



**St. Louis Recreational Cyclists
Board Of Directors (BOD) Meeting
March 23, 2020 ZOOM Video Conference Call**

1. Attendees:

David Brown	Patti Brumleve	Jim Cobb	Darryl Fabick
Faye Holdenried	Joe Kruchowski	Wayne Marsh	Janis Thompson

Absent: Barry Rinderknecht

Guest: Jane O'Donnell

2. Election of BOD Officers for 2020:

- a. Wayne Marsh gave a brief background regarding STLRC and STLRC Directors.
 - i. STLRC club was formed in 2012.
 - ii. For 2012 through 2016, the club was directed by a "Bicycle Committee."
 - iii. STLRC Bylaws were ratified in 2017.
 - iv. Directors were first elected in 2017.
- b. After introduction of the two new Directors who participated in the BOD ZOOM Video Conference call (Joe Kruckowski and Janis Thompson), Wayne conducted an election of Directors for 2020.
- c. David Brown suggested the four Directors who were currently serving in elected positions on the BOD be elected to their same respective positions for 2020.
- d. All Directors present agreed with David's suggestion, and elected the following Directors for the indicated positions.
 - i. President: Faye Holdenried.
 - ii. Vice-President: Darryl Fabick.
 - iii. Secretary: Wayne Marsh
 - iv. Treasurer: Jim Cobb

3. Gateway Outdoor Expo + Summit:

- a. Patti Brumleve confirmed that the Gateway Outdoor Expo + Summit had been officially cancelled, but she had not heard what would become of STLRC's \$250.00 advance deposit for a booth.

- b. In the following discussion, several of the Directors present said that if STLRC cannot recover the advance payment that STLRC had made, STLRC should request that Gateway Outdoor Expo + Summit officials hold STLRC's advance payment for future Expos.
- c. Patti agreed to follow through on this issue with Gateway Outdoor Expo + Summit personnel.

4. March 23, 2020 Interim Financial Report:

- a. Jim Cobb distributed and discussed a one-page report entitled March 23, 2020 Interim Financial Report. See page 7 of these minutes for the report.
- b. Jim mentioned that the only changes from the 2020 Interim Financial Report that was distributed at the 03-08-20 Annual Meeting were the following items.
 - i. Receipt of \$150.00 from fifteen Membership Application & Renewal Forms received since 03-08-2020.
 - ii. Payment of \$250.00 for STLRC's reservation for a booth at the Gateway Outdoor Expo + Summit, which was scheduled for March 28 and 29, 2020.

5. STLRC Cycling Apparel Update:

- a. Faye Holdenried stated that Janis Thompson is taking over responsibility for this project.
- b. Faye also stated that STLRC did not get enough members from the 03-08-20 Annual Meeting sign-up sheets, nor from additional solicitation efforts, to offer group rates for STLRC apparel items.
- c. Janis distributed and briefly discussed one page of general information and possible ideas going forward.. See page 8 of these minutes for that general information and possible ideas going forward.

6. Possible Listing of Trailnet Century Rides on STLRC Website:

- a. Joe Kruchowski discussed the possibility of listing Trailnet Century Rides, or other similar rides, on our STLRC website.
- b. Joe first addressed the following issues regarding insurance for a STLRC rider:
 - i. Joe said he had contacted Trailnet, and had learned that riders wishing to participate in a Trailnet sponsored ride were required to sign Trailnet's Waiver Form, which signifies that the rider realizes bicycle-riding may be dangerous, and that the rider assumes liability for their own safety.
 - ii. Joe said he had contacted STLRC's insurance and had learned that a STLRC rider who participates in another organization's ride (such as a Trainet ride) would not be covered by STLRC's insurance, because the ride was not a STLRC club ride.

- c. Joe then addressed the following issues regarding announcements being uploaded to the STLRC website which promote another organization's sponsored ride.
 - i. Joe asked if STLRC could list on the STLRC website details about another organization's sponsored ride.
 - ii. Several Directors present said that STLRC has posted on the STLRC website information regarding Charity Rides for several years, and STLRC could probably post ride notices regarding rides by other organizations on the STLRC website regarding generic items such date, time, starting location, etc., but should not say anything that might be implied that the ride was a "STLRC Club Ride."
- d. Other Directors present recalled that STLRC had considered sponsoring Century Rides, but had concluded that such rides would put STLRC's insurance in a more expensive category, and certainly in a category that would require a considerable amount of planning and a large number of volunteer helpers. After considering those and other factors, the leaders of STLRC at that time had decided to not sponsor rides that would attract a large number of non-STLRC members.
- e. Some Directors present suggested that other social media, such as Facebook, or group emails sent to selected individuals might be more effective in disseminating information to other STLRC members, such as who is planning to participate in another organization's sponsored ride, but would not imply anything about STLRC's insurance.
- f. Faye Holdenried said the century ride information could be put on our Facebook page.
- g. Joe and David Brown agreed to get together to further discuss what additional "announcements" should be put on the STRLC website.

