

PORTLAND WHEELMEN TOURING CLUB

Executive Board Meeting Minutes

August 27, 2018

Respectfully submitted by Joan Cullen, Recording Secretary

Attendees: Chip Kyle, Ashley Reynolds, Corey Eng, Lori Buffington, Joan Cullen, Sarah Hill, Rob Schroeder, Eric Hendricks, Jeff Marshall, Pat McManus, Steve Price, Mark Hartel, and Jim Buchanan.

President Chip Kyle called the meeting to order at 6:27 pm at Legacy Emanuel Hospital. The pre-published agenda was accepted as distributed.

Seating of Visitors: Chip welcomed Mark Hartel of the Web Committee and Jim Buchanan to participate in tonight's discussions.

A MOTION to approve the July Executive Board minutes as distributed was made by Sarah Hill and seconded by Lori Buffington. The motion passed unanimously.

TREASURER'S REPORT

Treasurer Corey Eng had received notice from the IRS regarding the late filing of the Club's 2016 and 2017 tax forms. Although the treasurers for both those years had submitted, our financial information to the CPA, in a timely manner, for completion and filing before deadlines, she had neither submitted the filings to the IRS nor communicated to the treasurers that the tax forms had not been filed. An appeal with an explanation of the circumstances should be filed with the IRS in the hopes the fines will be excused. Corey will follow up on the matter with the IRS and the CPA. Corey distributed the 2018 August Account Summary ending August 27, the comparison summary showing 2017 and 2018 numbers, and the P&L comparison of January-August 27 for 2018 with the same time period in 2017. 2018 reflected a (-) \$12,378 vs. 2017's (-)\$28,130. The operating account balance stands at \$51,141.21, with available monies of \$46,532.82. An updated P&L report by class was distributed. Final accounting for STP is pending and Corey reviewed the pass through line items awaiting settlement with Cascade.

BOARD MEMBERS' REPORTS

President Chip Kyle reported receiving a thank you from Bike Index for the Club's recent donation. The Club has an account with Ride with GPS allowing members' access. An article from Brian Hammer will be included in the QR explaining how to create maps, cue sheets and other software features. Corey reported member Robert Campbell had passed away and in his would leave his bicycle equipment to the Club. Chip indicated he would make an announcement at the Club Meeting to see if anyone would be willing to act as a contact with the lawyer while the will goes through probate.

V-president Ashley Reynolds had presented Ann Morrow with a Starbucks gift card in appreciation of her job as Pioneer Day Of Manager. Ann thanked the Board for thinking of her. Ashley attended the Cove Palisades camping weekend and said it was a good trip.

Membership Secretary Lori Buffington reported 437 memberships and 596 total riders/family members. These numbers are on par with the same time last year. Thank you notes had been received from Bikes for Humanity and Community Cycling Center for recent charitable donations from the Club. Ann Morrow had sent a thank you note for the Starbucks card. Member Ray Thomas, Attny, had sent, along with his membership renewal, several short articles regarding cycling and the law. New member packets for Steven Kronzer and Craig Loften had been returned. If anyone knows them, please ask them to contact Lori.

Recording Secretary Joan Cullen reported Bob Johnson continues to recover from his recent bike/car accident. Recovery is progressing as expected, but he is really bored with not being able to ride or lift much weight as his back heals.

Road Captain #1 Sarah Hill reported 82 rides are on the September ride calendar vs. 80 in 2017. Six new ride leaders (RL) have come forward in the past month, making 19 new RLs this year. The pilot RL orientation was considered successful. A second RL Workshop is planned for October prior to the Club Meeting. Chin See Ming and Brian Hammer are planning a presentation on the use of Ride with GPS. Bud Rice has assumed the role of Welcome Ride Coordinator from Ann Morrow. Wednesday's Morning Explorer has enlisted a rotating schedule of eight leaders to assume the ride responsibilities from long time RLs Bud Rice and Bob Sahleen.

Road Captain #2 Rob Schroeder reported he successfully stayed out of trouble while Sarah was out of town earlier this month and was kept busy scheduling the 20 rides members submitted.

Member-at-Large Eric Hendricks rode Vancouver Bike Club's RACC on the 18th. The weather was good and turn out was approximated at 500 participants. He thought VBC had minimized the cost of putting the ride on by use VBC members and unpaid staffing at rest stops. All things for the event appeared to run smoothly.

Member-at-Large Jeff Marshall asked if there had been further follow up regarding the Bike Gallery offering PWTC discounts. Following discussion, it appears it depends on the branch – both Clackamas and Sandy Blvd stores offered the club discount but the Beaverton store did not.

Member-at-Large Pat McManus reported her new Boring Ride series has done well with 10-12 participants. The Safety Committee is continuing to come up with ideas for QR's Safety column.

