Sections include: Officer Duties, Rallies, and Resource Materials, and there is a wealth of information in this document.

Not sufficient time to cover all areas, we will highlight a few.

Officer Duties: This section provides information on chapter officer guidelines and responsibilities for President, Vice President, Secretary, Treasurer, National Director and Alternate National Director, and the National Area Vice President.

President:

Lead the chapter, preside over meetings, and ensure that all duties and responsibilities of other officers are performed. **Two other very important responsibilities of the Chapter President are:**

Assure chapter representation and voting responsibility at FMCA National Governing Board meetings. That representative's title is?

National Director

Assure chapter representation and voting responsibility at FMCA Eastern Area Governing Board Meetings. That representative's title is?

Chapter President NOTE: Only in EAMA, in other National Areas the National Director holds this position.

Note: Attending, representing, and voting on issues at the National and Area levels is very important to ensure that your chapter has the opportunity to voice their opinion on elections and issues that arise.

Chapter Officers Handbook

Vice President:

Assist the President and serve as the presiding officer in the Presidents absence. Assume the duties of the President in the case a vacancy occurs. Some chapters have several VP's with specific areas of responsibility, i.e., VP of Rallies etc.

Secretary:

The Secretary section covers 10 pages and is a great source and guideline for existing and new Secretaries.

What is one of the most important duties that the Chapter Secretary must accomplish once each year?

FMCA Membership Reconciliation/Chapter Certification

Treasurer:

The Treasurers section covers 14 pages and is also a great source and guideline for chapter Treasurers.

What are two of the most important duties that the chapter Treasurer must accomplish each year?

Annual audit

Tax form to IRS

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Chapter Officers Handbook

Rallies:

The Officer's Handbook is a valuable source of information on how to conduct a rally safely and properly. Refer to it for additional information.

Our discussion is going to be about how chapters plan, conduct rallies and make things attractive to attendees.

What does your chapter do?

- Some chapters elect a Rally Master; others have one for each rally.
- Rallies discussed and planned for next year at annual meeting. Others plan rallies at least a year in advance.
- Most rallies are on weekends. Planning during the week instead may provide more availability and price breaks.
- Have themes for your rally to make it interesting, i.e. Halloween etc.
- Have free days or a "No Plan Rally."

Resource Materials:

This section covers a variety of areas to include: Chapter Bylaws, Chapter Standing Rules, Copyright Information, Incorporation Memo, Legal Action Fund, and Newsletter/Web Guidelines.

The Officer's Handbook is a valuable source document with a wealth of important information. Call FMCA (Chapter Services) to get copies for your officers. They will mail them to you.

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Recruitment and Retention

(Two very important things to keep a chapter active and growing)

Note: FMCA is losing chapters on a regular basis. Five years ago, just in EAMA, we had 43 chapters. That is now down to around 30. That is concerning.

What is the health of your chapter membership?

Growing and Why?

- Aggressive recruiting, i.e. flyers, emails, free advertising, etc.
- Free 1st year membership
- Keep members informed, interested, and active through webpage/blog/facebook.

Dwindling and Why?

- Normal churn, folks aging out
- Towable RV's not allowed in chapter.
- Lack of interest in filling key positions.
- Economic reasons, fuel and campground prices.

Recruitment and Retention are two totally separate and distinct actions.

Recruitment is: The action of finding new people to join an organization or support a cause.

Retention is: The ability to keep or hold.

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Recruitment:

We previously defined recruitment, now, how do we successfully do it?

Recruitment Ideas:

- Provide members with Chapter flyers/applications to hand out on the road.
- Participate in FMCA and Area Rally Chapter Fairs.
- Follow up on FMCA New Member lists with emails or letters.
- Establish groups within the chapter to cater to age appropriate activities.
- Incorporate education opportunities (similar to FMCA seminars).
- Consider allowing Pathfinder members (new FMCA Program) in your Chapter.

Note: FMCA will provide up to \$100.00 per year to each chapter for brochures, emails, and advertisements about your chapter. All you must do is contact FMCA at 800-543-3622 and ask for Chapters Services.

Never miss an opportunity to recruit a new member. They are out there; it just takes a little time and effort to make it happen.

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Retention:

We have also defined what retention is, now, how do we retain new members who are not just a name on your membership roster, but active in your chapter.

Retention Ideas:

- Welcome new members via email, letters, or phone calls.
- Be welcoming at events and ensure new members are included in activities.
- Ask for help directly instead of soliciting volunteers for rallies etc.
- Join up with 1st Timers
- Separate “clicks” at chapter events.
- Encourage new members to co-host rallies and assume Officer Positions.

Retention is just as important as recruitment. New members are the future of your chapter. It appears that two major issues that FMCA Chapters are dealing with today are the age of members, and the lack of interest in participating in chapter activities and management. Once recruited, it is imperative that we retain those new members, but most importantly, do all that we can to encourage them to become actively involved in your chapter.

