

**Greater Eugene Area Riders (GEARs) Minutes from Board Meeting
Wednesday, December 7, 2016**

Time Meeting Called to Order: 5:30 PM

Meeting Place: Ax Billy Grill, Downtown Athletic Club, Eugene

Names of Meeting Participants and Absentees:

Present:

Steve Hecker, President
Lyn Gilman-Garrick, Vice President and Secretary Pro Tem
John Hofer, Treasurer
Dana Brownfield, Incoming Director at Large
Dave Zumbrunnen, Incoming Director at Large
Judy Duff, Outgoing Treasurer
Mike Cantrell, Administrator

Absent:

Jessi Stinson, Incoming Director at Large
Jim Wilcox, Incoming Director at Large

A quorum was present.

1. Corrections and Amendments to Previous Meeting Minutes

Vote: The board unanimously approved the minutes from the November 2, 2016.

2. Board Meeting Date, Time and Place in 2017

a. Date and Time:

The members of the board who were present for the meeting unanimously approved the **first Tuesday of each month, 6:30 PM to 8:30 PM**, as the meeting date and time for 2017. Steve will check with the board members not present to make sure they do not have any conflicts.

b. Place

Action Item (Steve): We can continue to meet at the Axe Billy Grill. However, Steve will also explore other options, including the Friendly Street Church of God, 2290 Friendly St, Eugene.

3. Board Packets

Steve, Lyn and Mike distributed new board packets to the incoming board members. Steve went over the packets briefly as a quick introduction to GEARS.

Agenda Item (Steve): At the board meeting in January, the board will spend 45 minutes to 1 hour reviewing the packets in more detail and discussing the history, organization, current state of affairs of GEARS.

Action Item (Mike): The board packets are not complete. Mike will collect and assemble the necessary pages for the meeting in January.

4. Committee Reports

a. Rides Committee: Steve and Mike

1) Chip Seal

Mike and Garry Swanson, Ride Committee Chair, compiled a list of the roads in Lane County that are very popular with cyclists and should not be chip sealed. They coordinated with Eugene Velo, another local cycling group, and with Richard Hughes, Willamette Valley Scenic Bikeway Advocate, to create the list which they gave to Orin Schumacher, Division Manager, Lane County Road Maintenance.

2) Sister Bike Club

Max and Valerie Rosenburg, GEARS members, gave a presentation to the Rides Committee in November about living and cycling in France. They and several GEARS members would like to start a sister bike club program with a cycling group in France. Their hope is that GEARS and the sister group could trade information, share homes and possibly coordinate tours.

Lyn suggested a program in September to announce the sister bike club program if the two clubs are ready to go.

3) REI All Out Day - Saturday, January 28, 2017

Wayne Beckwith, the Outdoor Programs Market Coordinator for REI, would like GEARS to sponsor one or more rides on REI's All Out Day on Saturday, January 28, 2017. REI is offering to help with promoting the ride and with providing gifts.

Dana thought she might be willing to help organize the rides.

One possible ride is the new Mill Race Trail which is an extension of the Middle Fork Path in Springfield and which is due to open on January 19, 2017

Action Item (Steve, Mike and Dana): Steve and Mike will take Wayne's request to the next Rides Committee meeting in December. Dana is invited to attend the meeting as well.

Agenda Item (January): Update on the All Out Day.

4) Confident Cycling Resources for Beginning Riders: Lyn

Lyn, Mel Huey and Mary Christensen from Arriving by Bike have been meeting to come up with ideas on how to offer assistance and encouragement to both beginning and not-so-new-but-nervous riders. Lyn gave an overview of some of their ideas, including a GEARS web page dedicated to Confident Cycling Resources, posters and handouts in bike shops, and regularly posting community classes and rides for beginners on GEARS calendar.

Agenda Item (January): Update on Confident Cycling Resources.

b. Budget Committee: Judy and John

1) Budget Report: Judy

Judy handed out a Consolidated Income and Expense Statement for GEARS from January through November 2016. Because the bRamble did not earn as much money as in years past, GEARS net income for the year to date was -\$2,515.66. However, GEARS Cycling Club Account has \$13,107.42 and GEARS Education/Blackberry Ramble Account has \$10,000.

2) New Blackberry Bramble Account and Signature Cards: Judy

Judy closed the old GEARs Education Account because of the hacking attempt in the August and opened the new **GEARs Education/Blackberry Ramble Account**. The name is slightly confusing. This account is now strictly the **Blackberry Ramble Account** but the bank required many more hoops and forms if the word "Education" was removed from the account name.

