

**Greater Eugene Area Riders (GEARs) Minutes from Board Meeting
Tuesday, January 3, 2017**

Time Meeting Called to Order: 6:30 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, Director at Large

Jessi Stinson, Director at Large

Jim Wilcox, Director at Large

Dave Zumbrunnen, Director at Large

Mike Cantrell, Administrator

Al Hongo, Bicycle Way of Life,
Member/Guest

A quorum was present.

1. Introductions

2. Corrections and Amendments to Previous Meeting Minutes

Vote: The board unanimously approved the minutes from the December 7, 2016 meeting.

3. Board Orientation and GEARs Planning

a. Updating Board Notebooks

Mike handed out board notebooks to new board members and missing or amended pages from the new 2017 notebooks to everyone.

b. Roll of the Board

Steve gave a brief overview of the roll of the board of directors and Lyn mentioned that she had ordered copies of the Oregon Department of Justice's pamphlet "A Guide to Nonprofit Board Service in Oregon" to be handed out at the next board meeting.

c. Current Committees

1) Rides - Garry Swanson, Chair

2) Budget - John Hofer, Chair

3) Education and Advocacy - Jim Wilcox & Lyn Gilman-Garrick Co-Chairs

Jim noted that he has been very active in bicycle advocacy over the years and views his role as keeping the board and the club up-to-date on local bicycling issues and serving as a liaison between the club and the city.

d. Proposed New Committees

1) Executive Committee

Vote: The board voted unanimously to create an Executive Committee
The members of the Executive Committee include the officers (for 2017 Steve, Lyn and John) and the administrator (Mike)

The Executive Committee has four main responsibilities:

- Set the agenda for the board meetings
- Deal with emergencies that arise between board meetings
- Periodic contract review of Mike's contract
- Handle disputes between board members and maintain a smooth functioning board

2) Volunteer Committee

Everyone agreed that a Volunteer Committee (or at a minimum, a Volunteer Coordinator) is needed as currently there is a shortage of volunteers and no system in place for identifying, recruiting and coordinating volunteers.

Everyone also agreed that instead of creating a Volunteer Committee at this time, we should appoint an ad hoc committee, including John, Dana and Jim, to explore the issue.

Action Item (John, Dana and Jim) and **Agenda Item for February:** The ad hoc committee will meet in the next month to discuss volunteer problems and how best to address them, and present their findings to the board at the February meeting.

Action Item (Steve): Steve will email the ad hoc committee the list of essential volunteer jobs that was created last fall by the pre-Executive Committee which has been meeting to review Mike's contract.

4. Committee Reports

a. Rides Committee - Steve and Mike

1) All Out Day - Dana reported that GEARs has signed on to lead rides for REI's All Out Day on Saturday, January 28th. There will be a 28 mile route with 3 paces and 3 leaders. There will also be a 13 mile route slower ride along the Willamette River bike paths. All the rides will depart from REI.

2) Jerseys - The Ride Committee, led by Kirstin Yarris, has designed a short sleeved, zippered jersey to be manufactured by Primal Wear. They expect the jerseys to be ready this spring and the estimated cost to be \$65. There is some disagreement on this issue, but the jerseys will probably display the logos of GEARs sponsors.

b. Budget Committee

1) Treasurers Report - John

To prepare for his responsibilities as new Treasurer, John has been meeting with Judy Duff, past Treasurer, and the Budget Committee to review the club's income and expenses and accounting practices. John handed out a **Treasurer's Report: January 2017** which is attached.

In reviewing John's report, several areas of concern were identified:

- The bRamble Committee/Chair is responsible for creating a budget and keeping track of income and expenses. However, the Treasurer and the Board of Directors should maintain oversight of the bRamble budget.

- Currently, membership dues are not accurately recorded. They include not only dues, but money from other areas as well, such as the women's tour registration fees. John will work with Mike to correct this problem and to make sure John has access to the PayPal account.
- GEARs is losing money. The bRamble did not make enough money this year to cover club expenses. The club lost over \$3000 in 2016.

