

# PORTLAND WHEELMEN TOURING CLUB

## Executive Board Meeting Minutes

February 27, 2019\*

Respectfully submitted by Joan Cullen, Recording Secretary

Attendees: Pat McManus, Ashley Reynolds, Corey Eng, Cindy Bernert-Coppola, Joan Cullen, Rob Schroeder, Eric Hendricks, Alan Coppola, Dave Ek, and Scott Poindexter.

President Pat McManus called the meeting to order at 6:29 pm at Legacy Emanuel Hospital.

Seating of Visitors: Pat welcomed members Alan Coppola, Dave Ek, and Scott Poindexter.

A MOTION to approve the January Executive Board Minutes as distributed was made by Cindy Bernert-Coppola and seconded by Eric Hendricks. The motion passed unanimously.

### TREASURER'S REPORT

Treasurer Corey Eng distributed the 2019 Account Balance Summary ending February 25, a comparison Balance Sheet summary showing 2018 and 2019 numbers, and the P&L comparison of January 1-February 25, with the same time period in 2018. There is \$50,737.60 in the operating account with outstanding checks totaling \$517, leaving an available balance of \$50,220.60. The checking account (Pioneer) still holds \$335.60 and the business savings account is at \$4,273.43. Total available funds are \$55,346.63. The current 2019 Balance Summary now reflects the additional \$17,000 released from the secured account Wells Fargo required to cover the Club credit cards. All cards, except for one that has a limit of \$1,000, have been turned back in and cancelled. Corey reviewed the breakdown of the Awards Banquet expenses and revenues and how it compared to last year. Attendance was about the same; 126 this year vs. 134 last year. Expenses for this year were only slightly lower.

After a brief discussion regarding the frequency of facility use (parking and bathrooms) at Our Savior Lutheran Church, a MOTION was made by Joan Cullen and seconded by Eric Hendricks, to donate an additional \$250 to Our Savior Lutheran Church. The motion passed unanimously. The \$250 added to the already donated \$750 to the Church at the December Board Meeting, brought the 2019 donation to the church to the same level as donated in 2018.

### BOARD MEMBERS' REPORTS

President Pat McManus reported on:

- An update of Milan Kavanagh's post-surgery status was given. Emails and cards would still be greatly appreciated as her recovery continues.
- Pat thanked Cindy for stepping in and getting the March QR out. It became a group effort in the wake of the newest editor's recent resignation.
- Marci Ray will be arranging refreshments at the March Club Meeting while Bud Rice is vacationing in Tucson.
- Hood to Coast organizers have reached out to PWTC asking for the Club to provide 'night guides' (5:00 pm-2:00 am) to their runners along the Springwater. Following a brief discussion regarding the past difficulty to recruit volunteers to cover this duty it was decided to decline the request.
- Columbia Century Challenge organizers had inquired if PWTC would be interested in partnering with them for their ride on June 15. Following a brief discussion it was decided to decline the invitation.
- Board members were asked if they wished to automatically cancel meetings when Portland Public Schools closed due to bad weather. Consensus was to review our meeting cancellations on a case-by-case basis.

V-president Ashley Reynolds reported winter weather and her vacation had kept her off the bike. She had been posting pictures to PWTC's Instagram account. There are 101 followers with about half of them being non-Club members. The March QR would feature an article regarding Instagram. She, Dick

Weber, Ann Morrow, and Kathleen Hellem would be attending the Sellwood Bike Gallery's Reach the Beach Party on February 28 to promote PWTC's RtB Training series. There had been a problem with the ride on the 16<sup>th</sup> having a much faster pace than posted in the ride description, although the 55-mile option did offer a slower paced group. It was thought the pace should be listed as 'moderate' as opposed to 'leisurely'. Modification to the pace descriptions as well as a warning from the Ride Leaders to participants that there could be a faster paced group was suggested. There was also clarification that the Sunday Ride Leaders who choose to tag their rides as 'RtB Training rides' are not expected to offer anything different in how they run their ride. Pat asked the Road Captains to look at how the rides are described on-line and if the descriptions could be improved to reflect a more accurate ride expectation for participants.