7. Redesign o STLRC Website Update;

- a. Jane O'Donnell reported that there was no real update since the 03-08-20 Annual Meeting.
- b. Things are progressing with the college students working on the project, but things are moving slower than hoped, due mainly to the impacts of the Covid-19 virus.
- c. Anticipated completion date now looks later than previously projected. Rather than April or early May, it may be late May or early summer.

8. Xenia, Ohio Trip Update:

- a. Faye Holdenried reported that 40 people have expressed interest in the Xenia, Ohio Trip that is planned for Sunday, August 30 through Thursday, September 3, 2020.
- b. Faye said she is still negotiating with the hotel to get a better group rate.
- c. Faye said it may be appropriate to send further details to interested parties when more details become known.

9. Facebook Use and Who Manages STLRC' s Involvement:

- a. Faye Holdenried said that several STLRC members were wondering if STLRC should become more active in this regard.
- b. Faye said that to her knowledge, Facebook was currently being managed by Pat Cannon, Anne Jesse, and Joe Kruchowski.
- c. Faye suggested that she and other interested STLRC members may want to meet and be involved in further discussions of this topic.
- d. Faye did caution that anyone considering using Facebook should always remember to obtain permission from each person photographed or referenced in a Facebook posting.

10. Explanation of Microsoft Word Format and Adobe PDF Format:

- a. In response to Faye Holdenried's request before the BOD 03-23-20 ZOOM Video Conference Call, David Brown prepared, distributed, and discussed a one-page summary comparing the different formats.
- b. A copy of David's one- page summary is shown on page 9 of these minutes.
 - i. After discussion with all Directors present, David agreed with the following overall conclusions.
 - ii. Microsoft Word and Microsoft Excel are easier to use when developing and changing a document, but the resulting document may be unable to be opened by all of the parties with whom the document is shared.
 - iii. Documents in Adobe PDF format are generally more easily opened by all parties with whom the document is shared.
 - iv. Simplified recommendations are the following:
 1. Use Microsoft Word or Microsoft Excel to develop your documents.
 2. Make an Adobe PDF version of the document before sending the PDF document to other parties, unless you want to allow them to make edits.
 - v. Darryl Fabick requested that STLRC members send cue sheets in Microsoft Word format to allow for future edits.

11. Spending Policy:

- a. Faye Holdenried asked the Directors present if STLRC should have a Spending Policy to guide STLRC members when they make purchases for use by STLRC
- b. After discussion, the following Spending Policy was approved by the Directors present.
 - i. For large expenditures (i.e., any expenditure greater than \$50.00) the proposed expenditure should be discussed with the BOD and approval obtained from the BOD, before proceeding to make the expenditure.
 - ii. For small expenditures (i.e., any expenditure \$50.00 or less) the STLRC member considering the expenditure should attempt to secure advance approval from the BOD. If advance BOD approval is not readily able to be secured, the STLRC member is allowed to use his/her own judgment regarding the expenditure.
- c. Whenever possible, the BOD will attempt to schedule BOD Meetings in advance of known recurring expenditures, to consider the upcoming recurring expenditures (e.g., rental of space for the Annual Meeting and the End of Season Picnic Facilities).

12. Newsletters:

- a. In the discussion regarding the topic of how often should Newsletters be sent to STLRC members, some of the Directors present suggested:
 - i. Only when needed (on a case by case basis).
 - ii. After Annual Meetings and End of Season Pot Luck Picnics.
 - iii. When announcing something of special interest to STLRC members (e.g., soliciting interest in STLRC cycling apparel, soliciting interest in a special STLRC ride, etc.,).
- b. Since no clear-cut policy was agreed upon, it was decided that the issue of STLRC Newsletters should be handled on a case-by-case basis.
- c. It was also agreed that STLRC members who may wonder if a particular issue could be sent to other members via a Newsletter, should send the particulars regarding the specific issue to David Brown who agreed to provide a consistent consideration of the issue and where appropriate, could prepare the specific Newsletter in a uniform style.

13. STLRC Possible Selling Advertisement Space on the STLRC Website:

- a. STLRC member Dale Markley suggested that the BOD should consider selling advertisement space on the STLRC Website as a source of “income.”
- b. Jim Cobb said that all STLRC members should refrain from using the term “income” since that could cause numerous legal ramifications such as STLRC’s tax status. Rather, Jim suggested that we all should use the term “receipts received.”
- c. Other Directors present recalled that several years ago the BOD had been approached by a STRLC member who requested that he be allowed to put bicycle repair advertisement information on the STLRC Website. The BOD at that time turned down that request, primarily due to possible legal cases claiming that we were not treating equally all possible business requests of a similar nature that might arise in the future.
- d. After further discussion, the consensus of the Directors present was that STLRC did not want to allow advertisements on the STLRC Website at this time.



