

Portland Wheelmen Touring Club
Special Meeting of the Executive Board of Directors
September 6, 2018
Respectively submitted by Joan Cullen, Recording Secretary

Attendees: Chip Kyle, Ashley Reynolds, Corey Eng, Joan Cullen, Sarah Hill, Rob Schroeder, Eric Hendricks, Pat McManus, Steve Price, Cindy Bernert-Coppola, Alan Coppola, and Mark Hartel.

PURPOSE: To review and approve renewal of the Club's 1-year website maintenance contract with Robert Parker, Yamiko, LLC. The contract's renewal date is September 2018.

President Chip Kyle called the meeting to order at 6:47 pm at All Saints Episcopal Church.

Members of the Website Committee, Alan, Cindy and Mark, presented information regarding the progression of the website functionality and ongoing work of transitioning over the membership database. Over the past year, with the Committees additional programming expertise, the Club has not needed to purchase additional monthly work tickets beyond what the contract provided. Monthly routine backups, updates and four work tickets are covered by the maintenance contract. Half of the allotted monthly work tickets have been used for fixing bugs and the other half for new enhancements. The Committee explained additional plugins were needed for the new membership database and the cost would be in addition to the maintenance contract's basic pricing.

A MOTION was made by Chip Kyle to approve the yearly renewal of the contract at a cost of \$3,600 and authorize an additional \$500 for cost of the plugins. Ashley Reynolds seconded the motion. Motion passed unanimously.

Chip Kyle adjourned the meeting at 7:00 pm.