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Risk Management

Risk Management/Loss Control is a very serious and at times, complicated subject to present, discuss and practice. The majority of information we are presenting is taken verbatim from the Family Motor Coach Association FMCA Risk Management Guide dated January, 2020. Refer to the FMCA Risk Management Guide, and not this Handout for official guidelines.

The Guide can be found on the FMCA website under FMCA Documents. We suggest that attain and keep a copy in your chapter.

The FMCA Risk Management Guide is over 50 pages long, so there is no way that we can cover all areas. We have selected a few of the important areas from the Guide for our discussion at this Roundtable.

Information follows:

NOTE: The highlighted areas that follow were the basic areas that were presented and discussed during the Round Table.

LOSS CONTROL POLICY STATEMENT

The elimination of accidents is a responsibility we all share. The safety of every person who attends Family Motor Coach Association, hereafter known as (FMCA), international conventions and area and chapter rallies is a matter of great concern that demands maximum effort by every member and employee of our association. The efficiency of any operation can be measured directly by its ability to control loss. Accidents resulting in personal injury, damage to property and equipment represent needless suffering and waste. The safety of our members and rally attendees is the first consideration in the operation of our association.

FMCA is committed to provide a safe environment for its members and rally attendees. To accomplish this, the association will provide reasonable safeguards to ensure safe conditions. Everyone, including contractors, is expected to follow safe work practices.

The cooperation of all members, guests and employees in the observance of this policy guide will help provide a safe environment for everyone concerned.

Although this guide is intended to be an all-inclusive document for international conventions, area and chapter rallies, some of it may not pertain to chapter rallies.

The Loss Control recommendations contained in this guide represent a combination of various proven risk management techniques. The sources of these recommendations include Aon Recreation Insurance, K&K Insurance Group, FMCA National Staff, various FMCA volunteers and the FMCA Risk Management Committee.

LOSS CONTROL OBJECTIVES

- **To keep injuries and property damage to an absolute minimum at all FMCA events.**
- **To raise the level of safety consciousness in the minds of our members.**
- **To demonstrate to our insurers that FMCA takes the matter of safety seriously and works actively to minimize exposure to loss.**

METHODS TO ACCOMPLISH OBJECTIVES

- **Establish standards, rules and guidelines that, when followed with common sense, will avoid injury or property damage.**
- **Teach and remind members of these guidelines, and warn members of any unsafe variance.**
- **Inspect the site premises for compliance with these established guidelines and advise members of any potentially unsafe conditions.**
- **Involve FMCA leadership to direct that any variance be immediately addressed.**

SUMMARY OF INSURANCE COVERAGE
FAMILY MOTOR COACH ASSOCIATION, INC.

REVISED, NOVEMBER 2017

(Formerly FMCA's Insurance Memo)

In General

This memo is intended as a general explanation of the insurance coverage provided by Family Motor Coach Association, Inc. (hereinafter referred to as FMCA) to Areas, Chapters, FMCA members and non-FMCA member rally guests. This discussion of coverage is to familiarize Areas and Chapters and is not intended to cover all situations. The policy territory is the United States and Canada. There is no coverage in Mexico. The description of insurance coverage's is for illustration purposes only. The actual policy contracts are not modified, extended or revised by these descriptions. Specific questions about the insurance coverage in effect at the time of the rally or event should be directed to the Insurance Coordinator at 800- 543-3622.

General Liability

This policy provides coverage for bodily injury and property damage alleged to have arisen out of an occurrence, or an accident, as a result of FMCA's negligence. The insured's are FMCA, Family Motor Coaching, Inc., areas, chapters, associations, cooperatives, members, employees and volunteers while acting on behalf of FMCA. In other words, this coverage protects FMCA and its members from parties outside FMCA such as someone who may decide to sue for damages (injury or property) allegedly caused by FMCA.

Chapter Activities – Other than rallies

FMCA chapters are often involved in activities that go beyond the normal "RV rally". Coverage for Chapters extends to them when the rally is held in a contained area such as a campground. Coverage for activities outside of such area would not be covered, for example, if the chapter would volunteer to refurbish a house for a needy family; if members of the chapter went four wheeling; if members of a chapter provided relief during a disaster; if members of a chapter would go out to dinner; etc. Each of these chapter activities present different potential liability exposures for the member and are routinely not covered by FMCA's insurance. If there is a question of coverage, the agent can be called upon to make clarification before any activities take place. Call the FMCA National Office at 800-543-3622.

