

## Greater Eugene Area Riders (GEARs) Minutes for Board Meeting

Tuesday, April 10, 2018

Time Meeting Called to Order: 6:34 PM

Meeting Place: Stellaria Building, 150 Shelton McMurphey Blvd., 2<sup>nd</sup> Floor Boardroom, Eugene

### Names of Meeting Participants and Absentees:

#### Present

Larry Diffie, President  
Steve Hecker, Vice President  
John Hofer, Treasurer  
Dave Zumbrunnen, Secretary  
Al Hongo, Member at Large  
John Reidy, Member at Large  
Jim Wilcox, Member at Large  
Mike Cantrell, Administrator

#### Absent

Jessi Stinson, Member at Large  
Karen Goodwin, Member at Large

#### Guests

None

A quorum was present.

1. **Introductions-** (Everyone was previously acquainted.)
2. **Minutes Approval-** A motion was made by Larry to approve the board meeting minutes for March 2018. The minutes were approved unanimously by voice vote.
3. **Committee & Administrator Reports-**
  - A. Ride Committee – Mike reported that the Committee met last month. Garmin–Ride with GPS Map Tracking/Sharing was the primary subject. (GEARs purchased a club membership earlier.) A message was sent to ride leaders and board members inviting them to sign up. (Al mentioned that he did not receive the message. Mike will send the invitation to Al at his preferred e-mail address at [ahongo@gmail.com](mailto:ahongo@gmail.com).) Mike said that bike ride route creation with Ride with GPS is ready to be made available to ride leaders. Members can interact with ride leaders to have routes added that they create using their own Ride with GPS memberships. (John R. and Al explained that members would need their own personal memberships to create ride routes because they are excluded from this function with the club's Ride with GPS membership.) Steve mentioned that Lyn is continuing to locate a speaker for a related educational program. She is interested in a presentation that includes GPS usage beyond cycling alone.

Mike said the Ride Committee is working on several special rides such as a progressive dinner ride and a ride along the coast. Participation by GEARs in the Ride of Silence is also being discussed.

Regarding PeaceHealth Rides Bike Share roll out on Thursday, April 19, the GEARs ride leader that day will truncate the scheduled ride and encourage riders to return to the kickoff area near the EWEB building (south side of DeFazio Bridge) to assist with a Founders' Ride. Several GEARs members will lead participant riders along a nearby bike trail route crossing the Willamette River. Al mentioned that gifts will be distributed to attendees. About 40 persons are anticipated. He said that PeaceHealth Rides appreciates assistance from GEARs. Larry asked whether ride leaders should discuss bicycling safety prior to the Founder's Ride. Al emphasized that such safety talks should be done and should be done perhaps more slowly and carefully to best communicate to novice bicyclists who are likely to among attendees. GEARs ride leaders also should ride the PeaceHealth shared bikes because photographs will be taken.

**Motion:** Steve moved that up to \$75 be made available for the Ride for Silence. The motion passed unanimously.

- B.** Administrator Report – Mike distributed the Quarterly Membership Report. Twelve new members have joined in the first quarter of 2018. The report indicated 19, 7, and 8 renewals for individual, household, and contributor memberships, respectively. GEARs has currently a total of 244 active memberships. Dave noted that the actual number of persons who are members is greater because 53 memberships were household memberships according to Mike's report. The number of persons who are GEARs members is thereby greater than 300. A general agreement arose that this membership number should be used when communicating to the public. Mike also distributed general information about liability insurance for directors and officers from the League of American Bicyclists. Dave had called to the attention of the Board a recommendation in a booklet (A Guide to Nonprofit Board Service in Oregon, Ellen F. Rosenblum, Attorney General, State of Oregon) that boards consider purchasing such insurance. Coverage is available for \$1M and \$2M coverage limits for \$550 and \$850, respectively. A purchase fee of \$25 is also required for either policy. The information states that, "Directors & officers liability insurance, broadly defined, covers legal costs, judgments and settlements resulting from suits and other legal proceedings brought against the entity's Board of Directors, Officers or the insured entity itself for allegations of wrongful acts, errors, and omissions."

**Motion:** Steve moved that GEARs purchase Directors & Officers Liability Insurance for a \$1,000,000 coverage limit and continuation of the policy be reviewed each January. The motion passed unanimously.

- C.** Education Committee – Steve reported about the March 28 educational program titled "The Future of Cycling in Eugene" by Reed Dunbar, Eugene Bicycle and Pedestrian Planner, and Lindsey Hayward, Eugene Bike Share General Manager.

