

# PORTLAND WHEELMEN TOURING CLUB

## Executive Board Meeting Minutes

March 26, 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, Kimberly Morehead, Brian Hammer and Bill Hamilton.

Vice-president Ashley Reynolds called the meeting to order at 6:30 pm at Legacy Emanuel Hospital.

Seating of Visitors: Ashley welcomed Brian Hammer, Bill Hamilton and Kimberly Morehead to participate in tonight's meeting.

A MOTION to approve the February Executive Board minutes as distributed was made by Patrick Cecil and seconded by Chip Kyle. The motion passed unanimously.

### TREASURER'S REPORT

Treasurer Corey Eng distributed the 2018 March Account Summary, a comparison summary showing 2017 and 2018 numbers and a P&L comparison of January-March 26 for this year and 2017. Corey is still working with Wells Fargo to release monies being held in the secured credit card account. There was a brief discussion regarding fees held/charged by EventBrite for Pioneer registrations and when those monies are released back to PWTC. A Pioneer Century worksheet was provided to the Board to help bring into focus financial expectations as the event proceeds. Corey's forecasted estimate of expenses for the Pioneer was similar to 2017. (Corey later reported donation checks dated March 26, 2018, were delivered to Chip Kyle for inclusion with PWTC's donation cover letters for NW Bicycle Safety Council for \$5,000 and Friends of the Historic Columbia River Highway for \$1,500. NWBSC's check was handed to Lori Buffington and FHCRH's check was mailed to their office.)

### BOARD MEMBERS REPORTS

President Chip Kyle reported on the following:

- Sunday Parkways dates are May 20, June 24, and July 22. The registration deadline is approaching and while booth coordinators for May (Bud Rice) and June (Ann Morrow) have been found, coverage in July is still needed. Chip will pay the fee for the first two dates and recruit for the July event before paying that fee.
- The park permit for the Club's picnic on Aug. 5 at Columbia Park had been obtained for the shelter and adjoining area.
- FHCRH have asked the Board to approve release of \$10,000 of PWTC's restricted funds for construction of a pathway to the new Wind Mountain overlook viewpoint. A plaque would be placed on the pathway crediting PWTC for our donation to the project.  
A MOTION was made by Lori Buffington to approve FHCRH's previously held PWTC funds to use for paving the path to the Wind Mountain Overlook. Pat McManus seconded the motion. Motion passed unanimously.
- Chip announced Phil Brown and Cheryl Speer were hosting a 3-day Bon Voyage Open house in April before leaving for Spain. Everyone is invited but attendees need to RSVP Cheryl.
- The Road Captains were asked to encourage Ride Leaders to turn their ride sheets in in a timely manner. On-line access to the mileage stats allows riders access to their mileage as soon as the Statistician has them entered.

V-president Ashley Reynolds reported John Burkhardt and Benn Schonman had stepped up to offer training rides for Bike MS participants. John was going to offer shorter distances to help participants who may need shorter and easier routes to reach their training goals. Ashley said she would follow up with the Bike MS Coordinator, Joel Huffman, to see if PWTC is being promoted in their event literature.

Membership Secretary Lori Buffington reported 411 memberships and 555 total riders/family members. While the Club has gained 26 new riders in 2018, we also had 27 who did not renew. Membership

tasks are currently at a slow down as her new laptop is not willing to accept the 1997 Access software. She and Mark Hartel will be working on the problem this weekend, but a better long lasting fix is needed. Lori indicated this is her last year as Membership Secretary – recruitment needs to start! NWBSC has received helmets purchased through PWTC's 2018 charitable donation and stickers with PWTC's logo, along with NWBSC stickers, have been inserted into each helmet.

Recording Secretary Joan Cullen noted the supply of Club brochures is low. She and Lori will look into ordering more and checking if additional Club business cards should be ordered at the same time. Patrick Cecil offered to volunteer to take minutes at the April Club meeting while Joan is out of town.

Road Captain #1 Sarah Hill reported the April Ride Calendar has 86 rides listed. The Reach-the-Beach (R-t-B) rides are continuing. Cindy Bernert-Coppola's Thursday Slow Hill will continue in April. The Tuesday and Thursday evening rides have restarted after their winter hiatus. The April schedule includes two Bike MS Training Rides, two mountain bikes rides led by John Joy, and Salem Bike Club's Monster Cookie on April 29. Monster Cookie is on the PWTC approved mileage list. Sarah is tracking the number of new ride leaders to determine how successful recruitment tactics have been.

Road Captain #2 Patrick Cecil reported rides seem to be well attended despite the wet weather. He also remarked on the very full calendar of rides in April.

Member-at-Large Eric Hendricks and Jeff Marshall had travelled down to Arizona and enjoyed the hospitality of PWTC member Roger Harris and rides in the Tucson area.

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

Member-at-Large Pat McManus reported meeting a new member on Saturday's Ride who remarked how much he enjoys wintering in Portland and riding with the Club (the member lives in Michigan!).

#### COMMITTEE REPORTS

There were no Committee Reports given at this time.