Membership Secretary Cindy Bernert-Coppola reported on the following:

- The Club has 440 memberships and 596 total riders/family members. Since December 30 there was an increase of 3 memberships.
- Brochures for the Inland Empire Ride on May 11 have been received and would be available at the Club Meeting.
- Cindy is in the process of updating the Club brochure. Board members were asked to review and send her suggestions. The section with the membership form and fees will be dropped since sign up will only be on-line in the near future.
- The March QR will go out tomorrow.
- A membership list will be retained for comparison to the new on-line membership database once it has been released.

Recording Secretary Joan Cullen had nothing to report at this time.

Road Captain #2 Rob Schroeder reported 68 rides on the March ride calendar, a bit down from last years 80 scheduled rides. Darin Swanson was working on the spring workshop. It was decided to hold it prior to the May Club Meeting. It was clarified that completed accident report forms are sent to the Safety Committee Chair. It was suggested information regarding completing an accident report form be added to the Road Captains' email blast.

Member-at-Large Eric Hendricks had not been riding due to the snowy weather. In his role of obtaining permits for STP from the City, he reported all applications have been submitted and his goal is to have everything completed by May!

#### COMMITTEE REPORTS

**Bike Safety Committee:** Eric indicated he would clarify and remind members at the Club Meeting that completed accident forms should be sent to the Safety Committee Chair (currently Steve Price). Completing and submitting the form does not automatically trigger the filing of a claim with the Club's insurance company. Filing with the insurance company helps protect the Club and may also be helpful to the claimant with costs their own insurance company does not cover (e.g., high deductibles). Pat asked if the Safety Committee could review our on-line accident report form. The March QR will contain an article regarding how to avoid road rash.

**Web Committee:** Alan Coppola reported the Committee had met with Robert the web developer last week and the following timeline for release of the new site was being planned for:

- March 23, data entry on the current site will be limited. Any content submitted after this time, including rides, will need to be manually re-entered onto the new site.
- March 24, content on the current site will be copied and entered on the staging site.
- March 24-April 4, testing and manual entry of family members will occur on the staging site.
- April 5, the new site will go live resulting in only one database.

Since the new website will have a slightly different appearance, a power point presentation introducing the new look is being planned for the May Club Meeting. As with any project of this type, date adjustments may be necessary.

Pioneer Century 2019: Pat reported the Exploratory Committee has 5 members and Brian Hammer, Chair, would be putting together a meeting in the near future.

#### CONTINUING/UNFINISHED BUSINESS

Board Members' Dues: A final decision regarding which positions should have their membership compensated was not discussed at this time. The Web Committee was able to develop a 'coupon' code to discount \$35 for use at the time a compensated member renews; however, in the case of family members, the additional \$15 will need to be paid. Non-use of the coupon is an option if the compensated director/officer chooses not to use the discount. Addition of a 'donation' button still needs to be looked into.

July Club Meeting Cancellation: The July meeting falls on the 4<sup>th</sup> of July. Due to family gatherings and festivities elsewhere it was decided attendance most likely would be quite low. It had been proposed to move the meeting to the 11<sup>th</sup> falling between the STP Pizza Party and STP weekend. It was felt it would be too chaotic to combine the business meeting and the volunteers' pizza party. After discussion Eric Hendricks made the following MOTION to dispense with the July Club Meeting. Cindy Bernert-Coppola seconded the motion. The motion passed unanimously.

Quick Releases New Editor Recruitment: Pat reported having inquires from two interested individuals; however, one was from a non-member. There was a brief discussion regarding the duties of the editor (edit content that has been received, create a monthly spread sheet of items to be featured each month, format the mail chimp email, add pictures, work with Cindy regarding placing articles on the website and having the newsletter link to the articles, etc.). Submission and creation of articles would need to come from members (Top Talk, Safety Committee articles, meeting announcements, Member Mirror, articles of interest, etc.) Pat will be following up with the member who had expressed interest.

