

PORTLAND WHEELMEN TOURING CLUB

Executive Board Meeting Minutes

June 25, 2018

Respectfully submitted by Joan Cullen, Recording Secretary

Attendees: Chip Kyle, Ashley Reynolds, Corey Eng, Lori Buffington, Joan Cullen, Patrick Cecil, Sarah Hill, Eric Hendricks, Jeff Marshall, Steve Price, Cindy Bernert-Coppola, Alan Coppola, Dave Ek, Mark Hartel, and Rob Schroeder.

President Chip Kyle called the meeting to order at 6:28 pm at Legacy Emanuel Hospital.

Seating of Visitors: Chip welcomed Cindy Bernert-Coppola, Alan Coppola, and Mark Hartel of the Web Committee, and Dave Ek and Rob Schroeder to participate in tonight's discussions.

A MOTION to approve the May Executive Board minutes as distributed was made by Patrick Cecil and seconded by Ashley Reynolds. The motion passed unanimously.

TREASURER'S REPORT

Treasurer Corey Eng distributed the 2018 June Account Summary ending June 25, the comparison summary showing 2017 and 2018 numbers, and the P&L comparison of January-June 25 for this year. The operating account balance stands at \$54,799.56. Those present were reminded the 2017 and 2018 P&L summaries show vastly different totals due to the timing difference related to different accounting systems used from last year. Membership dues received so far in 2018 showed \$6,015 vs. \$4,910 in 2017. An updated P&L report by class was also distributed. A summary of Pioneer expenses was reviewed with the footnote there were a few small outstanding bills still pending. Review for establishing a standard amount to pay the rest stop groups in 2019 was suggested. Final accounting of paid rider numbers and final profit are pending but its determined it will be lower than originally projected at the June Club Meeting.

BOARD MEMBERS' REPORTS

President Chip Kyle reported on the following:

- Out-going Road Captain Patrick Cecil was thanked profusely for his years of service as Road Captain and Member-at-Large, creator of the iPhone ride calendar app, and his participation on the Safety Committee. Many thanks, Patrick!
- Emily Dalsfoist, yoga instructor, will be presenting July's Club Program.
- PWTC's booth at June's Sunday Parkways did pretty good business, with sporadic flows of people stopping by. Ann Morrow reported interest in our in-town rides where participants can ride to the ride. As always, there were a few comments regarding our need for a gender-less name. An email from Kathleen Hellem regarding the comments had been forwarded to board members to review.
- The supply of Club brochures and business cards is close to depletion. Lori volunteered to order more brochures and Joan volunteered to locate the file for the business cards.
- Due to the very full agenda, Chip asked if the discussion regarding addition of a photo release on the membership and ride sign-in forms be tabled until a future meeting. Clarity is needed as to under what circumstances such a release would be required during regular rides or events (promotional, editorial/newspaper, or incidental group shots). Steve Price was asked to look further into verbiage that would be appropriate for our circumstances. There were no objections to tabling the topic at this time.
- Is there a need for a ride requirement for use of mirrors? It was reported in discussion that within our ride requirement page, use of mirrors is strongly recommended.

V-president Ashley Reynolds suggested the last minute posted Eugene tour was a personal ride and should be removed from the calendar. The Board decided the ride submission was adequate. She reported on emails with member feedback regarding the late ride tour submission and suggested an article regarding the decision around the tour and also to outline the guidelines be placed in the QR. The Board decided an article was not needed at this time. (Please refer to further discussion regarding

short-term submissions and 'capping' under Sarah Hill's Road Captain report.) A thank-you had been received from Jeanette Kloos, Friends of the Historic Columbia River Highway. The Gorge ride had about 360 participants and garnered, reportedly, about \$10,000 for the organization.

Membership Secretary Lori Buffington reported 425 memberships and 578 total riders/family members. She passed out an updated contact list of board members and coordinators.

Recording Secretary Joan Cullen did not have anything to report at this time.

Road Captain #1 Sarah Hill reported 92 rides on the July Ride Calendar, easily exceeding July 2017's listing of 76 rides. Recruitment has resulted in new ride leaders and routes being added to the calendar. The transition of Rob Schroeder as Road Captain #2 was in the process. Sarah would be out of town in early July but Bill Hamilton had volunteered to help Rob with questions. The recent situation of 'capping' after the fact of an already posted ride was discussed. Resulting discussion recommended participation limits, 'capping', should be done when the write-up is submitted. Topic of a recently 'short-term ride submitted' (posted on the calendar 5 days prior to ride start) was discussed. Resulting discussion recommended Sarah reiterate at a Club meeting the preferred 2-week timeline to allow the Road Captains time to prepare the posting and give participants time to make plans. Consideration of accepting exceptions to this timeline is at the Road Captains' or Board's discretion.