March 23, 2020 Interim Financial Report

	Receipts	Expense	Net
Cash on Hand Jan 1, 2020 (includes dues from 67 members paid in 2019)			\$ 3,175.06
Cash Receipts*			
	\$		
Dues received in 2020 (current membership 97)	300.00		
	\$		
Total Cash Receipts	300.00		
Expenses			
		\$	
Jan 6, 2020 League of American Bicyclists Annual Dues		100.00	
		\$	
Jan 28, 2020 Insurance (2-1-2020 thru 1-31-2021) (174 members @ \$4.84 + \$35 admin fee)		877.54	
		\$	
Jan 30, 2020 County Library for Director's Meeting		10.00	
		\$	
Feb 26, 2020 Wordpress Software for Website Upgrade		62.00	
		\$	
Mar 6, 2020 Gateway Outdoor Expo + Summit booth		250.00	
		\$	
Total Expenses		1,299.54	
Current Cash Balance			\$ 2,175.52
Anticipated Expenses Unpaid			
		\$	
Website upgrade		238.00	
		\$	
End-of-season picnic Kirkwood Pavilion		45.00	
		\$	
Total Anticipated Expenses Unpaid		283.00	
Non-appropriated funds			\$ 1,892.52

*If club membership grows to 174 in 2020, STLRC will receive additional cash receipts of \$770.00,



St. Louis Recreational Cyclists

STLRC Cycling Apparel

Primal Bikewear

Website: primalwear.com

Jerseys - SS, LS, NS - \$70; minimum 10 pieces by style (can mix M/F), \$10 shipping, set up chargers included, 6-7 weeks turnaround

Arm Warmers - \$28; minimum 15 pairs, can be customized to match jerseys

Tech Tees – SS, \$28; can be imprinted with club logo

Set up Club Store so member can purchase direct

Verge Sports

Website: vergesport.com

Jerseys – SS, NS - \$65; LS - \$75; minimum 5 pieces any combination of styles, plus shipping, set up charges included, 3-4 weeks turnaround

Arm Warmers – \$35-\$45

Sample Sizing Kits - \$40 covers shipping both ways

Tech Tees – SS, \$45; LS, \$55; can be imprinted with club logo

Set up Club Store so member can purchase direct

Current Jerseys

John Schraibman, 314-322-3396

Website:

Jerseys –

Arm Warmers

Tech Tees

Plan of Action:

Get design proof from David.

Call John at previous jersey company.

Contact T-Shirt companies.

Prepare email to club requesting their interest; selection and sizes. Reminders and deadline to respond.



Microsoft Word Documents Compared to PDF Documents

Since this is an agenda item for Monday, I thought it prudent to write this up and you can decide if we want to take up meeting time for it. I don't know who really cares about this.

Word is a Microsoft product and their document file format (doc or docx) is proprietary to that company. One must have paid for and installed Microsoft Word to load their files. I don't know if everyone has this. There are free viewer-only apps, but I do not know the extent to which people have them either. When one loads a Word document, it takes a bit for the document to open because there is a lot of work the computer has to do for the open process. I don't know how well one can open a Word doc on a phone; I don't have that capability on my phone.

PDF (Portable Document format) is a proprietary file format of Adobe Corp. These files are not editable unless you have some rather sophisticated software. Adobe provides free readers and almost every computer has an Adobe Reader. Adobe makes a profit by charging for the software to write a PDF file but gives away the readers. PDF files open much more quickly than Word files although they may even be somewhat larger than the corresponding Word file. You can select text from a PDF file and copy/paste it into a Word document. Phones are more likely to be able to read a PDF than a Word document.

If you have Microsoft Word (or any of the other Microsoft Office programs), the Adobe PDF Writer fee is included in the price of the Microsoft software. If you want to produce a PDF from a Word (or Excel, etc.) document, click on "File" in the upper left-hand corner. Then click on "Export" and one of your choices is "Create PDF".

When we send documents to a group of people and do not intend for them to make edits, my preference is to store the document as a PDF on our website and include a link to the document rather than attach it to an email. This does not put an excessive number of bytes in their email boxes. A link is simply a string of a few bytes. The recipient only transmits the document over the network if they decide to read it. It also has the advantage that, if you want to make an edit to the document, you can do so without having to resend it. Just replace the web copy with the revised one.

David