

PORTLAND WHEELMEN TOURING CLUB

Executive Board Meeting Minutes

January 22, 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, Patricia McManus, Jeff Marshall, Steve Price, Brian Hammer, Mark Hartel, and Benn Schonman.

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

Seating of Visitors: Chip welcomed Brian, Mark and Benn to participate in tonight's meeting. The agenda order was rearranged to accommodate a delay in the arrival of financial materials pertinent to the Treasurer's report.

A MOTION to approve the December Executive Board minutes as distributed was made by Lori Buffington and seconded by Pat McManus. The motion passed unanimously with one abstention.

TREASURER'S REPORT

The Treasurer's report was deferred until the end of the meeting.

BOARD MEMBERS REPORTS

President Chip Kyle reported on the following:

- The New Year's Day ride had 57 riders.
- The Club's annual insurance premium had been paid. The premium had increased to \$4.63 per member with a total cost of about \$2,500/year. The amount was based on an estimated peak number of members within the given year. The Club's insurance is considered supplemental to a claim being submitted to an individual's primary insurance. At this time the Club carries \$1million in liability coverage. There currently is no Directors and Officers coverage in effect. The addition of D&O coverage (cost at \$550) could be revisited. In addition to coverage for normal road riding the policy also covers a maximum of 51 on-trail mountain bike rides per year. Discussion ensued regarding how an injured rider would access information to file a claim for the supplemental coverage after an accident. It was suggested the website's FAQ and the Ride Leaders Information pages might be appropriate locations for the information.
- The February Club Meeting's agenda would have the business meeting first and the program second. The speaker, Jenny Peterson, has a presentation on her South American tour.
- Vancouver Bicycle Club has moved the date of RACC to August 18, 2018.

Vice-president Ashley Reynolds did not have a report at this time.

Membership Secretary Lori Buffington reported 405 memberships and 548 riders. 2018 Members Directory and Board Members and Coordinators' contact lists were available. Lori had a verbal update from the Post Office indicating that only the distribution section would be relocated to the airport and the PO boxes would remain at the down town branch. She would continue to monitor the situation.

Recording Secretary Joan Cullen received a thank you note from SnowCAP for the Club's non-perishable food and clothing donations. She passed around copies of the amended policy for approval of Non-PWTC Event Rides for Mileage. These events would be selected at the February Board Meeting.

Road Captain #1 Sarah Hill did not have a report at this time.

Road Captain #2 Patrick Cecil reported the calendar was filling up. The Monday Morning Meander now listed the appropriate Ride Leader for each Monday. A Mail Chimp listing was now being used for the monthly ride leader recruitment notices. The Hotline had received a complaint regarding painted road

graffiti in the North Plains area. Patrick returned the call and redirected the caller to appropriate local authorities.

Member-at-Large Eric Hendricks did not have a report at this time.

Member-at-Large Pat McManus reported her recent Sunday afternoon ride drew 11 riders and she had added another afternoon ride to the upcoming ride schedule.

Member-at-Large Jeff Marshall did not have a report at this time.

Member-at-Large Steve Price did not have a report at this time.

COMMITTEE REPORTS

Awards Banquet: Benn Schonman reported 118 guests had registered so far and registration was open for a couple more days. When asked how this compared to last year, he indicated he expected the final count to exceed last year's number of 120.

CONTINUING/UNFINISHED BUSINESS

Reckless Rider Policy: Chip opened the discussion. While there may be a very small number of habitual offenders, the importance of safe and lawful riding is important for the Club's image in the cycling community. Comments made during discussion were:

- Ride Leaders should be encouraged to include safety instructions when giving their pre-ride talks to help establish rules for group riding.
- The Road Captains could assist in communicating the need for safety to the Ride Leaders.
- Improving the 'safety' culture of the Club would take time but could promote the Club's image in the community.
- Board Members and Ride Leaders should set the example of safe and courteous riding.
- Educational efforts should focus on two infractions at this time:
 - 1) Riders in the back passing the 'car back' alert up through the line/group of riders; and,
 - 2) Address riders blocking traffic attempting to pass the group who were either not moving over to the right or riding out of the designated bike lane. Patrick and Sarah volunteered to work on a notice to be sent to ride leaders.
- Create a committee to establish a process to address reckless riders. Appointed committee members: Pat McManus, Patrick Cecil, Brian Hammer and Ashley Reynolds. Member Bill Hamilton would also be asked to join the committee. The committee would report back to the Board at a later date with recommendations for a policy.