Rally Guests

While FMCA welcomes rally guests, there is no liability coverage provided for the negligent acts of any non-member attendee. FMCA's insurance would respond if a non-member rally guest was injured due to the negligence of FMCA, but there is no coverage provided to such persons if they injure someone or cause property damage at an FMCA event. This policy provides coverage for bodily injury, personal injury, and property damage alleged to have arisen out of an occurrence, or an accident, as a result of FMCA's negligence. The insured is FMCA, Family Motor Coaching, Inc., areas, chapters, associations, cooperatives, members, employees and volunteers while acting on behalf of FMCA. In other words, this coverage protects FMCA and its members from parties outside FMCA such as someone who may decide to sue for damages (injury or property) we allegedly caused.

Lease Agreements and Insurance Certificates

This policy will provide coverage for fairgrounds, parks, campgrounds, etc., who provide rally sites and request to be an "additional insured" under FMCA's policy. Do not volunteer this coverage to the site owner, but if requested, there is coverage and it can be noted on the certificate by designating the owner as an additional insured, however, the national office must review the contract before any facility can be named additional insured. Certificates may be obtained by contacting 1-800-543-3622 Ext. 210, at the national office at least 30 days prior to the rally date.

If a facility is used more than once a year and they require an insurance certificate each time, contact Dianna Mitts, 1-800-543-3622 Ext. 210, and arrange for an annual certificate to satisfy the facility's requirements for year-round usage.

Any individual or company participating in a rally as a vendor or service provider, must provide the rally sponsor with a certificate of insurance before they would be allowed to participate in the rally. The certificate must indicate that they have a comprehensive general liability insurance policy in the amount of at least \$1,000,000 combined single limit for bodily injury and property damage per each occurrence. Examples of vendors and service providers include commercial companies contracted to provide food, propane, trash removal, audio, commercial exhibits, entertainment, etc. Any individual or company participating in a rally as a vendor or service provider must also provide the rally sponsor with a "Hold Harmless Agreement" that agrees to indemnify and hold FMCA, its representatives and employees, harmless against any and all claims, demands, damages, costs and expenses including attorney fees for the defense thereof, arising from the conduct or management of the company's business on the company's leased premises at the site of the rally. (A generic form containing the Insurance Certificate and Hold Harmless Agreement requirements may be obtained by calling Dianna Mitts, 1-800-543-3622, Ext. 210 or it is located in the Risk Management Guide) **Commercial vendors and service providers are not covered under FMCA's insurance policies.**

GUIDELINES FOR HANDLING INCIDENTS THAT TAKE PLACE AT AREA/CHAPTER RALLIES, OR INTERNATIONAL CONVENTIONS

In the event an injury occurs and/or property is damaged, please use the following guidelines when responding to the scene and properly reporting the incident to the FMCA National Office. The contact person for all incidents that take place is:

Insurance Coordinator

8291 Clough Pike, Cincinnati, OH 45244 1-800-543-3622

Please keep in mind that you are representing FMCA when responding to any incident. No incident report should be taken anywhere other than at the scene of the incident so that accurate information is obtained.

If the incident involves an injury, the first priority must be to seek appropriate medical assistance. This could be as simple as administering first aid on site or as serious as calling life support services (EMS).

Whether an injury or property damage, the Safety Officer and/or Security Staff should talk to the subject(s) and ask if they can provide assistance. Express your concern. Be familiar with the scene and what took place so that future questions may be answered.

If the subject(s) is unable, a rally designee should complete an incident form. Explain that the purpose of the form is to gather the facts of the incident. Please do not admit liability on the part of FMCA or suggest that FMCA has insurance for such incidents. Reporting an incident does not imply liability on the part of FMCA or suggest that FMCA or the insurance company will pay anything. Only the insurance company can approve claim payments.

Personal injuries where FMCA has no negligence whatsoever should be handled by the claimant's own personal medical coverage.

If the incident involves only property damage, take photos and or/draw diagrams or sketches of the damage as well as the scene of the incident. Also obtain a property damage estimate or have the claimant send that into the national office after it has been obtained. If the incident involves an injury, take photos of the scene to show the cause of the injury. The site of the incident or the hazardous situation may look entirely different after the rally. Property damage where FMCA has no negligence whatsoever should be handled by the claimant's own personal coverage.

Statements from any witnesses are very important to obtain if available.

Send the incident report and backup documentation to the national office within one business day of the occurrence of the injury for personal injury incident reports and within ten business days from the end of the rally for property damage incident reports.

Mail to: Family Motor Coach Association, Inc. Or Fax to: 800-543-4717

Insurance Coordinator

8291 Clough Pike, Cincinnati, OH 45244

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Risk Management

Any questions or verbal comments regarding the incident report should be directed to the Insurance Coordinator by calling: 800-543-3622

Incident Reports:

A blank copy of an incident report is included in your hand out package for your use. It may be a good idea to make a few extra copies to have in your chapter files.

Risk Management Guide

There is a wealth of information in the Risk Management Guide that we haven't covered that includes: First Aid, Handicapped Facilities, Safe Food Handling Practices, and Substance Policies to name a few. It is in your best interest to have a copy handy and become familiar with its contents.

Practice Safety – Always