

Executive Board Meeting Minutes

October 24, 2016

Respectfully submitted by Joan Cullen, Recording Secretary

Attendees: Chip Kyle, Ann Morrow, Larry Lewis, Lori Buffington, Joan Cullen, Patrick Cecil, Corey Eng, Bill Hamilton, Chuck Dorr, George Ammerman and Kimberly Morehead.

President Chip Kyle called the meeting to order at 6:33 pm at Legacy Emanuel Hospital.

President Chip Kyle asked if there were any additions to the agenda. Discussion regarding the Club's new multifold brochure was added to the agenda.

Seating of Visitors: Chip introduced George Ammerman, PWTC's new statistician.

A MOTION to approve the final version of the September Executive Board minutes as distributed was made by Patrick Cecil and seconded by Ann Morrow. The motion passed with a majority vote and two abstentions.

TREASURER'S REPORT

Treasurer Larry Lewis reported October had very little activity. Income of \$561 came from dues, clothing sales and banquet registrations. October expenses (STP volunteer food, Board & Club meeting expenses, postage, and telephone) were \$2,124.59. Since payment from Cascade for STP is still pending, Larry had contacted Rebecca Sorenson regarding final payment. Currently the work sheet reflected an income loss of (-)\$11,000 by end of the year.

BOARD MEMBERS REPORTS

President Chip reported Showers Pass annual warehouse sale would be held on Saturday, November 5, 9:00 am-noon. Chip had participated on the Saturday Hubbard to Mt. Angel ride. While it was brisk paced, the scenery was beautiful and leader Jeremy Wilson did an excellent job.

V-P Ann Morrow had received a note from Jeanette Kloos, Friends of the Historic Columbia River Highway (FHCRH), asking how the Club preferred to have our recent donation earmarked. Choices are:

- 1) Funds could be kept in a restricted fund to be used for a specific project that highlights the Club's involvement. Combined with monies already in this established account, total would be approximately \$11,000. In the past, Club member Jerry Smith has been our liaison with FHCRH.
- 2) Sponsorship for the Gorge Ride.
- 3) Funds could be donated to FHCRH for unrestricted use.

A MOTION was made by Ann Morrow to advise FHCRH to add the 2015 donation to the Club's existing restricted account. Lori Buffington seconded the motion. Motion passed unanimously.

Membership Secretary Lori Buffington reported 421 memberships and 574 riders. Year-to-date the Club had added 87 new memberships and 115 new riders. Year-to-date 122 riders have dropped from the Club membership roles. Jeanette Kloos, FHCRH, sent a thank you for the club's charitable donation.

Recording Secretary Joan Cullen asked if clarification was needed in the Club Meeting minutes regarding 'who' would be the Club's 'third party entity' to monitor the monthly bank statements. After discussion regarding intent of the wording, it was decided to review the original motion at a later meeting and let the wording in the minutes stand as written.

Road Captain #2 Patrick Cecil reported the November ride schedule was filled, although the last Sunday was still open. The Tuesday AM Spin was on hold while he waited for confirmation from the ride leaders. The Tuesday and Thursday night rides will go on hiatus at the end of October and resume again in the spring. He noted ride attendance continued to be good. Discussion ensued regarding the

submission deadline for the monthly ride schedule's printed version and the recognized pitfall that this schedule does not match the on-line calendar. Patrick had reviewed the Ride Leader pre-ride check list and is recommending it be revised in preparation for the new website. Patrick was asked to do an update and bring a draft to the next Board meeting.

Member-at-Large Bill Hamilton had been approached by other riders on two subjects: 1) riders should periodically check the wear condition of their cycling attire, and, 2) how to approach riders who habitually ride in the traffic lane creating unsafe cycling conditions and a poor Club image.

Member-at-Large Chuck Dorr reported the rainy weather has impacted the number of riders coming out. However, the dry window of opportunity seems to have kept most riders who have ventured out dry.

Member-at-Large Corey Eng reported he had added weekly Sunday west side rides hoping to increase west side participation and increase membership. He questioned if the Club was giving too much away for free thereby not giving non-members a reason to join the Club. A brief discussion ensued regarding the advantages of being a member.

COMMITTEE REPORTS:

Awards Banquet 2016: Chip reminded those present written nominations need to be submitted a.s.a.p. to Bud Rice, Awards Nomination Chair. Prior to the Board Meeting, Corey had shared a document showing past award recipients. It was hoped knowing who the past recipients were would encourage those nominating to consider others who contribute to the Club.

CONTINUING/UNFINISHED BUSINESS

Website Development Update: Chip shared an email update from Alan Coppola regarding status of the development phase. While Cindy has made progress with transferring content pages, additional input is still needed before leaving this phase. There have been some delays in the timeline for completion and there is concern if the site will be up and running by the end of the year. Patrick reported the calendar feature has a blank form but is not yet functional. He and Mark Hartel continue to work on that feature. Communication from Robert Parker indicated payment would need to be made before the final phase is entered. Chip indicated he would clarify with Alan and Cindy regarding whether or not progress was, in fact, on track.

NEW BUSINESS

Implementation of the Ride Sheet Retention Procedure: Bill Hamilton gave history and an update. A Google ID to archive the ride sheets and a specific Club email address (stats@pwtc.com) to receive the sheets had been created. George Ammerman, Statistician, reported on how his training and use of the new sites was progressing. Time was given for those present to ask about the current process to log in the ride sheets, enter ride mileages and if there were ways to streamline the process. Board consensus was that beginning January 2017 all ride sheets will be converted to digital form, stored in the Cloud, and printed sheets received after that date will be scanned and destroyed. Ride leaders would be encouraged to digitally send their ride sheet files to the 'stats' email address but hard copies would be accepted and digitally converted and archived in the Cloud by George. The 3rd quarter mileage stats should be available on the website by the first of November.

New Club Brochure: The informational single sheet flier sent bi-monthly to the shops would be discontinued at the end of the year. Lori Buffington presented an updated version of the multifold brochure. Those present reviewed and made additional suggestions. Lori was asking for better pictures for inclusion. Going forward it was decided supplies of the brochures would be sent out quarterly to the existing distribution list. Joan said she was willing to continue to mail out a supply to the shops. Assistance in monitoring if shops need more or less numbers of the brochure is needed.

2017 Board Candidate Slate: Chip opened the discussion and the following slate would be announced at the November Club Meeting. Elections will be held at the December Club Meeting with nominations to be taken from the floor.

- President: Chip Kyle
- Vice-president: Ann Morrow
- Membership Secretary: Lori Buffington
- Recording Secretary: Joan Cullen
- Treasurer: Jeremy Wilson
- Road Captain #1 (Jan.-Dec.): Bill Hamilton
- Member-at-Large #1 (Jan.-Dec.): Kimberly Morehead
- Member-at-Large #2 (Jan.-Dec.): Corey Eng

Positions not up for election until June are: Road Captain #2 (Patrick Cecil), Member-at-Large #3 (Chuck Dorr), and Member-at-Large #4 (Benn Schonman).

Other Business

Ann Morrow asked if Board members could take some time to explore the social media Meet Up Groups. She feels their open format is offering competition for our ridership. She also asked the Board to consider if periodic email blasts to members featuring an upcoming ride would help garner more attendance. Are there other ways the QR could become a greater unifier/communicator with members? What if the overall size of the QR was reduced, published more frequently, and the number of editors were expanded to two or even four editors to distribute the workload? She encouraged Board members to think about other possible options and hoped to bring the subject up again at a later date.

President Chip Kyle adjourned the meeting at 8:41 pm.