Attendance was good and the audience seemed pleased with the presentations. An educational program titled, "Exploring the Wide Open Gravel Roads of Oregon" will be given at the Eugene Garden Club on April 25 by Ethan Stehley. May's program will be by Cindy Smith. She will describe her most recent trip about cycling in Southeast Asia. Additional programs are being planned.

- D. bRamble Committee– Larry reported that Devin McKinney has decided not to do additional remunerated work for the bRamble. A coordinator is still being sought. Steve said that ORBike.com may be retained for event promotion. Crow Elementary School will not be available for a rest stop due to a planned renovation. However, a nearby Crow Grange building is available for a \$200 fee. Additional equipment and portable equipment may be needed for this location. Equipment requirements will need to be assessed by the rest stop coordinator. A meeting is being planned for all coordinators. John R. suggested that such meetings be held often and Steve concurred.
- E. Volunteer Committee – Larry reported that Valerie Rosenberg and Janet Whitesides are making progress filling slots for volunteers. He anticipates getting an update soon.
- F. Advocacy Committee– Larry said that he provided a letter to the City of Veneta in support of a grant application for a paved multi-use path. The proposed path would be constructed on the west side of Territorial Highway from its intersection with Highway 126 to an area beyond an access point to a nature area leading to areas adjacent to the western reaches of Fern Ridge Reservoir. A cross walk across Territorial Highway would be added as well. Jim deferred discussion about Bike Month to later in the meeting. (See Section 5E.)

**4. Treasurer's Report-** The Treasurer's Report is attached below. In particular, John H. instituted a "no receipt – no reimbursement" policy [secretary's note: i.e.,  $(NR)^2=0$ ] to ensure compliance with IRS requirements for nonprofit organizations. Good record-keeping is a key expectation of such organizations. Board members expressed agreement and thanked John H. for formalizing this policy. He also called attention to a negative cash flow for the month of March of -\$1523 and a negative cash flow so far for 2018 of -\$2536. The negative cash flows were the result of early spending on the bRamble preparations and spending on club activities. Both expenditure amounts were greater than respective 2017 amounts. John pointed out also that the negative cash flows occurred even though revenues from membership fees increased and new monies were provided from Cycle Oregon. A brief discussion followed with a consensus emerging among board members that the negative cash flow is transitory and is reflective of the early months of the year.

#### **5. Pending Business-**

- A. Potluck and Social – Larry reminded the Board that a potluck dinner and social event is scheduled for May 5 at the Eugene Garden Club from 5:30 to 8:30 PM. The event is dubbed "Cycle de Mayo Potluck & Social." The earlier potluck dinner was well

attended. That event's success led to planning the May 5 event. Larry mentioned that such events give everyone an opportunity to get better acquainted.

- B. Board Articles for Newsletters – Larry reminded board members to offer articles for the monthly newsletters. Mike asked for articles by Friday, April 13 for the upcoming newsletter.
- C. Willamette Wanderers – Steve, Karen, and Larry met and the intention is to move forward. About 10 GEARs rides will be included. Steve said a web site has been developed. More information will be forthcoming.
- D. Cascade Bike Club – Larry communicated with Charlie from Cascade Bike Club with information provided by Al. Interactions are still tentative.
- E. “May is Bike Month”–Jim distributed information about various activities planned for “May is Bike Month.” He pointed out in particular the Business Commute Challenge scheduled for May 12-18. Friday, May 18 is specifically National Bike to Work Day and Ding Ding Bike Shop in Eugene will be holding an after-work social gathering for participants. The shop is located just behind the David Minor Theater on 5<sup>th</sup> Street near the 5<sup>th</sup> Street Market. Jim and Al suggested that GEARs financial support for the social gathering would be appreciated by the cycling community and participating businesses. They suggested covering the cost of a pony keg of beer and snacks (about \$80). John R. expressed concerns about GEARs funding a beer-drinking event. Dave agreed and thought that perhaps such events were part of Eugene's bicycle culture. Steve clarified that supporting the event was worthwhile because it fostered comradery in the cycling community and good relations. After more information was presented by Jim and Al and additional discussion, a consensus arose that GEARs support would be worthwhile for reasons stated and that the event is similar to other events where beer is also available.

Al reminded the Board that Friday, April 13 is the deadline to have GEARs participation indicated on Eugene's “May is Bike Month” web site.

**Motion:** In relation to the Friday, May 18 event at Ding Ding Bike Shop / David Minor Theater, Steve moved that GEARs cover the cost of a pony keg and a maximum of \$50 for snacks. The motion passed with no objections.

