

Portland Bicycling Club
Board Meeting Minutes
April 19, 2023

Members present: Ann Morrow, Vice President (presiding); Corey Eng, Treasurer; Doug Myers, Member-at-Large; Richard Higgins, Member-at-Large; Todd McCollum, Road Captain; Rob Schroeder, Road Captain; Dave McQuery, Member-at-Large; Alan Mevis, Member-at-Large; Christi Horton, Membership Secretary

Guests : Eric Hendricks, Lynn Blanchard, Joan Cullen, Benn Schonman

Absent: Mark Barnes, President; Kathleen Hellem, Recording Secretary

The meeting was called to order by Ann Morrow at 7:00 p.m. Kathleen had arranged for Christi to take the Board Minutes in her absence - but Christi was 20 minutes late, so Doug graciously agreed to take the notes for the first part of the meeting.

The March 15, 2023 Board Minutes were approved (motioned by Rob, seconded by Todd).

Guest Report on STP by Eric Hendricks - Eric reported on the progress of the STP: they are currently projecting 4,800 riders for this year. Permitting has been completed (except for OLCC and PBOT). Skyview High School has agreed to work luggage and bike loading again. Arrangements have been made with American Barricade and Doubletree. Items that are still pending include: volunteer parking, a medical tent, and PBOT permitting street closure for Tri-Met. Eric reported that Bill Hamilton had 121 Friday bus tickets sold at last count.

Board Member Reports

Treasurer's Report - Corey reported that the club is solvent and the bills have been paid.

Road Captain Reports - The road captains report that the Pioneer Century posters have generated calls regarding our regular club rides. The need for all riders to sign-in at all rides was discussed and emphasized. Ride leaders who post rides on our Ride Calendar need to comply with the sign-in requirements (either on-line or by having a hard copy sign in sheet at the beginning of their rides).

On a related note, non-members need to be clearly messaged that club insurance only covers them for their FIRST ride with the club, not subsequent ones. When they sign up, they should acknowledge that they have read the insurance information. Todd mentioned that for on-line sign-ups people do have to click to accept the club Terms and Conditions. The Terms and Conditions link includes a liability waiver but not any specific insurance language. Perhaps it should be added there? Ann suggested that this is a complicated issue which we might want to run by the League of American Bicyclists representative who will be in town soon to see if he/she has any advice.

Member-at-Large Reports - Dave McQuery reported that he has gotten all the permits for the STP in principle, but he is still waiting for final approval from the Traffic Engineer and payment of the final fees for the STP finish line. He has also submitted an article to Lynn for the QR asking for volunteers for the Banks-Vernonia trail work parties that are being organized. He might also, as suggested by Ann, write something up on his 80th birthday 80-mile ride. Dave has set up eight STP training rides on the calendar, and Lynn has agreed to lead one over Memorial Day weekend when Dave will be doing the Gorge Ride.

Membership Report: Christi reported that there were 446 members as of April 19, which is up ten members net since the beginning of the month at the club meeting, but still down about thirty as compared to 477 members a year ago. Eight new people have joined in April so far. Christi recently reached out via email to people whose memberships have expired in the past year to invite them to come back.

Old Business

Excess insurance for riders who are injured on club rides/Insurance policy number and website information - Alan Mevis recommended that we set up a separate tab just for insurance on the web page, and that it should be prominently positioned. It is important that American Specialty (AS) be informed “as soon as reasonably possible” after there is an accident that could result in a claim. We should use the Club’s ride accident form as one way to let American Specialty know that an accident happened, though the rider also needs to fill out American Specialty’s form as soon as possible (ideally within 90 days).

Dave McQuery supports advertising this information as much as possible, and he recommended putting it at the top of the QR newsletter every month. It is important to give members a repeated and easily accessible source of information on how to get the ball rolling in case of an accident. Christi agreed that the information needs to be available to people that need it, but that most people never do, so we don’t need to give it top billing all the time. Ann suggested again that the League of American Bicyclists representative might have some input on this.

