

Executive Board Meeting Minutes  
November 27, 2017  
Respectfully submitted by Joan Cullen, Recording Secretary

Attendees: Chip Kyle, Ann Morrow, Jeremy Wilson, Lori Buffington, Joan Cullen, Bill Hamilton, Corey Eng, Eric Hendricks, Patricia McManus, Kimberly Morehead, Cindy Bernert-Coppola, Mark Hartel, and Sarah Hill.

President Chip Kyle called the meeting to order at 6:30 pm at Legacy Emanuel Hospital.

Seating of Visitors: Chip welcomed Cindy and Mark to participate in tonight's meeting. No additional items were added to the agenda.

A MOTION to approve the October Executive Board minutes as distributed was made by Bill Hamilton and seconded by Ann Morrow. The motion passed unanimously.

#### TREASURER'S REPORT

Treasurer Jeremy Wilson reported the Club's finances to be in order with \$64,549 in the operating accounts, no bills due, and no outstanding accounts waiting for payment. Chip reported the charges for pizza from Atlas Pizza had finally been resolved.

#### BOARD MEMBERS REPORTS

President Chip Kyle announced the New Year's Day ride would be cancelled if the weather forecast for that day contained warnings of either snow or ice on roadways. He also stressed the importance of ride leaders incorporating safety reminders into their start of ride announcements. Board members were encouraged to speak up on the subject if not mentioned by the ride leader. If a face-to-face conversation was needed with a rider, it was recommended this conversation be done one-on-one in a non-judgmental, diplomatic way.

Vice-president Ann Morrow reported a good turnout on yesterday's ride. She has begun to highlight on the ride waiver the section that stresses safe riding practices by participants. A ride to Bike Farm's Bike Craft Fair on Dec. 16 has been added to the calendar.

Membership Secretary Lori Buffington reported 404 memberships and 549 riders, down 8 memberships from the same time last year. For 2017 to date we have gained 75 memberships/99 family members and lost 111 memberships/152 family members.

Recording Secretary Joan Cullen asked members present to remind fellow riders of our non-perishable food and used coat drive for SnowCAP. Donations will be collected at the December Club Meeting.

Road Captain #1 Bill Hamilton reported December's calendar was shaping up. All weekday rides are now loaded onto the calendar and the Sunday schedules have 2-3 rides each day.

Member-at-Large Corey Eng reported the last four REI rides had rather poor attendance. The three Thanksgiving Day rides did not draw as well as expected; however, Black Friday's ride had 29 riders.

Member-at-Large Eric Hendricks (having returned from vacationing in India) reported seeing some cyclists in Bombay, but between the traffic and smog, none in Pompeii. Today's Monday ride had about 30 riders with some of the hardy going all the way out to Boring. He inquired whether the Thursday Triple Challenge still needed another ride leader. Bill said he would check on it.

Member-at-Large Pat McManus reported her Sunday afternoon ride drew nine riders. She's going to offer another one in December.

Member-at-Large Kimberly Morehead reported she had attended Pat's afternoon ride, enjoyed it and was going to offer one in December as well.

## COMMITTEE REPORTS

STP: Ann reported having a conversation with Rebecca Sorenson of Cascade Bike Club and all indicators are that PWTC would again be asked to manage the 2018 Finish Line. Corey reported the final bill of \$2,140 covering the 2017 Volunteers food bill at the Finish Line had been received and paid to 4H Consulting. The bill was delayed due to slowness of vendors submitting billing to 4H Consulting.

## CONTINUING/UNFINISHED BUSINESS

Website Committee Report: Cindy Bernert-Coppola reported the committee was either working on or had completed the following:

- The mileage tracker was on schedule to launch in January.
- An article on how to enter family members would be in the December QR.
- The iPhone shortcut instructions were now on the webpage under 'website tips.'
- Switching the QR to an on-line newsletter, allowing a 'search' function, rather than the .pdf format had been looked into. It was determined it would be a larger project than current volunteers wished to undertake at this time, but would be added to the 'wish' list.
- The home page slide show had been dropped to reduce clutter. Both high quality resolution photos and a greater variety of photos were needed if it was to be added back to the home page.
- A group Facebook page was suggested but needed further work.
- A link from the ride calendar to a member's personal calendar had been suggested.

