

Executive Board Meeting Minutes

August 22, 2016

Respectfully submitted by Joan Cullen, Recording Secretary

Attendees: Chip Kyle, Ann Morrow, Larry Lewis, Joan Cullen, Patrick Cecil, Brian Hammer, Benn Schonman, Bill Hamilton, Chuck Dorr, Cindy Bernert-Coppola, Alan Coppola, Dave Ek, Kathleen Hellem and Kimberly Morehead.

President Chip Kyle called the meeting to order at 6:29 pm at Legacy Emanuel Hospital.

President Chip Kyle asked if there were any additions to the agenda and if the Website Development Update could be discussed earlier in the agenda to allow Cindy Bernert-Coppola and Alan Coppola to leave after the completion of that topic's discussion. There were no objections to Chip's request.

A MOTION to approve the July Executive Board minutes as distributed was made by Bill Hamilton and seconded by Larry Lewis. The motion passed unanimously.

Website Development Update: Alan Coppola reported the second phase of the project, implementation, had been completed and the Wordpress site was ready for management of phase three, CiviCRM data entry. A training session with Robert of Yamasaki was scheduled for Wednesday. Membership features were still pending. The site would have a video display box available. Mark Hartel had been monitoring the ride calendar development and working with the Road Captains. A beta release to the Board members was anticipated in the next 2-4 weeks prior to the site's final release. Cindy would be checking with Arden Shelton regarding inventory of clothing to be offered on the web store. The direct on-line registration feature would remain on hold. Alan remains hopeful the final release would take place within the next couple months.

TREASURER'S REPORT

Treasurer Larry Lewis distributed the year-to-date and August Profit & Loss reports to Board members. The STP revenue from Cascade and STP's final accounting had not yet been settled. The expense report showed a substantial increase for the cost of Pioneer Century event insurance from 2015. *(In a later email to board members, Larry clarified the Pioneer's insurance cost had somehow been entered twice but had been corrected – jac)* General discussion regarding the Club's financial outlook ensued. Currently the work sheet showed a net income of (-)\$4,000 for the year.

BOARD MEMBERS REPORTS

President Chip Kyle commented on the following:

- A thank you was extended to Ann Morrow and Kathleen Hellem for organizing the Club's annual picnic.
- Ann Morrow received a thank you from a couple recently new to the Club, who appreciated her pre-ride talk and route assistance on her picnic ride.
- The Road Captains were reminded the 25th of the month is the deadline to get the printed Rider's Digest schedule to Cindy for printing and timely distribution.
- The 2017 Board Meeting dates have been scheduled with Emanuel Hospital. Chip would email the schedule to Board members.
- Chip extended thanks to the many PWTC members who supported and participated on last Saturday's Beaverton, Banks, and Beyond Bicycle Tour.
- The Treasurer's position would be vacated at the end of this year. Larry Lewis has indicated he would be stepping down at that time. A newer member, who showed interest in the position, had been referred to Larry. Brian Hammer, Road Captain #1, would not be seeking re-election for 2017, as he assumes his new role as Pioneer Century Coordinator.
- Chip would not be available for the September Board Meeting. V-P Ann Morrow will preside over the meeting.

V-P Ann Morrow reported on the following:

- The October Club Meeting Pizza Party would be held at the Church rather than a pizza parlor. The Program Coordinator had already booked a program and by bringing in pizza there should be a cost savings.
- Discussion ensued regarding the value of the New Member Party. Feedback from the 2015 gathering was not totally positive. Members who had been in the Club less than 2 years were the target participants. Cost vs benefit of a yearly event was briefly discussed. A MOTION was made by Brian Hammer and seconded by Ann Morrow to put the event on hiatus for 2016. Motion passed unanimously.
- A member had suggested all new members be given a bike license plate when they joined. After discussion it was thought production logistics and cost would be problematic. No action was taken.
- Bud Rice had indicated he would be cutting back from hosting as many multi-day rides in 2017. Ann and Cindy indicated they would be interested in partnering with Bud to organizing these very popular summer outings.

In Membership Secretary Lori Buffington's absence, Chip reported 420 memberships and 570 riders as of July 31. Year-to-date the Club had added 74 new memberships and 93 new riders. Unfortunately, the Club has lost 34 memberships and 35 riders compared to July 2015.

Recording Secretary Joan Cullen indicated she would be out of town for the September Club and Board Meetings. Bill Hamilton kindly volunteered to act as recording secretary for those meetings.

Road Captain #1 Brian Hammer reported all rides received have been entered onto the calendar. On another note, he has received a second invoice from Honey Buckets for port-a-potty rentals at the Pioneer. He will contact the vendor again regarding the duplicate billing.

