

## **TCBC Board Meeting Minutes**

April 5, 2011

Held at the Angry Catfish

Recorder: Liesa Miller

Board Present: Patt Seleen, Richard Franco, Paul Frenz, Garry Glubka, George Hagemann, Tom Melcher, Liesa Miller, Jeff Ramberg, Gina Sapia.

Also Present: Pete Hawkins, Doug Nelson, Mary Derks, Tony Stifter.

**MARCH MINUTES** were approved with minor changes. Liesa will email the amended version to the Board before sending them to Jim to post on the web.

### **TREASURER'S REPORT -- Tony Stifter**

Tony sent the March Financials, less the Standard Balance sheet, electronically on March 31st. He just followed them with the balance sheet.

Patt reported that she received a final check for \$4354 from Jon Ridge for the Atlas sales. There are about 30 Atlases left, which can be sold this summer. TCBC realized \$17,200 in profits over the 3 years that the Atlas was sold.

Also, Patt noted that TCBC member Brett Thunstrom was able to obtain a charity donation of \$1000 from his company, Graco, in 2010.

The budget numbers for the banquet came in very close to what we budgeted: about \$12,000.

### **BUSINESS**

**1,000,000 Mile Challenge** – Patt will look into having a fun mileage incentive for the club using the new mileage database. We can now easily create a “Thermometer” graphic for the webpage that can show the current club mileage. The graphic could be updated a couple of times a month with a caption reporting “Last Updated on ...” We came close last year with 964,000 miles, although last year at this time we were quite a bit ahead of where we are this year (101,322 last year; 66,420 this year).

**Future Dates** – The Board agreed on these dates for 2011:

- Key Volunteer Picnic – Monday, August 8
- Annual Meeting – Sunday, November 6
- Banquet – Saturday, February 11, 2012 (Feb. 18 as a possible backup)

Patt will look into booking the Banquet date with the Ramada again. Evie has researched options and felt they offered a good price for our event.

### **Special Rides Policy -- Tom**

Although the new policies for Outreach Rides, Extended Rides, and Out-of-Area Rides were outlined at the Leader Forum, they need a little tweaking or clarification around the issue of deadlines. The Board discussed what appropriate deadlines would be and whether a ride needs to be in the printed schedule or not. It was decided that Outreach and Extended Rides will have a deadline of 30 days on the electronic schedule only. Out-of-Area Rides will have a deadline of 45 days on the electronic schedule (which will also ensure that they appear in the printed schedule for the month in which they take place). Leaders are encouraged to promote their rides in the printed newsletter if possible, as well. Tom will rewrite the policy to include this new information, and will send it out to the Board and Pete. Leaders will be notified of the change in an email sent to all Ride Leaders. The Board also reviewed the current policy of not allowing Outreach rides that are longer than 2 days. Pete gave some historical background on how this policy came about. There may be requests from leaders who are unaware of this policy to allow Outreach rides for longer events, and they will need to be reminded of the rule.

**Future Board Meeting Locations --** The May meeting will take place at Common Roots Café on Lyndale. Liesa checked out the conference room available at Java Train in St Paul and will contact them about booking it for June through November. She will check on their hours to determine if we need to move our meeting time up to 6:30 – 8:30.

**Treasurer Transition –** Tony reported that Roger Fickbohm is interested and qualified to transition to treasurer duties. He has met with Tony and Terry Quam to review details. Tony would like to move ahead with the transition during May and June and hopes that Roger can take over before the Watermelon Ride. The Board discussed how duties should be partitioned; in particular, how to split out the job of picking up the mail from the Roseville PO Box. Although Tony has been doing this, it is not part of the Treasurer's job; on the other hand, the mail needs to get to the Treasurer promptly so bills can get paid, checks processed, etc. Gina also pointed out that it might be appropriate at this time to review how the various duties involving finances and accounting are distributed. Should they all be handled by one person, or separated out so that different people are handling money and keeping records? There was also a question concerning whether we wish to keep our account with Bremer bank or make a change. There does not seem to be a strong reason to make a change at this time as most things can be handled electronically. Patt, Tom, Gina and George will meet again to discuss these issues further. Doug volunteered to take over the job of picking up the mail in the short term if necessary when Tony steps down, until a replacement or alternative solution has been found. Tom will invite Roger to attend the May Board meeting.

