

PORTLAND WHEELMEN TOURING CLUB

Executive Board Meeting Minutes

April 23, 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 and Mark Hartel.

President Chip Kyle called the meeting to order at 6:33 pm at Legacy Emanuel Hospital.

Seating of Visitors: Chip welcomed Brian Hammer and Mark Hartel to participate in tonight's meeting. Items for discussion regarding Token of Appreciation Policy and proposed theme rides with destinations featuring alcohol were added to the agenda. The amended agenda was accepted without objections.

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

TREASURER'S REPORT

Treasurer Corey Eng distributed the 2018 April Account Summary, a comparison summary showing 2017 and 2018 numbers, and a P&L comparison of January-April 22 for this year. Balance in the operating accounts stands at \$42,655.96. Wells Fargo has released \$9,000 from the secured cash collateral account, leaving a balance of \$9,000 in that account. Corey's goal is to bring the amount down to \$1,500 to cover the remaining two Club credit cards. The 2017 and 2018 P&L summaries show vastly different totals for this time period due to the timing difference related to when STP Bus monies were entered in Quick Books. The timing for the donation payouts also affected the differences between the two years' accounting. A MOTION was made by Patrick Cecil to accept the Treasurer's Report as given. Sarah Hill seconded the motion. Motion passed unanimously.

BOARD MEMBERS REPORTS

President Chip Kyle reported on the following:

- The Springwater Bike Path between the Sellwood Bridge north to the Oaks Bottom connector path running up to Milwaukie Avenue will be closed from July 1-October 31 while a culvert is placed to connect the Oak Bottoms wetlands to the Willamette River. The City's suggested detours are on the neighboring street to the east or cross the river via the Sellwood Bridge and follow the bike path on the west side of the Willamette River.
- Monster Cookie is this Sunday, but the forecast looks wet.
- An article has been written for the QR regarding the Club's medical insurance coverage of accidents during a Club ride. It was suggested this information be posted separately on the website and Sarah indicated it would be added as an FYI to the Ride Leader's instruction page.
- It was noted there has been an improvement in the quality of the Ride Leaders' safety announcements at the beginning of rides.
- Cindy Bernert-Coppola has stepped forward to assume the Membership Secretary role when Lori Buffington steps down at the end of the year and help with moving the membership function over to the web site.
- Steve Price has submitted a posting for the website welcoming E-bikes on PWTC rides.

V-president Ashley Reynolds reported her last Sunday's Lake Oswego ride was posted on Bike PDX. She felt the site could be a good source to post other PWTC rides. The local blog site Shift (shift2bikes.org) was another venue to self-post both our rides on their calendar and promotion of the Pioneer. She would like to further explore the concept of reaching out to employees' wellness programs that offer cycling as a part of their program. Ashley agreed to follow up on Sarah's query regarding whether the Street Trust could be a resource for promotion of our rides.

Membership Secretary Lori Buffington reported 415 memberships and 562 total riders/family members. Ten new riders were gained in March. The Club received a \$50 donation from the family of member

Dave Larsell, who recently passed away. Thank you notes were received from FHCRH and NW Bicycle Safety Council for recent PWTC donations to their organizations.

Recording Secretary Joan Cullen thanked Patrick Cecil for taking minutes at April's Club Meeting. It apparently turned out to be a very lively meeting and put his skills to the test.

Road Captain #1 Sarah Hill reported the May Ride Calendar has 81 rides listed. She reported on the following scheduled events.

- May 20th is in need of rides at this time. The one ride originally scheduled has been cancelled.
- Tuesday, May 8, has a special ride to Gresham's Jazzy Bagel for a dedication of their new bike racks.
- The Saturday AM Medley will go on summer hiatus at the end of May.
- The Welcome Ride Series has added 3-4 rides per month through the summer.
- The Cystic Fibrosis Association has asked if we could offer training rides in preparation for their fundraiser on July 14. Benn Schonman agreed to add them to his currently labeled MS Training Ride series.
- Reach-the-Beach is taking place May 19.
- The first Ride Leader Workshop is scheduled for Thursday, May 3, at 5:45 pm prior to the Club Meeting. The focus will be to open conversation with the ride leaders regarding their concerns and need for safer riding techniques. Eric Hendricks and Sarah Hill will be the moderators. RSVP's are required to help with refreshment planning.

Road Captain #2 Patrick Cecil has been reviewing and updating the Ride Leader email list. He reported only about 60% of recipients open the monthly mail chimp notice recruiting rides. He is asking for suggestions that could be implemented to encourage recipients to open the emails.

Member-at-Large Eric Hendricks remarked on the good riding weather for we've been experiencing. He noted Ride Leaders Bud Rice and Bob Johnson have delivered good pre-ride safety briefs.

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

Member-at-Large Pat McManus thanked Mark Hartel for adding the calendar function allowing users to click on the "add to my calendar" button, which transfers the ride information to the user's personal calendar.