Road Captain #2 Patrick Cecil reported the September ride schedule had filled nicely, but Sunday the 4th and the 18th could use a second ride. He had participated in the Thursday Eastside Night ride and found it very fast paced and challenging. Member Mike Sloan does a great job as leader. However, out of the 15 riders only 2 were members. Patrick plans to attend a few more rides and talk up the benefits of membership.

Member-at-Large Benn Schonman reported seeing continued good attendance at rides. His recent mid-week Clackamas River overnigher had 7 riders and all had a good time.

Member-at-Large Bill Hamilton had nothing to report at this time.

Member-at-Large Chuck Dorr reported seeing a few new faces out on the rides and some have even returned for second experiences.

COMMITTEE REPORTS:

Club Picnic Recap: Chip opened the discussion indicating feedback on the event had been very positive. Attendance at both the meal and pre-picnic rides was strong. Quality of the food from 2 Chicks and a Rooster was received with enthusiasm, although the food did go quickly. General consensus was attendance had at least doubled since the venue moved back to Portland and the meal was catered. Some attendees said they still missed the 'potluck' format, but the picnic's invitation did welcome members to contribute food if they wished. There were mixed responses regarding the raffle prizes. The amount allocated had been decreased to \$500 resulting in lower cost items, but the monies had been spent wisely and there were lots of winners. The concept of charging a nominal fee for the picnic was discussed but since this event is, in essence, a thank you to members for volunteering consensus was the current 'no charge' format was preferred for future picnics. The group felt Chip should proceed with contracting with the caterer for 2017.

OLD BUSINESS

Club Statistician Handover: George Ammerman is now accepting and entering the mileages from the Ride Sign-in sheets. Kimberly Morehead, QR Editor, was asked to place a notice in the QR to remind members of the transition. Brian was asked to produce new address labels for mailing ride sheets to George rather than Cheryl Speer.

NEW BUSINESS

Refreshments for the September Club Meeting: Barry Emmerling and Marci Ray have volunteered to provide refreshments in Bud Rice's absence.

STP Coordinator Stipend: A MOTION was made by Bill Hamilton and seconded by Brian Hammer to approve a \$500 stipend to be awarded to Ann Morrow, 2016 STP Coordinator. Motion passed with 7 yays and 1 abstention.

BTA Contribution: Chip had met with Kate Walker, Business Relations Director. BTA is now expanding their focus to include statewide pedestrian, cycling, and transit issues, and they will be doing future business under the new name, 'Street Trust.' Currently they are offering a match program for incoming donations to double the donated amount. Donors can direct donations to a specific BTA program. Previous Board discussions had wished to allocate our donation towards BTA's 'Safe Routes to School' program, which focuses on children at the elementary school age level.

A MOTION was made by Bill Hamilton and seconded by Larry Lewis to direct PWTC's donation of \$1,000 to the BTA Safe Routes to School program with the caveat PWTC be mentioned for our donation. Motion passed unanimously.

Portable Sound System: Chip had received a follow up comment requesting we again look into purchasing an amplification system to assist speakers at meetings and other events. After discussion Patrick Cecil was asked to look into a suitable product with requirements of costing under \$100, having a handheld microphone and speaker, having both wired and wireless capabilities, and could be utilized in the Club Meeting space. Patrick was asked to report back to the Board at a future meeting.

Other Business:

Ann Morrow reported on these additional items:

- A thank you was received from Bike Clark County for our monetary donation to their program.
- Ann emphasized not all rides in the area are free, but she was going to be sure 'free' was added to PWTC's shop flyer ride information.
- Ann announced she would be resigning at the end of the year from her role as creator of the shop flyers. It's thought perhaps a more generic Club brochure for placement in the shops could be developed to replace the flyer or maybe a quarterly publication of some kind.
- Ann asked if there was any interest in creating a Club t-shirt to sell through the Web Store. No discussion ensued.
- Brian Hance, Bike Index, asked if he could list PWTC as a supporter of the website. Bike Index sponsors the Bike Theft Summit and provides a service to register your bike for assistance in recovery if stolen. Consensus was to allow Bike Index to list PWTC as a supporter.
- June 3, 2017, Pioneer Century date!

Police Bait Bikes: At Brian's request, Ann indicated she would check to see how the program is going.

Vandalized Vehicles at Ride Start: Joan reported 2 vehicles had been broken into last week while parked in Our Savior's parking lot. Good reminder for riders to make sure their vehicles are secured and no valuables are viewable. The Church's pastor had been made aware of the incidence.

Bike Rack Request: Chip had received a request for an additional bike rack in Banks. Consensus was with two racks already located in Banks and at the Banks/Vernonia Trailhead, the Club would prefer to locate racks in other areas. Chip will respond and decline the request.

President Chip Kyle adjourned the meeting at 8:21 pm.