Approximately 25 minutes was dedicated to this topic.

NEW BUSINESS

Pioneer Century Update: Brian Hammer distributed a report updating progress of the event. The main issue he wished the Board to weigh in on was the offering of a post-ride lunch. In the past with fewer lunches sold than the contracted minimum PWTC had to cover the short fall, thus, cutting into our profit margin. Brian had looked into alternative vendors and emailed Board members a list of other vendor options. Consensus to pursue negotiations with Thrive Sauce and Bowl was based on price and menu offerings. A decision as to whether to include lunch with the registration fee, offer lunch as an additional separate purchase, or let the riders purchase their own meals directly from the vendor was not reached at this time. Opportunity to pre-order an event jersey would become available on Jan. 28th at the Awards Banquet. Approximately 25 minutes was dedicated to this topic.

Event Coordinator(s) Compensation: A policy draft for remunerations to be awarded to Pioneer and STP coordinators was distributed to Board members. Members were asked to review the draft for consideration of finalization at the next Board Meeting.

Chip asked for a motion from the floor regarding an allocation to be given to the 2017 Pioneer Century Coordinators.

A MOTION for the Board to authorize \$500 to be allocated to the 2017 Pioneer Century Coordinators, Brian Hammer and Ann Morrow, was made by Patrick Cecil and seconded by Lori Buffington. An amendment to the motion specifying the amount be evenly divided between the two coordinators was made by Steve Price and seconded by Ashley Reynolds. The motion with its amendment passed unanimously.

Website Committee Update: Mark Hartel demonstrated the new feature now available under the Members Only section showing an individual's mileage. Mileage information entered by the Statistician was now directly linked to an individual's account showing their most current mileage as well as updating their accumulative mileage, ability to access a missing rides listing, and keeping history of the individual's participation as a ride leader. It was noted CPU loading was slower than desired but Mark reported the issue was on the team's radar as a future performance improvement.

Club Picnic Aug. 5, 2018 (tentative): Chip reported the City's opening date to accept park reservation applications was on his calendar. The covered area at Columbia Park was the desired location. V-P Ashley would be the picnic's coordinator. In addition to the traditional three rides (a short family route and two longer routes) a program would be offered. Author Daniel de Vise would be on hand to promote his new book on Greg Lemond.

STP's Portland Packet Pickup Cancelled: Chip reported Cascade's Rebecca Sorenson reported REI was not available this year to host pre-ride packet pick up in Portland. An alternative venue had been contacted but had not responded to Cascade's inquiries. At such a late date, Cascade had decided to cancel the activity.

Reach-the-Beach Training Rides: Due to time constraints, Chip asked to defer this topic until February. Issues were related to the free rides offered to the series ride leaders.

Treasurer's Report:

Treasurer Corey Eng distributed to Board members summaries of the Club's financial information. Included were the Year End Balance Sheet, the Profit and Loss Summary, Charitable Donations, and STP Finish Line and Pioneer Century summaries. After a review of the Club's Wells Fargo account used to secure a credit line for Club's credit cards, Corey asked cardholders to determine if they still needed the cards and decide if cards could be cancelled or if individual card limits could be lowered. Cancellation of unused cards or lowering of card limits would release monies from the secured account back into our operating accounts. Corey would follow up on the matter after hearing back from cardholders. Due to meeting time constraints and the amount of financial materials newly made available to the Board, there was not adequate time to discuss or review suggestions of how to address a projected deficit for the upcoming year. Further discussion will be held at the next board meeting.

President Chip Kyle adjourned the meeting at 8:34 pm.