- F. PacificSource and Cycle Oregon – Larry reported that GEARs' proposal is in the undecided category. He is hopeful, but the proposal is likely among several that are competing for funds. GEARs will again volunteer for Cycle Oregon to assist at rest stops. One location is the Gap Road rest stop and another is to be determined. Each rest stop will need 10 volunteers. Steve will solicit for volunteers in an upcoming newsletter. GEARs is being given \$750 for each rest stop.
- G. bRamble & GEARs Jerseys – The bRamble jersey is still being designed. A draft design was deemed to be too minimalist for the 20<sup>th</sup> Anniversary bRamble. A design for a new GEARs club jersey has been completed. Larry presented a printed color rendering of the jersey. He raised a question whether both a bRamble jersey and a GEARs club jersey should be offered during the same year. Mike and Jim felt that

both jerseys are directed to different markets so doing both is okay. Steve suggested that only men's and women's short sleeve jerseys be offered so that GEARs does not become responsible for covering the costs of unpurchased items as occurred for the prior apparel order which also included vests, shorts, and long sleeve jerseys.

**Motion:** Larry made the following motion: To facilitate the purchase of GEARs and bRamble jerseys in amounts that satisfy Primal's minimum order numbers, GEARs will cover the costs of unpurchased short sleeve jerseys up to 30% of the minimum order number. The motion was passed with no objection.

H. Potential Sponsors – Larry is soliciting potential sponsors for the bRamble. Old Hickory Sheds, Mountain Herbs, and others are being contacted.

## 6. New Business-

- A. Agenda Items for Next Board Meeting – Larry requests that board members forward to him topics that they would like to be included on the next meeting agenda.
- B. Lifetime Memberships – Larry suggested that GEARs members 80 years old or older and who have been a member for 5 years (not necessarily consecutively) should receive complimentary lifetime memberships. The Board decided to discuss this further at a future meeting. However, the Board expressed strong interest in conferring complimentary lifetime membership to member, Bob Zumwalt, who will celebrate his 80<sup>th</sup> birthday this year.

**Motion:** John R. made the following motion: Bob Zumwalt will be given a complimentary lifetime membership. The motion was passed unanimously.

- C. Ribbon Cutting Ceremonies for New I-5 Bike Path – Larry will forward information about the scheduling of this event and will encourage GEARs members to attend. He anticipates that Eugene Mayor Vinis will be present and he hopes to interact with her on GEARs behalf.
- D. Invitation Sharing to Events – Larry said that the GEARs president from time to time receives invitations to attend cycling-related events. He feels that representation by GEARs at these events should be shared among board members. He plans to occasionally forward invitations to board members instead of attending himself. He would appreciate responsive replies about availability to attend if a board member is contacted.

Time Meeting Adjourned: 8:43 PM

Anticipated Time and Place for Next Meeting: Tuesday, May 8, 2018, 6:30 to 8:30 PM, Stellaria Building (unless otherwise announced).

Respectfully submitted,

Dave Zumbrunnen, Secretary  
Wednesday, April 11, 2018

**Below: Treasurer's Report**

**Policy Regarding Reimbursement of Expenses: “no receipt, no reimbursement.”**

Proper record keeping is part of the law that non-profit organizations must follow in order to assure their continued tax exempt status with the Internal Revenue Service. Documents to record expenses must give the sum that was paid, the reason for the expense, and enough detail to identify what goods and/or services were purchased. Documents that keep track of expenses consist of cash register tapes, account statements, invoices, credit card sales slips, contracts, and petty cash slips for small cash disbursements.

April Treasurer’s Report – reporting March financial results

**March Results**

GEARs lost \$1523 in March.

Monthly Revenue: \$467

- PayPal revenues were \$317, down from last year.
- Memberships received as checks amounted to \$150.
- bRamble revenue: none

Expenses: \$1990

Net income: -\$1523

**Year to Date (First Quarter) Revenues Compared to First Quarter 2017**

GEARs lost \$2536 in the first quarter of 2018, compared to a loss of \$1489 in the first quarter of 2017.

Revenues in the first quarter of 2018 were \$1489 higher than in 2017, mostly as a result of a \$1000 donation from Cycle Oregon via the Oregon Community Foundation but also because membership revenues were \$519 higher.

Expenses in 2018 were \$2535 higher than in 2017, due to an increase in upfront in spending for the bRamble (\$1371) and increased spending for club activities (\$1164).

**Current bank balance** (including uncleared checks): **\$22718**, down \$2536 (10%) from year end 2017, reflecting the \$2535 loss in net income in the first quarter of 2018.