COMMITTEE REPORTS

There were no Committee Reports given at this time.

CONTINUING/UNFINISHED BUSINESS

Token of Appreciation Policy (Event Coordinator Compensation/Remuneration): The final version of the policy had been distributed to the Board. Chip called for a vote to accept this final version. Sarah Hill so moved and Pat McManus seconded the motion. Motion passed unanimously.

Pioneer Century Update: Brian Hammer, Event Coordinator, reported payment from EventBrite looked better than for this same time in 2017 due to use of a different system of accounting. He remarked that paid registration from members was very small. It was pointed out the majority of members volunteer at the event and, therefore, ride for free. Marion County acknowledges they have our permit application but have not yet signed off on it due to personnel being on vacation. VOLUNTEERS are needed – particularly SAG drivers and people to do road sign placement. The May Club Meeting is the last chance to recruit as the event falls before the June meeting.

Safety Committee Update: Pat McManus, Chair, had emailed Board Members additional Committee thoughts and a draft of the proposed disciplinary letter. Each member was given opportunity to voice opinions, concerns, and suggestions regarding the topic.

Ideas shared:

- Establish education and awareness programs for both ride leaders and riders.
- Define terms to identify various levels of unsafe riding (personally annoying, sporadic poor riding or unawareness of surroundings, and riding in a truly reckless and illegal manner).
- Establish guidelines for a process for filing a complaint to the Board and ensure this process is non-discriminating and fair.
- Establish a safety committee and identify members who could guide members through the complaint process and assist with the claim filing process with our insurance company.
- Encourage on-the-road communication between riders to address unsafe actions in a timely manner.
- Development of a tracking system to keep data on the number and type of accidents that occur for both Club and insurance company records.

Chip summarized discussion points, many of which were repeated by board members, as follows:

- The disciplinary letter presented to the Board was too intense and it was felt it created a negative impact and impression of the Club.
- A strong, consistent, and repetitive education program involving the Ride Leaders and members is a good starting point.
- Awareness – speak up when an unsafe incident occurs. It is everyone's responsibility to speak up and comment in a positive fashion when unsafe behavior is observed.
- The quality of the Ride Leaders pre-ride safety comments is very important.

Next steps: Although the discussion did not result in a specific procedure at this time, consensus was to begin at the Ride Leader level by creating an education program for teaching and emphasizing safer riding behavior. Unsafe incidences can initially be addressed in a non-confrontational person-to-person encounter and then presented to the Board for further intervention as needed.

This discussion lasted for approximately 45 minutes.

NEW BUSINESS

Website Update Related to Membership Secretary Functions: Mark Hartel reported the Website Committee has been focusing on merging the data from Lori's access program to the website. Members will sign up on-line and retrieve new members materials via their personal member account. Hard copy packets will no longer mailed. Dues will be paid via Pay Pal. However, in consideration of the few current members who do not have computer or printer access, a short-term alternative to assist these members will be worked out. Target date for completion of the merge is set for the end of the year. Statistics for membership reports will still be obtainable. The decision whether 'family' memberships remain or not will need to be reached before implementation. Limiting memberships to 'individual' only would simplify the function. The Board will review this issue at a later date. Although the project is adding an additional function to the site no additional purchased time from the web designer will be needed beyond our maintenance agreement monthly allotment. (Thanks Mark, Alan, and Cindy!)

Minors on Club Rides: Chip reported minors are allowed under the following condition:

- A minor may participate on a Club ride if the legal guardian is a Club Member and has signed the membership waiver form or signed the Ride Sign-in Sheet waiver.
- A non-member minor may not participate on the ride without their legal guardian signing the waiver and being present on the ride.

Mid-Year Candidate Slate: Positions open for election at the June Club Meeting are two 1-year Member-at-Large positions and the 1-year Road Captain #2 position. Chip reported both Pat McManus and Eric Hendricks are interested in running for re-election. Patrick Cecil, who has been on the Road Committee multiple years, indicated he would step down if another volunteer is found.

Membership – Dues and Types: Due to the late hour, Chip requested this subject be tabled until next month. There were no objections.

Proposed Rides Traveling to Venues Serving Alcohol: Following up from the April Club Meeting discussion, Chip checked with our Insurance company regarding the Club's liability if a ride features a stop on route where alcohol is featured: The Club would be liable if we sell the alcohol, but the liability would pass to the venue if the riders buy it from the vendor. However, this could place the Club in the position of needing to monitor consumption amounts and effects on ride participants on the return route. In the instance of the Harvest Century, which features wine stops on their routes, because riders sign their waiver, HC is assuming the liability under their event insurance. This created a very lively note to end the meeting but no conclusive guidelines were proposed. The Road Committee was encouraged to bring this type of ride to the Board to review for a final decision whether to accept the ride or not for the calendar.

Lori notified the Board, due to her work schedule, she would not be in attendance at either the May Club or Board Meetings.

President Chip Kyle adjourned the meeting at 8:53 pm.