Member-at-Large Steve Price reported the September QR Safety column would cover lights.

COMMITTEE REPORTS

There were no Committee Reports given at this time.

CONTINUING/UNFINISHED BUSINESS

Annual Picnic Update: Ashley reported things appeared to go well and the sandwiches with potluck salads and desserts supplied by members were well received. Raffle prizes were purchased from Western Bikes and River City and the total expense for food and prizes was about \$1,500 vs. \$3,500 last year.

Ride Posting Guidelines: Chip opened the discussion regarding the minimum amount of notice a ride required to be posted. The guideline requesting ride submission to have two weeks notice prior to the date of the ride is still strongly encouraged. However, flexibility with the two week requirement has been utilized when circumstances warranted. Recently there have been gaps in the schedule (last weekend the only Sunday ride was out of town, so an in town offering was posted only a few days out). In cases, where the ride leader made a mistake for the intended ride date and had to move it, the calendar referred participants to the new date. While posting on the website allows for quicker response time to list rides, cancellation of rides for something other than a family emergency or adverse weather is not an accepted practice. Ride Leaders are encouraged to find coverage if they are unable to lead an already posted ride. The Board still supports the two-week notice for posting rides but recognizes flexibility is sometimes needed to keep the calendar full.

Photo Release Requirements: Steve, after further research and legal consultation, recommended the following wording should be added to the ride sign-in sheet:

'Photography and video may be taken during this ride. By signing this ride sheet you agree that your image or likeness may be used in promotion and marketing of PWTC and its events.'

A MOTION was made by Steve Price to accept the above wording regarding release of photos to be added to the ride sign in sheet. Sarah Hill seconded the motion. The motion passed unanimously.

Memberships – Free/complimentary: Ashley and Lori had submitted lists to the Board members for review. Discussion by the members at the July Club supported continuation of comp'd memberships either fully or with some adjustment to certain positions currently earning a comp'd membership. It was agreed the current list could be pared down. Mark Hartel gave clarification that the current membership program could be set up to use a 'coupon' in lieu of a payment amount. Following further Board discussion consensus was to temporarily leave the practice as it was and review the matter again after the raise in dues became effective January 1, 2019.

Website Functionality Questions: The Web Committee had previously presented the Board with three questions to consider and rule on so the project could go forward. Board discussion resulted in the following plan:

- 1) Would paper checks be accepted in addition to online payment for dues?
 - a) Each new member would be required to have a valid email address to set up an account. Payment of dues from new members would only be accepted online. (Each family member would be required to have his or her own unique email address.)
 - b) Existing members would be given the option to either pay online or mail in a check with a paper renewal form. Members would continue to be sent an email alert when their membership renewal is due. There would not be an additional surcharge for processing mailed in renewals.
- 2) Multi-year renewals and discounts offered:
 - a) Individuals – 1 year = \$35; 2 year = \$65.
 - b) Family* – 1 year = \$50; 2 year = \$95. (*Maximum of five household members.)
- 3) A 'donation' button would be added on the website so members would have the opportunity to make an additional unrestricted donation to the Club.

Chip would share the above information with members via an article in the QR and at the upcoming Club Meeting.

NEW BUSINESS

Tokens of Appreciation for 2017 STP Coordinators: Review by Corey of financial records and Joan of the minutes from 2017 revealed no TofA had been awarded to coordinators for the above event. By Board consensus, the following awards will be given out at the September Club Meeting.

2017 STP: \$500 to Ann Morrow, STP Finish Line Coordinator
 \$300 to Corey Eng, STP Volunteer Coordinator

Safety Committee – Website Content: Pat McManus reported the following documents, when finalized, would be added to the website: The Club's Safety Policy, the article now on the website 'Riding in Groups' by Bill Hamilton, and an Accident Report form. Board members were asked to review a draft of the Accident Report form. Feedback should be sent to Pat McManus. Pat would meet with the Web Committee regarding establishing a unique Club email to receive completed forms and determine who would review those completed forms.

Club Name Discussion: Chip opened the discussion of how the Club name impacts the public's perception of who/what the Club is, what we offer, and why riders of either gender may not want to join us. This initial discussion covered a variety of age-old topics including the history of past attempts to change the name, which terms are antiquated and perceived as being too gender exclusive (Wheelmen) or intimidating (Touring), the resulting positivity or negativity of raising the subject might have on members, and the possibility to modify our current name to keep the long-standing brand recognition within the Portland cycling community. Board members were asked to approach the issue with fellow members (female and male) to get a sense of the level of interest. Eric was asked to be lead and raise the topic with the general membership should there be adequate interest and the Board decides to proceed further with the topic.

President Chip Kyle adjourned the meeting at 8:40 pm.