#### CONTINUING/UNFINISHED BUSINESS

Safety Committee Update: Pat McManus, Chair, had emailed the Committee's compiled written report and recommendations to the Board members. She reviewed the Measurable Objectives section and then asked the Board to focus on the 20-point Tactics section for tonight's discussion. At the conclusion of a very interactive and thoughtful discussion by the Board and Committee members, consensus supported the Committee's ongoing efforts and made recommendations of ideas felt to be a priority and able to realistically be implemented. Specific areas to go forward with at this time were:

- Return of the QR's Safety Spotlight column using multiple authors to address specific safety concerns.
- The Safety Committee should proceed with defining a procedure addressing situations of reoccurring unsafe/reckless behaviors (point #14 under Tactics). Pat indicated the Committee would work on a draft to be presented at the April Board Meeting.
- Creation of Ride Leader Workshops to obtain ride leader feedback, create a 'tool kit' of skills to assist ride leaders in providing safe cycling environments, and train new ride leaders as needed.
- Consider the long-term formation of a 'Safety Committee' to work in collaboration with the Road Captains.

This discussion lasted for approximately 45 minutes.

Pioneer Century Update: Brian Hammer, Event Coordinator, reported 32 registrations so far, which is about the same number as this time last year.

Token of Appreciation Policy (Event Coordinator Compensation/Remuneration): Consensus to change policy wording to 'Token of Appreciation' was accepted. It was noted current wording restricted awards to only Event Coordinators and there were notable situations in which a member's contributions may

not be within the confines of an Event Coordinator's role. Additional wording was recommended. A third draft will be presented at the next Board Meeting.

Club Picnic Aug. 5: Ashley requested formation of a committee to help plan the picnic. Consensus was for her to go forward with recruiting members for a committee. She confirmed it would be a potluck format and previously made reservations had been cancelled with the caterers.

## NEW BUSINESS

2018 STP Contract: Corey Eng, Event Coordinator, had previously sent Cascade's 2018 STP contract to Board members for review to accept before the March 29 deadline. Except for event date changes and an additional number of free event passes, the contract was the same as 2017.

A MOTION was made by Lori Buffington to accept the 2018 contact as written. Sarah Hill seconded the motion. Motion passed unanimously.

Insurance Coverage Related to Tuesday and Thursday East Side Evening Rides: Because of some non-conformities being used on the Tuesday ride sign-ins and the number of non-members who participate on both of these evening rides, Chip's contact with our insurance carrier resulted in the following clarifications:

- The insurance company requires the Release of Claims waiver to be at the top of each sign in sheet, even on second pages, giving those signing in opportunity to read the waiver. Patrick shared an example of a proposed redesigned sign-in form with the adaptability to conform to this requirement.
- A pre-printed form with names of frequent riders was acceptable as long as the riders signed their names. Initialing or checking off a box was not acceptable.
- Non-members who sign the ride sheet waive the right to bring action and agree to not hold the Club liable.
- Non-member ride participants who ride with the Club are only covered under our insurance on their first Club ride.
- There is liability coverage in the event of property damage or personal injury to a third party involved in an incident regardless if the rider is a member or not.
- Modest medical expense coverage is secondary to the injured person's own primary medical insurance coverage pay out.

An electronic sign-in procedure did not seem practicable for our rides at this time.

Ride Leader Qualifications: Sarah and Patrick have been working on several issues related to educational material for the Ride Leaders.

- Ride Leader Qualifications: The Board reviewed their draft and consensus was for them to continue to refine wording on the document.
- Five Ride per Day Limit: The 5 ride per day limit was arbitrarily set, historically, to prevent overloading one particular day with too many rides and resulting in low attendance at each of the rides. Discussion ensued regarding the desire to have a balanced schedule of rides based on distance, terrain difficulty, start locations, and theme.
- Map Library: Sarah did not think the on-line map library was being utilized. It had been acknowledged in the past that the library was lacking a search criteria function that was user-friendly in locating a particular map based on start location or other ride criteria. Most ride leaders appear to have their own maps and send as an attachment when submitting a ride to the Road Captains for posting on the calendar. Sarah noted it was a rather time consuming job to sort and maintain the files and update the Meta file. She encouraged the use of Ride with GPS.
- Ride Leader Training Workshop: Consensus was to go forward with setting up a ride leader workshop for both seasoned and new ride leaders as this also overlaps with the Safety Committee's proposal. It was suggested to hold the workshop prior to a Club Meeting. Eric Hendricks volunteered to head up the first workshop.
- New Ride Leader Information Page and Form for Submitting a Ride: Sarah recommended combining the Ride Leader Check List and Information into one page.

Club 'Tags' on New Bikes Sold in Shops: Ashley opened this short discussion about VBC's proposed marketing technique of adding 'free membership and free cup of coffee' coupons on new bikes sold in some of the local bike shops. Discussion brought up whether the financial gain (member renewals) outweighed the cost to produce the materials, carry a non-paying membership on the roles for a year and whether such a tactic produced sustainable recruitment for new active members. Ashley indicated she would follow up with VBC on their results of the new program.

Corey mentioned it appears most new riders find the Club by searching for ride information on the web.

Vice-president Ashley Reynolds adjourned the meeting at 8:57 pm.