

**GEARS Greater Eugene Area Riders
Board Orientation Meeting with Dinner
5:30 p.m. - 8:00 p.m.
January 6, 2016**

Where: Hecker Residence on Friendly Street, Eugene, Oregon

Board members present: Steve Hecker, Lyn Gilman-Garrick, Judy Duff, Dana Brownfield, John Hofer, Mel Huey, Kristin Yarris, Mike Cantrell

Absent: none

Others present: Puma the cat

January Board Meeting Minutes _____

Meeting started after we ate some dinner and everyone had arrived — at about 6:00 p.m.

1.) Introductions (All)

We introduced ourselves and said a bit about our backgrounds and how long we had been a part of GEARS and why we joined the board.

2.) Overview of current GEARS programs and activities (Steve, Mike, Mel, and Lyn)

a.) Rides: We are the only club with year-round, regularly scheduled rides, usually T-Th-Sat-Sun, and we offer them in three groups of average speed.

b.) bRamble: We are known by the general riding public for this ride. New this year is that there is a bRamble committee that will meet monthly to organize the ride (headed by Paula Erickson and Nancy Brandenfels). January 18 is the next meeting.

c.) Annual rides and events: (Refer to misc. tab of board binder.) We discussed the current annual rides, as well as some ideas for new ones. Dana offered to do a semi-regular ride which would include a stop for lunch at the Spencer Grange. Other ideas included a progressive brunch ride, and a ride starting at ending at Agrarian Ales or other food and drink establishment.

*** Rides Action Item (Mike):** We need a rides committee to help Mike recruit more ride leaders, schedule rides, and come up with ideas for more special/annual/social rides.

d.) General Meetings and Programs: Lyn in charge as V.P. Lyn proposed a schedule of 6-8 programs and discussed them (refer to hand-out she made). Speakers, films, tours, training, mapping.

*** Decision made (unanimous):** We all agreed that first Wednesdays are good for board meetings.

e.) Safety Education: Mel discussed the diversion program for bike moving violations. Richard Hughes arranged it with the city — a monthly class for \$20 about the rules of the road and biking safety that ticket receivers can take to have their tickets reduced to \$10. Paul Atkins teaches it and

receives \$100/month from GEARS to do it. It costs \$5 in materials for each student. Depending on the number of people that take it, it loses or makes money.

***Safety Education Action Item (Mike and Mel?):** We need to market it more. One idea from Mike was to put the class information on our general club rack cards which are placed in bike shops and elsewhere, and Mel wondered if we could get bike shops to attach our rack cards to new bikes.

f.) Advocacy: We have been doing advocacy on an ad hoc basis. Row River trail underpass and letter re: Territorial corridor recently. Some advocacy causes controversy amongst the club members, like the Willamette corridor plan. In the past advocacy issues have torn the club apart a little. Judy said one way the club can support advocacy is to educate and encourage members to do their own advocacy. Also, is advocacy a way to get younger people involved?

***Advocacy Action item (Steve to include in a future agenda):** Should we have an advocacy committee? Discuss advocacy and the history of advocacy in the club more at a subsequent board meeting.

3.) Orientation to board binder (Steve)

We went right into Board member duties here...

4.) Officer/Board member duties (Steve)

Refer to bylaws, Article 4, page 8.

President: Presides over meetings, gets the agenda out, signatory authority.

Vice President: Takes over if President not available, chairs board nomination committee, in charge of general meetings and programs.

Secretary: Very important to record action items and who is responsible and when action needs to be accomplished. Record decisions made via email.

Treasurer: Bookkeeping, presents financial reports to board, banking, check writing. Judy said the treasurer works closely with Mike, who deposits ride membership money &etc. Two accounts — GEARS cycling club and the bRamble (known as the education account). Mike handles the PayPal account for the club.

At Large Members: TBD, but we will discuss at large members heading new committees.

General board duties discussion: Discussed making more decisions via email and not taking up board meetings with decisions about requests for donations, tabling events, or such. 5 days to "vote" on email decisions? Decisions made have to be unanimous? In bylaws it says they must be printed and signed by all members. Discussed making board members terms more than a year.

*** Action item (Steve to add to future agenda):** 1.) Discuss board voting rules - define majority. 2.) Revise bylaws regarding email decision making. (Review all bylaws? Bylaws last amended May 2014. 3.) Term limits of board members.

* **Action item (Dana, ongoing):** Dana to add email decisions to minutes.

* **Action item (Steve):** Process for dealing with requests for GEARs involvement in things.

5.) Proposed new committees/roles (Steve, All) (was agenda item #6)

Old board left this topic of committees to us to implement.