Richard asked where the club accident report form goes when “Submit” is clicked. Alan responded that it goes to Cindy, who then forwards it to Alan as Chair of the Safety Committee. Then Alan usually reaches out to the person who had the accident. This would be another opportune time to make sure that the insurance information is given to the rider in a timely manner.

Christi mentioned that we could also consider re-designing the members’ Rider Cards to include some insurance information there.

Pioneer Century – Rob reported that the volunteer sign-ups are in good shape. He added four spots for Marion County safety signs, and two of them have been filled. There are only five spots left to fill (including the two safety sign spots). Rob has submitted an article for the May QR on this.

Doug reported that advertising for the Pioneer Century is going better than last year. Twice as many people have signed up so far as this time last year. The posters are great and Lynn’s artwork is wonderful. He recommends that we also go ahead with the \$500 cost of advertising

through Jonathan Maus's publication in the month leading up to the ride. If we get 12 riders from the ads, it will have paid for itself. No one objected.

STP Volunteers – Cindy wasn't present to talk about STP volunteer sign-ups, but there are definitely still lots of open spots. Ann suggested that we may be able to get more volunteers to focus on this once the Pioneer Century is out of the way. Christi suggested possibly having the STP volunteer sign up board available at the Pioneer Century start/end spot. Doug recommended that we use the Annual Banquet as a time to acknowledge people who have volunteered at the STP and the Pioneer, etc. It's important to express appreciation for volunteers and that may encourage people to continue volunteering.

Picnic – Ann reported that she thinks Khaliyah Williams-Rodriguez has it in hand. Khaliyah is planning to do a QR article about it.

Open Positions – Corey still would like to step down as Treasurer at the end of the year, but the club hasn't found a qualified, interested person to take over yet. We also need someone to run the STP Friday buses next year (Bill Hamilton is stepping down). Christi also signaled that she does not plan to run for Membership Secretary again at the end of the year.

As for the mid-term elections, Doug is not planning to run for Member-at-Large again, and neither is Alan Mevis. Both have served on the board for about 3 years. Rob Schroeder will run again for the Road Captain position.

T-shirts – Mark Barnes has been driving this process. Some of the issues raised include how much to order, how much to put in inventory (or whether everything can be made on-demand), and where to warehouse said inventory.

Rider Signature Archival Procedure – Todd McCollum is reviewing the issue of how long we need to retain ride sign-up lists for legal/insurance purposes and what we have been doing thus far. Todd has corresponded with Renee Waterson from American Specialty. She said that the length of time for retaining records is a state-by-state issue. Ideally, we should get legal counsel from someone in Oregon about this. Todd wondered whether we wanted to go that route? At one point we had a 10-year retention policy in place, but as the Statistician role has been passed along to new people it is not clear that this has been maintained. The situation is also different now since we have on-line sign-ups. Todd plans to discuss this further with Chip Kyle (current Statistician), George Ammerman (prior Statistician) and Mark Hartel (web committee) and make recommendations. Doug wondered whether we need to retain records for rides where we know that nothing happened. Alan pointed out that a lawyer would say you should retain them for as long as the statute of limitation runs in your state - but that will vary depending on the type of claim made.

New Business

Mid-Year Elections – Ann noted that the club will vote on Mid-Year Elections at the June meeting. As mentioned above, we will need to fill two Member-at-Large positions (since Doug and Alan will be stepping down).

Ride of Silence - Ann mentioned that she will be leading a "Ride of Silence" on May 17th this year, honoring cyclists who have been injured or passed away due to bike accidents on public roadways. This is a national ride organized by the Ride of Silence organization. Ann has listed

it on the ride calendar but does not want to publicize it too much beyond the club this year, just to keep it manageable.

The date conflicts with the next Board meeting and will continue to do so in future years since it is always on the 3rd Wednesday of May. Alternate May Board meeting dates were discussed. Dave moved to hold the May Board meeting on May 16 instead of May 17 this year. Alan seconded the motion, which was passed unanimously. Rob and Doug will get it on the Ride Calendar and provide links for Lynn to advertise this date change in the May QR newsletter.

Ann adjourned the meeting at 8:09pm.