

PORTLAND WHEELMEN TOURING CLUB

Executive Board Meeting Minutes

February 19, 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, Dave Ek, John Joy, and Kimberly Morehead.

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

Seating of Visitors: Chip welcomed Kimberly Morehead and John Joy to participate in tonight's meeting. Due to the lengthy agenda, Chip asked officers to defer their reports or limit reports to time-sensitive or critical items only.

A MOTION to approve the January Executive Board minutes as distributed was made by Sarah Hill and seconded by Pat McManus. The motion passed unanimously.

TREASURER'S REPORT

Treasurer Corey Eng handed out updates to financial materials, which were distributed at last month's meeting, an updated cash account summary for January with comparisons to January 2017 expenses, and an Awards Banquet recap. Of note, was the total available balance, \$38,253.96, which did not reflect the funds held in the Wells Fargo account securing the credit cards. All but three credit cards had been returned to Corey and he was continuing to work with Wells Fargo to move those monies back into the Club's cash accessible account. Presentation and explanation of Profit & Loss classifications continued.

2018 Budget: Corey answered questions from those present regarding newly adjusted numbers for the proposed 2018 budget, which projects expenses of \$81,000 with a year-end-loss of approximately \$6,546. Profit from event income (Registrations) was based on 2017 numbers.

2018 Charitable Donations: Although donations (total of \$10,100) earmarked at the Dec. 2017 Board Meeting were based on 2017 year-end-profits they are paid out in 2018 and are figured into the 2018 budget. Because there is a projected short fall in the 2018 budget, discussion ensued regarding whether to honor the Club's commitment to these 2018 financial commitments or adjust the previously allocated amounts to balance the projected 2018 budget. Opinions justifying honoring the payments versus holding off on payment and reviewing where the Club's finances stand after the Pioneer were heard. While Board members strongly support its commitment to be fiscally responsible there was also strong opinion voiced for the Club to keep its commitment of funds to the two organizations which submitted written requests for charitable donations (NW Bicycle Safety Committee and Friends of the Columbia Scenic Highway). Additional suggestions to consider how we go forward financially this year were:

- Review how the available end-of-year donation amount is arrived at and consider using a percentage-based formula related to profits from the Pioneer Century versus a specific dollar amount based on total year-end profits.
- Rather than make the donations all at once, space out the payouts of donations over the year.

A MOTION was made by Chip Kyle to: 1) proceed to honor the full \$10,100 approved by the 2017 Board; 2) pay out the planned donation to NWBSC and FCSH which totals \$6,500 at this time; and, 3) the remaining donations be made after profits from the Pioneer Century are received. Patrick Cecil seconded the motion.

Sarah Hill proposed an Amendment to the above motion that the remaining donations be reassessed after the Pioneer Century. (Pat McManus raised an objection that this motion was in conflict with the original December 2017 motion approving the charitable amounts.) Chip accepted and seconded the amendment. Call for the vote was made. Results: Yes = 5; Nays = 5. The president broke the tie with a 'no' vote. Motion FAILED.

A MOTION was made by Chip Kyle to honor the previously approved commitment of 2018 charitable donations of \$10,100 by initialing paying out \$5,000 to NWBSC and \$1,500 to FCSH in the near future. After the 2018 Pioneer Century results have been received, the Board would review the remaining charitable disbursements. Patrick Cecil seconded the motion. Results: Yes = 7; Nays = 3. Motion passed.

Approximately 50 minutes was used for thoughtful discussions on the Club's financial projections and outlook in the upcoming year.

BOARD MEMBERS REPORTS

President Chip Kyle reported on the following:

- All Saints Church had notified the Club their yearly facility use fee for Nov. 2018 – Oct. 2019 was increasing to \$725 from \$650. The Club uses Church facilities for our monthly Club Meeting and bathroom facilities for the Tuesday Spin.
- Cindy Bernert-Coppola had asked to use the facilities at All Saints Church for an additional ride leaving from the Church on Thursdays. The Church had already granted her permission to access the bathrooms and use the back parking lot to meet in.

Membership Secretary Lori Buffington reported 405 memberships and 545 riders/family members. Those numbers reflect 15 new riders but Club membership continues to decline.

Road Captain #1 Sarah Hill reported the March Ride Calendar has 68 rides listed. The Reach-the-Beach (R-t-B) Saturday and Sunday rides have progressive mileages and shorter options available. Cindy Bernert-Coppola will offer a new Thursday Slow Hill series beginning in March starting from All Saints Church. Sarah reported approximately 25% of the posted rides have no maps available and/or poor route descriptions. She is working with ride leaders to make the maps available on the website. The subject of having a 'check off your name' ride sheet will be addressed at a future Board Meeting.

Road Captain #2 Patrick Cecil reported rides already on the calendar have been earmarked as R-t-B 'training rides' to help encourage non-Club participants use them as training for that event. He reports 60% of members who had been sent the Mail Chimp request to volunteer to lead rides had opened the notification. Ashley brought up the concern of maps printed off the website not matching the actual route used on a ride.