Action Item (John, Mike and Steve) and **Agenda Items for February:**

- John will amend the **Treasures Report: January 2017** to reflect changes suggested at this meeting and email it to all the board members
- John will finalize the 2016 year end budget which he expects to be the basis of the 2017 budget which will be discussed at the next board meeting.
- The Budget Committee will meet to discuss ways to increase income and reduce expenses in 2017.
- The Budget Committee will talk about the role of the Treasurer and the Board in relation to the bRamble Account and how best to work with the bRamble Committee/Chair

2) Check and Bank Transfer Policy

At recent board meetings, the board has discussed how to prevent fraud. The members asked Judy to research ways to protect financial transactions. After the board meeting, Judy approached Steve and Lyn to report that the bank had discouraged requiring two signatures for large transactions because it causes problems with their electronic banking system. Instead they suggested, that GEARs ask someone to perform regular audits.

Agenda Item: Independent quarterly audits to prevent fraud? If so, who would be best to conduct the audits?

c. Education/Advocacy Committee

1) Education (Lyn)

a) Upcoming Programs:

- 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

b) Confident Cycling:

Lyn reported that she had not done any work on the Confident Cycling program over the holidays, and will renew her efforts in January.

2) Advocacy (Jim)

a) Proposed Process for Board Consideration of Advocacy Measures

Jim handed out a proposal which he had drafted to help the board screen advocacy requests. There was a lot of discussion about the details of the proposal. In the end, the board agreed that the Executive Committee should review the proposal and bring recommendations to the February Meeting.

Action Item and **Agenda Item (Executive Committee)**: Review and revise Jim's proposal on screening advocacy requests.

b) Advocacy Request - Delta Hwy and Ayers Rd

Bill Aspegren, long time GEARs member, asked the board to write a letter to the city asking the city planners to take into account pedestrian and bicyclist safety when approving the new proposed housing division on Delta Hwy at Ayers Rd.

John suggested that the letter state that the road is actively used by cyclists and that the road, in its current state is marginally acceptable.

Al Hongo added that the letter could point out that improving the road for pedestrians and cyclists "enhances" the livability and value of the subdivision.

Steve stated that this is exactly the type of advocacy request that the board should endorse. He offered to write the letter.

Vote: The board voted unanimously to approve Bill's request and to have Steve write the letter with the points made by John and Al.

Action Item (Steve): Write letter to the city, circulate via email for final board approval.

c) Upcoming Advocacy Issues

Jim handed out a paper entitled "Officials Discuss Harsher Penalties for Distracted Drivers". He wants the board at the February meeting to consider writing a letter in support of the harsher penalties. This document is attached to the minutes.

5. Requests/Outreach

a. Representation on the Active Transportation Committee - Dave

Dave reported that his application to join the ATC had been declined. He will continue to attend meetings, however, and report back to the board.

b. Road Crew Thank You - Jim

Jim said he and Steve took a thank you present of food to the city road crew responsible for sweeping up leaves (and now removing snow, ice and down limbs). They were very appreciative.

6. bRamble

a. Planning Manual - Dana

Dana was sad to report that her father had recently died; so she was not able to complete the bRamble Planning Manual. She hopes to do so soon and will make sure she gets it to the soon-to-be-scheduled meeting of the bRamble volunteers (see below). Dana said that the manual will be available electronically as well as in three ring binders.

Action Item (Dana): Finish the manual by the meeting.

b. Process for Planning/Coordinating bRamble 2017 - Steve

The time is fast approaching to start planning the 2017 bRamble. However, at the current time there is no Coordinator or Committee to take the lead. There was a lot of discussion on the best way to get the ball rolling. Ultimately, Steve proposed that he call a meeting of all interested parties, including volunteers from past rides, to discuss the 2017 bRamble. He hopes this meeting will take place before the February meeting.

Many ideas were thrown out on how to involve more people, including incentives both financial and otherwise.

John and Mike suggested that Steve announcement the meeting in the January 13th newsletter and in a post to the GEARs Google group.

Action Item (Steve) and Agenda Item: Call a meeting of all interested people to discuss planning the 2017 bRamble. Report results to the February board.

7) New Items

a. Green Paint on Roosevelt - Jim

Jim said that he hopes the board will consider donating money to the city to buy green paint to use on the road at Roosevelt and Chambers.

Agenda Item (Jim): Donation to the city for paint.

b. Top 10 Road Hazards - Dave

Action Item (Dave and Jim): Dave and Jim are going to get together to discuss preparing a list of the top 10 road hazards in the area to be posted on the website and updated regularly.

Next Meeting Time and Place: Tuesday, February 7th, 2017, 6:30 to 8:30, Axe Billy Grill, Downtown Athletic Club, 999 Willamette Street

Time Meeting Adjourned: 8:30 PM

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