Mark Hartel reminded those present that fixing of system bugs takes priority over the project list, and currently the monthly work tickets were being mostly used on fixing bugs. Unused tickets do roll over into the next month. Some things on the wait list are:

- Ability for members to change information on their Member Profile page.
- Adding hyperlinks to a ride description.
- Adding the Safety Page as a drop down on the members' page.
- Updating the Club's Store with a drop down menu that lists available clothing sizes.
- The Membership database is not ready to be moved over to an on-line function.

The Board was encouraged to continue to explore the site's features to help locate bugs or suggest improvements. Discussion regarding the website lasted approximately 30 minutes.

Ride Leader Ride Cancellations: Cindy reported canceled rides on the calendar would show up in red. Currently only the Road Captains, Ride Leaders, Cindy, or Mark can cancel a ride on the site. Bill asked for a written procedure on why and how to cancel a ride be formalized and made available via the calendar page.

## NEW BUSINESS

Trademark Renewal: Bill reported cost to renew our trademark certification was \$375 for each tag line ('take life by the handlebars' and the 'Pioneer Century'). This recertification would expire in 2021. A MOTION was made by Lori Buffington to authorize \$750 to cover our trademark recertification with a second received by Pat McManus. Motion passed unanimously.

Club's Ride with GPS Account: The question was raised as to whether or not to renew the subscription. Chip reported a group account subscription for one year had been purchased last year prior to the Pioneer Century. Results showed 72 participants accessed the account. It was noted the Club's map library could support maps created by R-GPS and it would be great to make this available to ride leaders via the Road Captains access.

A MOTION was made by Bill Hamilton to authorize \$250 to pay for a 1-year renewal of Ride with GPS subscription. A second to the motion was received from Eric Hendricks. Motion passed unanimously.

2018 Board Positions: Chip reconfirmed the slate of candidates as announced at the November Club Meeting and an additional member had stepped forward voicing interest in one of the positions. Chip reviewed the procedure for accepting additional nominations from the floor and voting on any

unopposed positions. Positions with multiple candidates would be voted on by written ballot and removed from the accepted slate. The remaining unopposed slate would be voted on and accepted by unanimous acclaim. A discussion ensued regarding the democratic process of open elections and welcoming newbies to the Board.

Year End Charitable Contributions: A discussion and review of the Club's annual expenses and 2017 revenues took place to determine amounts to award for charitable donations. Because of less-than-expected revenue from our Club's 2017 events, discussion on the amounts of our reserves to cover 2 years' worth of expenses ensued. After thoughtful discussion and review of written donation requests, the following recipients were recommended for 2018 charitable donations:

|   |          |
|---|----------|
| Northwest Bicycle Safety Council  | \$5,000  |
| Friends of the Historic Columbia River Highway (FHCRH)                            | 1,500    |
| Community Cycling Center  | 1,000    |
| Bikes for Humanity (education & bike repair instructions for low income children) | 1,000    |
| Our Savior Lutheran Church (parking lot & facilities use at the weekday rides)    | 1,000    |
| Bike Index  | 500      |
| Columbia River Gorge Kiwanis Club   | 100      |
| TOTAL   | \$10,100 |

The Street Trust (previously known as BTA) was dropped due to concerns that its new focus has expanded beyond just the bicycle community. There was some question as to the direction and future focus the bicycling advocacy group would take. Bike Clark County, which is a Vancouver-based organization similar to Community Cycling Center, was not included at this time as there had been little communication from them regarding needs.

A MOTION was made by Ann Morrow to accept the approved list of 2018 charitable donation recipients with contributions totaling \$10,100, with the contingency to set aside \$1,000 for a future discretionary donation to Bike Clark County. Kimberly Morehead seconded the motion. Motion passed unanimously.

Unsafe Rider Policy: Due to time constraints, the subject was tabled into next month.

President Chip Kyle adjourned the meeting at 8:35 pm.