

Portland Wheelmen Touring Club
Executive Board Meeting Minutes
September 26, 2016

Board members present: Ann Morrow, Corey Eng, Chuck Dorr, Larry Lewis, Bill Hamilton, Patrick Cecil, Lori Buffington and Benn Schonman.

Guests present: Kathleen Hellem, Cindy Bernert-Coppola and Alan Coppola

Vice President Ann Morrow called the meeting to order at 6:31.

A motion was made by Lori Buffington, and seconded by Larry Lewis to approve the minutes from the August Executive Board meeting. The motion carried unanimously.

Board Member Reports:

Member at Large, Chuck Dorr reported that an additional rider riding an electric bike participated on one of his slow poke rides. Chuck informed the board that his slow poke rides are scheduled through October and will continue as long as the weather allows.

Treasurer Larry Lewis reported that he had reached a final reconciliation of the 2016 STP income numbers with Cascade Bicycle Club and that a check in the amount of \$17,753 will be forthcoming.

Larry is forecasting an approximately \$12,000 loss for the club for 2016. A discussion followed about the causes of the shortfall, whether or not cost cutting was needed at this point, and the forecast for 2017. The Board consensus is that no severe spending adjustments should take place at this time, but additional focus on financial trends as the club moves into 2017 are in order.

Larry agreed to produce a financial forecast for 2017 for board review.

The board confirmed that Larry should prepare a check for \$5,000 to the Friends of the Historical Columbia River Highway, to fulfill the club's decision in 2015 to make this donation in 2016.

Membership Secretary Lori Buffington reported that the club has 419 memberships and 565 riders. This is an increase of one rider from this time last year, but a reduction in memberships of 32 year to date.

Member at Large Benn Schonman reported that there were nine PWTC members at the Harvest Century.

Road Captain Patrick Cecil reported that the October Calendar had rides scheduled for each day, but that October 15th and 16th only had one ride scheduled. He solicited additional rides for those dates.

Patrick also reported that the Tuesday evening ride consistently has 30 non-club members riding. The board discussed ways to recruit these riders to join the club. No decision was reached.

Patrick reported on his findings of public address systems. His first recommendation was discussed. It's cost would be \$120. After some discussion, Patrick offered another option with more capabilities. The board decided that this second option was more suited to the club's needs. A motion to purchase an HS122D Dual Mike system for \$150 was made by Corey Eng and seconded by Lori Buffington. The motion carried unanimously.

Member at Large Bill Hamilton updated the board on the positive response he has received about the Spotlight on Safety column appearing in the QR.

Bill also noted that the League of American Bicyclists was having a series of bike summits around the country. The one in the Northwest will be held in March of 2017. Bill agreed to write a short article to the QR about this bike summit.

Member at Large Corey Eng noted that he has added two Sunday west side rides to address the demand for weekend west side rides. He also noted that the club needs more weekend west side rides to address prospective members who work during the week and are looking for rides on the west side.

Vice President Ann Morrow reported that a new rider found us on the internet and attended a ride based on the ride calendar she found on the club website. This new rider was inexperienced and received a lot of help on bike adjustment, operation and maintenance from club members and was appreciative of the welcoming attitude.

Old Business:

Alan Coppola and Cindy Bernert-Coppola updated the Board on the status of the website update project. Alan noted that they were now loading static pages, that the calendar was taking shape and they were working to integrate CVI/CRM, and beginning to input information. All in all the project is progressing well, just slower than anticipated, but he expected completion by the end of the year.

Member at Large and Awards Banquet Coordinator Benn Schonman updated the Board on the status of the 2016 Awards Banquet. After evaluating several alternative sites, the decision was made to hold the banquet at the Monarch hotel in January 2017. A discussion of the cost of the event and the member ticket price ensued. The price of \$22.00 per head has not changed for many years. Last year's cost per member was \$35.07. A motion to increase the price to \$28.00 was made, and the board approved the motion. At the request of several members, Benn is also evaluating possible changes to the menu, which has remained unchanged for many years.

Vice President Ann Morrow discussed the October club meeting and the potential two pizza vendors for the event, Atlas Pizza and Bridge City Pizza. After discussing the quotes, the consensus was that Atlas Pizza was the preferred vendor. Ann will proceed to coordinate this.

Ann reminded the Board that the election of officers for 2017 would be held in December. She also announced that Larry Lewis would be relinquishing his responsibility, and so the club was searching for a new candidate for treasurer. She noted that there was a "Help Wanted" ad in the October QR noting the need to fill open Board positions.

Ann followed up with the Portland Police Department on the status of the Bait Bike program. David Sanders of the Portland Police Bike Theft Task Force told her the bait bike had been deployed 5 times so far, and that the department was looking to increase this by training other officers on other shifts so it could be deployed during the night and other high theft times. Corey Eng informed the board that George Ammerman, the new club stacionian was unaware of any policy or procedure regarding archiving of the completed ride sheets. Bill Hamilton agreed to provide George with the policy and procedure the Board adopted and the appropriate web-based storage location.

New Business:

Larry Lewis asked about the Board's intentions for a 2017 budget. He said he could create a 2017 forecast and would proceed to do so.

Ann Morrow announced that as a follow up to Chris King Precision Components club meeting presentation, there is a factory tour scheduled on October 5 in conjunction with the Willy Wonka Ride. Details about this ride can be found in the ride calendar. Ann will check on the status of lunch, and whether CKPC is picking up the tab or if the riders will be paying.

Ann Morrow discussed the results of her interviews with Bill Hamilton, past club treasurer and Larry Lewis, present club treasurer about the need for an audit. After discussing with Bill and Larry, it was determined that an audit was not the appropriate action to better control the club's finances. Ann made the following motion: That the PWTC board implement the following procedure to:

- 1) Have a third party receive club account bank statements and that the treasurer not receive those original documents directly.
- 2) Have the same third party be authorized to access the club ledgers to enable that designee to reconcile said statements.
- 3) Since implementing this new arrangement may take some time, a deadline of February 1, 2017 is set. This deadline can be modified by board action with justification.

Larry Lewis seconded the motion and it passed unanimously.

Lori Buffington moved that the meeting be adjourned. The motion was seconded by Larry Lewis and carried unanimously.