Road Captain #2 Patrick Cecil reported he was still answering the Club's hotline inquiries. He and Sarah were coordinating Rob's training. He felt the Ride Leaders were continuing to emphasize safety at the pre-ride talks.

Member-at-Large Eric Hendricks remarked some of the pre-ride safety briefs had 'softened' a bit, but everyone was riding reasonably safe. He noted traffic, in general, on Airport Way has become busier and suggests routes using it detour farther north and use Marine Drive instead.

Member-at-Large Jeff Marshall remarked Ride Leaders should make sure the route maps and traffic patterns are still safe for cyclists.

Member-at-Large Steve Price reported his monthly mantra is 'Move to the Right' [of the lane].

COMMITTEE REPORTS

There were no Committee Reports given at this time.

CONTINUING/UNFINISHED BUSINESS

2018 STP Update: Chip reported for Ann Morrow, STP Coordinator, that things were coming along. Eleventh and Ninth Avenue closures were being approved, and a problem reported last year with cyclists not yielding to oncoming traffic at Wheeler and Multnomah was being addressed with additional signage. Corey, STP Volunteer Coordinator, reports there are still many volunteer spots available! The Team Leaders have elected to forego the Sunday post-event debriefing dinner to save costs. Cascade has changed the baggage tag colors and asked for new signs to be made at their expense. The decision to provide bottled water to riders going back on the Seattle buses will be at PWTC's expense but will make a more pleasant trip back to Seattle for riders.

Annual Picnic, Aug. 5: Ashley reported registration for the picnic is now open and on-line. Members can access it via their sign-in. Three rides are planned. Planning for the potluck with the Club supplying cold cuts, etc., is going forward.

A MOTION to approve \$1,000 for the door prizes budget was made by Lori Buffington and seconded by Sarah Hill. The motion passed unanimously.

NEW BUSINESS

2018 Charitable Contributions: Chip asked for a motion to release the remaining funds for the designated 2018 charitable contributions.

A MOTION to pay out the remaining pre-designated contributions totaling \$3,600 to the pre-listed charitable organizations was made by Patrick Cecil and seconded by Lori Buffington. The motion passed unanimously.

Token of Appreciation for the Pioneer Century Coordinator: Following a brief discussion, Chip called for a motion to award a Token of Appreciation to the Pioneer Coordinator.

A MOTION to award Brian Hammer, 2018 Pioneer Century Coordinator, a token of appreciation in the amount of \$500 was made by Lori Buffington and seconded by Joan Cullen. The motion passed unanimously.

There was additional discussion regarding offering an award to the Day-of-Event Manager. Ashley was asked to follow up on the matter.

Membership Dues and Types: The annual review of dues was opened for discussion by Chip. Of particular relevance is the migration of the membership program from the old Access program to the web-based feature and its technical challenge to link free family memberships under a primary membership account. Areas under consideration and discussion were: The level of dues (\$25 annually) had not been raised for many years; is this amount sustainable for the long-term financial health of the Club; the impact and ability of technically creating a link of the free additional family memberships to a primary membership*; and, discontinuation of comp'd memberships (life-time members, board members, event coordinators, and others in the role of club support services). All members present were given an opportunity to weigh in on the topic. After a very thoughtful discussion, final consensus was:

1. Keep the dues at the same level for every member.
2. Eliminate family memberships.
3. Allow children under age 18 to ride for free, but if they wish to have their mileage tracked or use other benefits of membership, they would need to join and pay the membership fee.
4. An article outlining the above would be placed in the July QR and feedback from the membership would be asked for at the July Club Meeting.
5. The Board would vote on a final decision at the July Board Meeting to provide the Web Committee with direction on going forward with the membership project.

The Board spent 60 minutes in thoughtful and open discussion.

President Chip Kyle adjourned the meeting at 8:57 pm.

*Note: Under the new membership program everyone listed as a member will be required to have signed in under a unique email address and create an individual account. Currently, it's reported only about 50% of members who are linked to a primary account have also created their own profile.