**Greenway Challenge –** Paul spoke with Tim Springer of the Midtown Greenway Coalition and discussed whether TCBC could lend support to the "Greenway Challenge" event, which is a fundraising event held in September. We have donated to MGC in the past. The Board discussed how to support them and made several suggestions. Although TCBC does not promote other organizations' fundraising rides among our members, anyone is welcome to use our public message board to notify other bikers about their event. Also, if MGC chooses to put together a "Bike Club Team", TCBC as an organization might consider financially sponsoring part of that team along with 2 or 3 other clubs. Paul will suggest these options to them.

**Key Volunteer Backups –** Mary has done a lot of work to describe and define the duties of the Key Volunteers. Key Volunteer committees are: Finance, Sponsorship, Membership, Ride Stats, and Communications. Gary will be the Board liaison for Membership, Gina will be the Communications contact (with Patt as a backup), and Patt and George will work with the Sponsorship committee. Paul Wiltse has indicated a willingness to take on some of the admin duties that may help out the Sponsorship committee.

**Volunteers on the Message Board** – Jeff Johnson made the suggestion that we make use of the message board to advertise volunteer needs. Patt will talk with Kate Kovar and Dan Miller to discuss how we could set this up.

**Strategic Plan Reviews** – Patt gave a heads up that we will be getting to these reviews soon on future agendas.

**Minnesota Bike Festival Advertising** – Richard checked with the Board regarding current advertising fees for ads promoting the Mn Bike Festival. He is working with Lisa Austin to make arrangements for the Mn Bike Festival ad in the May (Ironman) issue of the newsletter. As there is no formal reciprocity agreement or affiliation between TCBC and Mn Bike Festival set up at this time, the Mn Bike Festival will pay the normal fee for their ad.

## UPDATES

**NEW LEADER TRAINING AND LEADER FORUM:** Pete reported that both went well. A group of 17 enthusiastic people completed the new ride leader training. 148 people checked in at the Forum and 20 others requested the DVD. The Forum went well and moved along fairly quickly, though it was noted that announcements regarding upcoming events such as the Watermelon and Bike U are not strictly part of the Leader Forum business and unnecessarily lengthened the program. There was a problem with a large number of people getting up early and leaving during the last presentation.

George pointed out that the timing for leader renewals will need to be monitored so that the membership system continues to recognize leaders who may have renewed late by contacting Pete and viewing the DVD. A “grace period” may need to be set up in the system to allow adequate time for this renewal information to get passed on. Pete will pass on the names of renewing leaders to George as soon as he gets them. George will also follow up on ways to address the potential loophole of leaders who could schedule rides and then allow their leadership status to expire. Though not a very likely scenario, the potential for this exists and could create problems for members who do these rides.

**RIDE STATS:** George reported that the Ride Stats committee is following up on validation tasks. Next issues to address will be ride report issues and how to handle member privacy, especially special requests from members for privacy. The data is up-to-date though March and the system is ready for others to work on ride entry.

**MEMBER DATABASE REPORT:** Mary mentioned that there has been an uptick of manual memberships processed lately due to the fact that people sign up for membership together with their Ironman registration. Member numbers will be emailed to members. About 150-200 members do not have an email in the system so cards will be mailed to them to ask them to enter an email. Pete was asked by a member how to obtain a membership card (to show for shop discounts) if a member does not get the printed newsletter. Mary explained that there is a way to get a proof of membership card online.

**NEWSLETTER:** Doug will no longer take printed newsletters around to bike shops. They will get some copies mailed to them. Doug will talk to Steve Scott about remembering to have the mailing list checked for duplicates before creating labels. This is especially a problem after people sign up for the Ironman and then get duplicate newsletters.

VOLUNTEER NEEDS: Patt will invite Dan Miller, volunteer coordinator, to come to a meeting in May or June.

RECOGNITION CORNER: Jeff has submitted a list to Doug already. He will submit an additional list with the Bike Swap Meet volunteers.

ENEWS: Amy is looking for material for the Enews.

STORAGE LOCKER: Tony noted that the lease is up at the end of April. All agreed he should renew the lease for another 6 months. Pete will use the water containers for the ALS ride on May 21.

Next meeting will be May 3 at Common Roots, 2558 Lyndale Ave. S., at 7:00.

Submitted by:  
Liesa Miller