Rides Committee: To support ride coordinator, do things above and beyond what ride coordinator can do alone (remote start rides, meet up sorts of rides), recruit and support ride leaders, leading more event type rides, publicity support for rides, co-sponsor rides with other groups, bike trips (scenic byways or similar with camping or rented housing, mini tours). Kristin offered to be on the committee and recruit leaders and plan in-town event rides. Keep committee under five people.

* **Action item (Mike, by next meeting):** Mike will ask Garry Swanson to lead this committee and Jackie Murdoff to be on it.

Budget Committee: Budget more under control now, but still need a committee. Committee to help with bRamble monies, donations, grants, develop budget for revenue and expenditures, and fundraising/development (Kristin willing to chat folks up for money). Committee to explore increasing revenue by increasing membership dues and bRamble fees.

* **Resolution:** Budget committee to be Judy (chair), Steve, Mel, John, and Mike.

Charitable contributions committee (Advocacy Committee): Charitable contributions committee should be a part of an advocacy committee, and as such would include 1) educating the board and general membership about local bicycling non-profits 2) writing articles for the monthly newsletter, and 3) deciding how to allocate the money raised by the bRamble earmarked for donations.

Volunteer coordination committee: Get a spreadsheet of possible volunteers set up with contact info and what they would be interested in doing, including interest in leading rides.

* **Action item (John and Steve to meet, Steve to put on March agenda):** John and Steve will meet to chart a course on volunteer recruitment and coordination, including making phone calls to members to assess level of interest. This will feed into construction of a questionnaire for a future member survey. They will report back to the board in March for further planning on volunteer coordination.

6.) Budget overview (Judy) (at 7:40 p.m.) (was agenda item #5)

Steve taking over as a signer from Paula as President on general account (smaller of the two accounts). Should Paula be signer on bRamble/education account?? Currently only Mike and Judy are a signer on that account. Discussed why we have two accounts. Judy told us that the budget categories were revised in 2015 by Mike, Mel, Judy and Paula but categories can be changed again if needed. Income categories discussed. We would like more donations. Expenses discussed. Paula to receive budget items from bRamble committee on Jan. 18th and to present a

budget at the February board meeting. Mike said insurance cost went up 23%. Office expenses going up — room rentals going up. We used to have a free storage room, but now it is \$58 a month. Budget is \$1500 for advocacy/bike causes — we can't give more than that (though many would like to, as noted by Lyn). We need more income to give more. Steve thinks there needs to be more oversight by board over the bRamble expenses vs. income. Charge more for bRamble? Get more members for club? Raise dues? We have to figure out how it all adds up.

* **Action item (Steve/Lyn by February board meeting):** Agenda item for February: Paula presenting budget for bRamble.

* **Action item (Steve for next few board meeting agendas):** Agenda item for next few meetings: business memberships, get new ones, show to hit up for donations?

* **Resolution:** GEARs is donating \$50 for safety lights to U of O police to hand out to students caught with none.

(Skipped Agenda item #8 Medium/long term vision)

* **Action item (Steve, add to future agenda):** Discuss this agenda item at another meeting.

7.) Program Ideas (Lyn) (was agenda item #9)

Lyn gave us a page with her program ideas and discussed them — refer to that page for those details. There will be 6-8 programs and she would like some budget money to buy some snacks and refreshments for events (\$25-35 per event?). Some ideas to save money would be to have these meetings where we wouldn't have to pay for the facility, like a bike shop, REI or Ninkasi. Need to advertise them at bike shops, on our website, on our FB page, etc. Some places are free or reduced cost for nonprofits. We could have suggested donations to help with budget. We can get donations of drinks and stuff. Get them co-sponsored? Mel said he thinks there is a list of meeting places for nonprofits that he will try to find and send to Lyn. Dana mentioned she is in a book club with an editor of the Register Guard: Michelle Maxwell, Features Editor (michelle.maxwell@registerguard.com, 541-338-2272). Dana also knows someone who works at Clif Bars headquarters and might be able to swing some free Clif bars for events.

* **Action item (Mel, January):** Find list of meeting places free or cheap for nonprofits and send to Lyn.

* **Action item (Dana by March):** Ask Carl about getting some Clif Bars for bRamble and other events.

8.) General Discussion

Mike told us about a secure page on GEARs website for board members only. It will have documents, logos, letterhead, minutes, whatever we think should go there. He will send us a link and how to log in to it. He also reminded us about the Google Group for the board as a great way to communicate with each other easily (and it keeps a record in one place of all related emails). Should Nancy be in that Google Group? Everyone said yes.

Mike talked about other Google groups for public GEARS stuff and unscheduled and last-minute rides.

Mike stated a concern from one of the bike shops about non-current members using our discount. That particular shop is going to purge their system and start fresh.

* **Action item (Mike):** Send us the link to the private page on the website with our login info.

End of meeting (I didn't note the time other than it was after 8:00 p.m.; I will next time.)

Notes taken by Dana Brownfield, Secretary, GEARS