

Executive Board Meeting Minutes
August 28, 2017
Respectfully submitted by Joan Cullen, Recording Secretary

Attendees: Chip Kyle, Ann Morrow, Lori Buffington, Jeremy Wilson, Joan Cullen, Bill Hamilton, Corey Eng, Eric Hendricks, Kimberly Morehead, Alan Coppola, Dave Ek, Mark Hartel, and Robert Parker.

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

Seating of Visitors: Chip introduced Robert Parker from Kodama Design. Robert along with Alan Coppola, Mark Hartel, and Dave Ek were welcomed to participate in tonight's meeting. Chip reviewed the agenda and recommended, in consideration for our guests, discussion of the Website Maintenance Contract be addressed first. There were no objections to the rearrangement of the agenda order.

CONTINUING/UNFINISHED BUSINESS

Website Maintenance Contract: Prior to the meeting Board members had received a copy of the proposed contract to review. Alan Coppola opened the discussion. The current wish list of enhancements from members was distributed. The floor was turned over to Robert Parker who went over the proposed maintenance contract, clarified the scope of his services versus level of work that could be done by the Club's Website Committee, and answered general questions from those present regarding the open source software programs being used. Accepting a yearly contract (which includes additional no charge services) versus the month-to-month payment for basic services was explained. Coverage by the contract would begin upon receipt of payment from PWTC.

A MOTION was made by Bill Hamilton to adopt the monthly contract for the fee of \$300 per month. No second to the motion was made. The motion died as stated.

A MOTION was made by Jeremy Wilson to accept the maintenance contract as presented at the yearly contract fee of \$3,600. Lori Buffington seconded the motion. Motion passed unanimously.

The following additional brief discussions took place related to the web site and the maintenance contract:

1. The number of allowed work tickets (1 ticket=2 hours scheduled time) under the contract terms permitted each month and the process to use them, the carryover of unused tickets to the next month and purchase additional tickets for projects requiring more hours.
2. Both the Membership Secretary and Statistician continue to run either a secondary database or a separate system to keep their respective data current.
3. The Website Committee hopes to move the Statistician's data to a web-based site at some point in the future.

Discussion related to the website and maintenance contract lasted for approximately 55 minutes.

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

TREASURER'S REPORT

Treasurer Jeremy Wilson reported all received bills have been paid. The status of accounts for STP was reviewed. Payments for volunteer meals, donation to Sky View High School, and parking fees to the Double Tree were still pending. Final reconciliation with Cascade was still pending but an anticipated profit of \$20,200 from the event was expected. Lori Buffington moved the Board accept the Treasurer's Report. Bill Hamilton seconded the motion.

Jeremy had received an invoice asking to renew 'patents' for our tag line 'take life by the handlebars' and the 'Pioneer Century.' It was felt additional research was needed regarding verification of the sender and whether renewal was needed at this time. (Recording Secretary note: Additional question was raised as to whether the notification was a scam based on fact the above marketing tag lines fall into the category of a 'trademark' rather than either a 'patent' or 'copyright'.) Bill Hamilton said he would assist in follow up with the matter.

BOARD MEMBERS REPORTS

President Chip Kyle reported he had been given medical clearance to ride again. Dates to reserve our meeting room for 2018 Board meetings had been scheduled with Emanuel Hospital. The Thorns Ride to the Park event resulted with minimal numbers attending the special event. The annual picnic had 125 attendees. The pre-picnic rides had good attendance. Door prizes and food were plentiful and good. The Financial Review Committee would be setting a date to meet in the near future.

V-President Ann Morrow did not have a report at this time.

Membership Secretary Lori Buffington reported 419 memberships and 572 family members (previously listed as 'riders'). The Club had gained 65 new memberships and dropped 86 memberships to date. Lori had also received an article by attorney Ray Thomas regarding holding vehicle drivers responsible after hitting a cyclist and how to make the process better.

Recording Secretary Joan Cullen asked if another run of Club brochures was necessary in the near future. It was decided Lori would contact ESD and put in another order. Since yearly dues stayed the same, no changes to the brochure were needed.

Road Captain #1 Bill Hamilton did not have a report at this time.

Member-at-Large Corey Eng reported he had been getting a lot of riding in this summer. The 'specialty' rides have drawn well. The new Westside Suburbia series had had low attendance and it was suggested the Road Captains review its format for suggestions to improve its draw.

Member-at-Large Kimberly Morehead reported she had a good ride at the Peach of a Century. As QR Editor, she had reported her PC had died but unfortunately the transition to her old MAC didn't work out either. She was in the process of getting new PC equipment. Due to family commitments she would be cutting back on her cycling for a while.

Member-at-Large Eric Hendricks had also ridden last weekend's Peach and reported it was a beautiful route and well-organized event. He reported attendance for the event was estimated at 215, which was a lower number than the last few years.

COMMITTEE REPORTS

No committees reported at this time.

NEW BUSINESS:

Club Growth/Website Features: Jeremy raised the concern that while non-members are welcomed to participate in our rides, such a message is not found on the website. Chip would contact Alan, Cindy Bernet-Coppola, or Mark Hartel to see if information could be added to the banner on the calendar and/or home page.

Second Bike Rack at All Saint's Church: All Saint's submitted a request for a second bike rack. Currently there isn't a supply of spare racks in storage and the 2017 budget for racks has already been spent. It was also recalled that a new fabricator is needed to produce additional racks. Chip would contact the church to let them know we would not be able to provide a second rack at this time.

EventBrite: A member had contacted the Board objecting to EventBrite's history of hate group organizations using their registration services for events. Board members had sought out information to substantiate his concern. At this time, information found via the web did not support EventBrite actively seeking out such groups and their usage agreement statements did not condone such activities. Active.com was suggested as another registration alternative. Chip would reply to the member regarding his concerns.

Columbia Gorge Explorer: In follow up of Dave McQuery's recommendations regarding future CGE's, Bill Hamilton has agreed to act as the 2018 ride organizer. To bring better transparency to the financial accounting, Bill stated his intent to run all expenses/revenues directly through PWTC and not use personal funds to cover up front costs. Any post-event profit would be pro-rated between PWTC and VBC dependent on the number of VBC versus PWTC members that participate in the ride. A MOTION was made by Ann Morrow for Bill Hamilton to act in the role of organizer for the Jim O'Horo Memorial Columbia Gorge Explorer in 2018 and keep the Board apprised of the ride's organization as it progresses. Kimberly Morehead seconded the motion. Motion passed unanimously.

OTHER:

Beaverton, Banks, and Beyond: Lori reported 2017 was the 9th and final year for the event. Attendance was again down and only 165 riders participated this year. There were two accidents but riders were reported to be okay.

San Juan Tour: Ann, as co-organizer for the tour, presented an expense and revenue summary for the trip. Due to a greater expense for the ferries and fewer participants than expected, she was asking for the Club to cover a \$190 deficit incurred by the organizers.

A MOTION was made by Bill Hamilton for the Club to reimburse Ann Morrow \$190 to cover excess transportation and camp expenses. Lori Buffington seconded the motion. Motion passed unanimously.

President Chip Kyle adjourned the meeting at 8:32 pm.