COMMITTEE REPORTS

There were no Committee Reports given at this time.

CONTINUING/UNFINISHED BUSINESS

Event Coordinator Compensation/Remuneration: Chip suggested in recognition that Corey had taken on additional duties beyond his role as Event Volunteer Coordinator for STP his title be expanded to STP Co-coordinator. Discussion relating to the prior topic of remuneration for event coordinators who often step forward to take on more duties beyond the perimeters of the job description ensued. The discussion also revisited the Board's previous discussion regarding acknowledgement of the work of members who have stepped forward to organize STP and the Pioneer Century. Joan asked to table further discussion until March and allow everyone to give some thought on how the Board wished the matters to proceed.

Rider Safety Committee Update: Pat McManus reported the committee members (Pat, Ashley, Patrick, Brian Hammer and Bill Hamilton) had been in communication and agreed on the development of a four point plan regarding handling safety issues. They have identified goals, strategies, and tactics and will report back to the Board in March.

Club Picnic Aug. 5: Ashley will send an email to Board members with catering options and pricing. She had received feedback to return to a potluck-style event. Shelter areas E & G had been reserved at a cost of \$414 including a \$100 refundable key deposit. An additional vehicle permit fee would be charged if the caterer needs to drive into the park to access the area for set up.

NEW BUSINESS

Directors and Officers Insurance: After Chip polled board members by email, and following a brief discussion, consensus was to purchase the additional policy for D&O coverage.

A MOTION was made by Patrick Cecil to acquire Directors and Officers coverage as outlined for the \$1million coverage. Sarah Hill seconded the motion. Yes = 9; Nays = 1. Motion passed.

Non-Club Rides Approved for PWTC Mileage Credit: After considerable discussion, the Board decided to accept the following list of rides:

- Monster Cookie, April 29 Ride Leader: Chip Kyle
- Reach the Beach, May 20 Ride Leader: Scott Poindexter*
- The Gorge Ride, June 13 Ride Leader: Dick Weber*
- Tandem Rally, June 29-July 2
 Ride Leaders: Armond Anderson & Diana Ruth
- Mt. Adams Century, June 30 Ride Leader: Pat McManus
- RSVP, Aug. 18-19, Ride Leader: Cindy Bernert-Coppola
- RACC, Aug. 18 Ride Leader: Kimberly Morehead or Patrick Cecil
- Harvest Century, Sept. 23 Ride Leader: Pat McManus

*Needs Ride Leader confirmation.

Current policy allows a maximum of 10 non-PWTC rides to be chosen. Currently there are two openings left. The following three rides: Strawberry Century, June 9; Petal Pedal, June 23; and Peach of a Century, Aug 26, will be presented at the March Club Meeting to see if any member wishes to step forward to lead the ride. Only two additional rides will be accepted to round out the slate of 10.

Photography Release for Events and Club Rides: The legal issue of riders giving consent for their pictures to be used on the Club's website, Facebook page, or on advertising materials was raised. It had been suggested such a disclaimer could be added to the ride sign-in sheet. The subject needs more research and further discussion.

Bike MS Requests for Training Rides: Joel Huffman of Oregon's Bike MS Ride had made an inquiry to see if the Club would be willing to offer training rides, similar to the R-t-B training rides, prior to their August event on Aug 4-5. Bike MS is a 2-day event with several distances between 50-100 miles. Thoughts were that already scheduled rides could be labeled as 'Bike MS' rides similar to the labeling for R-t-B, but more research is needed. Ashley volunteered to work with Joel to explore alternatives for the possible coordination of training rides.

Ride Leader Qualifications: Due to the late hour, Sarah agreed to table the discussion until next month.

VBC Donation for Speaker: Vancouver Bicycle Club asked if PWTC would like to contribute to the speaker's fee for Joe Kurmaski's book presentation on March 14. After a brief discussion the Board declined to participate in funding his presentation.

Sunday Parkways: Discussion centered around whether the Club benefited from exposure at the Sunday Parkways. In 2017 we participated at three of the six events. Bud Rice would be willing to staff the event on May 20 but he is not available for the other dates. Chip relayed the May event could give opportunity to promote the Pioneer's Family Ride since many of the Parkway participants are families. Kimberly suggested Ann Morrow and Kathleen Hellem might be willing to staff the June 24 and July 19 dates. Booth cost is \$100 per event, with earlier sign up getting choice location spots along the routes. Consensus after discussion was to sign up for the May event and decide on the June and July dates later.

Crown-Zellerbach Trail: John Joy requested Board approval for him to serve as a liaison for the Club and the C-Z Trail Advisory Committee. Board consensus approved his request as long as there are no financial or volunteer commitments made without Board knowledge.

President Chip Kyle adjourned the meeting at 9:03 pm.