Club Picnic, August 4<sup>th</sup>: Pat has reserved the same site at Columbia Park. Ashley and Scott will be heading up the committee. Since members seemed to enjoy the potluck last year, planners will take that into consideration. Stay tuned for updates.

Historian's Records: Brief discussion was held regarding the possibility of archiving some memorabilia on-line. Printed copies of the QR had stopped as of January 1, 2019. Cindy reiterated Patty Mooney would not be moving for another 6 months so there is still time to formulate a plan. Whether or not we continue to have a Historian is still in need of discussion.

Filmed by Bike Advertisement: Ashley reported our ad space has been reserved for the event. She was considering ideas at this time. Since there were already some good pictures on our Facebook site, these could be used in the advertisement. The deadline for the final submission will still give time to edit artwork depending on the results of the Club name change vote.

Logistics for Club Name Change Vote: Discussion yielded the following ideas. The process will be finalized at the March Board Meeting:

- The motion would be included on the ballot along with space for a 'yes' or 'no' vote.
- A pre-printed ballot would be given to members after they check in. One ballot per member would be allowed. No proxies allowed. Joan volunteered to develop the ballot.
- Members could sign up on meeting night to deliver a 2-minute commentary. Additional comments may also be posted on the PWTC Group Facebook page. Total time set aside to hear comments is yet to be determined.
- Casting of ballots would begin after the meeting is called to order. There would be an announcement when voting closes to ensure all votes have been cast.
- Three members (1 board member and 2 members) would be pre-selected to count the ballots. Three names were suggested. Pat would follow up.
- Pat would announce the final results before the meeting is adjourned.

#### NEW BUSINESS

Householder Donation: The \$3,500 donation from the Householder estate has been received. It was Ron's wish the Club spend it in a way the membership could enjoy. Several ideas were suggested (a ride/catered picnic in a rural setting, cover expenses for more pizza nights at Club Meetings, gathering at a brew pub after a ride, ??). It was suggested to offer the event in September. Whatever the event, it would be advertised as the 'Ron Householder Memorial Ride' in his honor. Ashley and Scotty were asked to consider spearheading the event once it has been decided upon.

Non-PWTC Events for Ride Mileage: The Board reviewed the list of nine rides submitted by members. Following discussion a MOTION was made by Joan Cullen, and seconded by Eric Hendricks, to accept the following non-PWTC event rides for Club mileage:

- Monster Cookie, Sunday, April 28, Ride Leader: Pat McManus
- Reach the Beach, Saturday, May 18, Ride Leaders: 55-mile route, Ann Morrow; 100-mile route, Scott Poindexter.
- Strawberry Century, Saturday, June 8, Ride Leader: Ann Morrow
- The Gorge Ride, Saturday, June 22, Ride Leader: Dick Weber
- NW Tandem Rally, Thursday, July 4-Sunday, July 7, Ride Leader: Armond Anderson
- Ride to Defeat ALS, Saturday, July 20, Ride Leader: Chip Kyle
- RACC, Saturday, July 27, Ride Leader, Stacy Barbadillo
- Cycle Oregon, Saturday, September 7-Saturday, September 14, Ride Leader: Armond Anderson
- Harvest Century, date not yet announced, Ride Leader: Kathleen Hellem

Motion passed unanimously. At a later date, if submitted, the Board will consider one additional ride. Ride leaders need to submit ride information to the Road Captains for posting in a timely manner. Members participating in the rides are required to pay all ride fees and observe rules of the event.

City of Gresham Kick-Off Party for May's Bike Month: Cindy had received an email from Gresham's event organizer inviting representatives from the Club to attend their kick-off party on April 25. Cindy will forward the information to Board Members.

President Pat McManus asked if there were any additional comments; hearing none, she adjourned the meeting at 9:05 pm.

\*The originally scheduled February 25 meeting was rescheduled due to forecasted bad winter weather and expectations of poor travel conditions. J. Cullen, Rec. Secretary.