Action Item (Judy and/or John): Get Steve and Mike to sign signature cards for the new GEARs Education/Blackberry Ramble Account.

3) Policy and Procedures or Checks and Money Transfers

Action Item (Budget Committee) and Agenda Item (January): Because of the attempted hack of a GEARs account in August, the board asked the Budget Committee to devise a policy/procedure for writing checks over a certain amount (eg: two signatures required for checks over \$200?) and for approving money transfers from one account or bank to another (eg: confirmation by phone by the President and Treasurer?).

4) Another Layer of Security to Prevent Hacking - Board Member Emails

Mike said the board members emails are no longer visible on the web site. He has added an extra layer of security by giving each board member a **@eugenegears.org** email address which links to their personal email addresses.

5) Annual Reports Required by the State and Federal Governments

Everyone agreed that it needs to be made perfectly clear that the Treasurer is responsible for filing all required annual reports. Dave wondered if the Treasurer's duties, which are listed in the bylaws, should be either amended or appended to list the various required reports and their deadlines. At a minimum the list should be included in the board packets and updated annually.

Action Item and Agenda Item (Judy and John): Create a list of the required reports and their deadlines for the next board meeting.

6) Thank You Judy!

Judy received a much deserved round of applause for her work as treasure in 2016. She got us back on track with well-organized and easy to read financial reports. Everyone agreed she will be missed.

c. Advocacy/Education Committee:

1) Education

Lyn said she had been working on lining up programs for 2017. So far, the programs included:

- Wed. January 25th - Anita Christie, UofO Asst. Prof. of Human Physiology Cycling Over 50
- Wed. February 22nd - Cindy Smith Cycling through Russia and Eastern Europe with TDA Global
- Sun. March 26th - Jay Loew, Certified Fit Technician with Collins Cycle Shop Bicycle Fitting (2 sessions)
- Wed. April 26th - Marc Schlossberg, UofO Professor of Planning, Public Policy and Management - Redesigning Cities for People on Bikes

- Wed. May 24th - Toby McElravey, Garmin International Sales Manager - Using Your GPS

2) Advocacy

Steve was excited to announce that Jim Wilcox has revived and reinvigorated GEARs Advocacy Committee. Though the definition and scope of "advocacy" continues to evolve, Jim sees himself as a liaison between GEARs members and their cycling concerns and the local government agencies which deal with cycling issues.

5. Requests/Outreach

a. Representative on Eugene Active Transportation Committee (Steve for Jim):

The City of Eugene has asked if anyone from GEARs would be interested in serving on the Eugene Active Transportation Committee. Dave said he has contacted the city about this but has not heard back.

Agenda Item (January): Update from Dave about the EATC

b. Thank You to the Eugene Leaf Pick Up Crew (Steve for Jim):

Vote: The board unanimously approved \$50 to buy a food thank you gift for the Eugene City Leaf Pick Up Crew.

c. Bier Stein Raffle (Steve):

GEARs received a check for \$500 from the Bier Stein. They held a raffle for a cruiser bike and other goodies on Thursday, November 10th, and they gave the proceeds to GEARs.

Action Item (Lyn): Lyn will send a thank you letter for tax purposes to the Bier Stein.

6) bRamble Update

a. Manual from 2016

The manual is still not complete. Steve offered to help Paula Erickson and Dana finish compiling the manual.

Vote and Action Item (Steve): The board voted unanimously to set a deadline of **Monday, January 2nd, 2017** for the manual to be finished. (In time for the board meeting on Tuesday, January 3rd.) The board asked Steve to convey this to Paula, the bRamble Chair.

Action Item (Dana and Mike): Retrieve the 3 ring binders in the storeroom.

b) Planning for the 2017 bRamble

Agenda Item (30 Minutes in January): Steve raised and the board agreed that the following issues need to be addressed when planning for the 2017 bRamble:

- How should the bRamble be run? By one main coordinator or by committee or both? Candidates?
- How to address the reduction in ridership (which seems to be affecting clubs across the state)? What are the causes - competition and/or rising entry fees?
- Should the bRamble have a volunteer coordinator?
- Does the bRamble need so many road marshalls? Double shifts or longer shifts?

- Should the celebration be cut back or eliminated?

7. New Business - Creation of 2017 Board Google Group

Action Item (Mike): The board agreed that Mike should create a 2017 Board Google Group

Next Meeting Time and Place: Tuesday, January 3, 2017, 6:30 to 8:30, Axe Billy Grill, Downtown Athletic Club, 999 Willamette Street

Time Meeting Adjourned: 7:40 PM

**Respectfully submitted,
Lyn Gilman-Garrick, Secretary
Wednesday, December 14, 2016**