

Reno Wheelmen – MINUTES 09/5/23

Attendees: Scot Breithaupt, Darrick Bissell, Karl Marlowe

Board Members: Maryann Walters, Duane Lodrige, Laurie Marlowe, Spencer Ericksen, Coby Rowe (partial via phone)

Date/Time

Meeting called to order on Monday Sep 5th, 6pm at Eclipse Pizza. Meeting was adjourned at 7:30pm.

Purpose of Meeting

Monthly Board Meeting. No teleconference option for now, as the Club is not currently set up to facilitate teleconference meetings from Eclipse Pizza.

High-Level Agenda

- Adoption of August Minutes
- Financial Review and Treasurer Report
- Governance and Policies: By-Laws Approval
- Communication Rules for and by the Club
- Outstanding Business/Action Items
- Next Steps and Assignments
- Meeting Adjournment

Key Decisions and Actions Items

1. Adoption of August Minutes - Approved
2. Financial Review and Treasurers Report
 - a. Twilight Series Payouts
 - i. Plan to distribute winnings at end-of-year party in October. Scot will post the message to racers to pick-up their winnings at this event OR contact Darrick Bissell and provide your address and you will receive a check in the mail.
 - ii. Race reimbursement of \$1660 still owed by Audi team in race fees. Board (Spencer) will reach out to Klaus.
 - b. CX Budget has been approved
 - c. Bookkeeper's Agenda Items:
 - i. Intuit QuickBooks - To be in compliance, bookkeeper will not be the only one who can see/view the accounting. President will be on the account as well.
 - ii. Approved for payment: Expenses dispersing in September: Scot's reimbursements and Twilight Series fee (\$1444.97), and Road Twilight winners (\$3445.00).
 - iii. Projected Cash Balance after these payments: \$31,355.98.
3. Bylaws
 - a. Bylaws reformatted and posted to G-Drive for Board comment [HERE](#)
 - b. Board must review and provide comments or approval in September time-frame to roll out to club for voting soon afterward. Board will leverage the same voting technology used by nominating committee for May election.
 - i. Several Board Members still to add comments and redlines to the by-laws

- ii. Action for Board to add feedback to the shared document - Board Members to use "Suggesting" in the Google Doc, instead of Editing, or simply add Comments.
- 4. Communication Rules for and by the Club
 - a. Code of Conduct adopted unanimously as a formal addendum to the Reno Wheelmen Bylaws
 - b. Per Code, after one written warning, members will no longer be permitted to post to the Reno Wheelmen Google Group (but they can still receive emails) if non-compliant behavior continues
 - c. Only Board members or other Board-approved individuals will have admin rights to Club Social Media accounts
 - d. President to notify members banned from posting about the Board resolution and decision
- 5. Outstanding/Recurring Business Items
 - a. Volunteers - Coby will provide update in winter planning meeting
 - b. Sponsor Update
 - i. Spencer to follow-up with Dan Dugan Trial Science about two-year commitment and how he would like to proceed
 - ii. Initial check-ins sent to other Wheelmen Sponsors - no action needed at this time.
 - c. Water bottles and leftover clothing have been delivered to President for time being
 - i. We still have clothing from people who didn't pick it up. Discussion about posting to Facebook so people can pick it up.
 - ii. Additional clothing items (buffs, hats, socks) available for race prizes
 - iii. Della Santa Water Bottles may only be used as fund-rasier - about 6 remaining; President to reach out to the person who ordered the bottle (who was refunded) to let him know we have his bottle. We may need to monitor the online store for future orders. There is also a pending order on the website from someone in Pensacola Florida.
 - d. Secretary Transition
 - i. Board to post advertisement for Interim Secretary or follow-up with potential candidates.
 - 1. Several volunteers to do social media communications, and serve as interim secretary until future notice. President will follow up with volunteers.
 - ii. Secretary will continue for the time being to respond to email questions from abroad if it is noted that no reply has been sent in several days - 72 hours is typical.
 - 1. Board to follow protocol when replying to info emails: When making reply, make sure to:
 - a. Put the Board on CC so everyone knows a response has been sent
 - b. Copy and paste the requester email into the To line. **Reply All or Reply will not reach the requester.**
 - iii. Additional transition items (how to use the current Club technology) were sent via email and in Agenda and Minutes from August 2023 meeting for reference. Darrick and Scot also have knowledge and can assist with transitions.
 - iv. RWM Bank account. Agreement that someone should be able to write checks other than Darrick and Maryann for the next three months. Spencer is going to follow-up, we should not need Maryann (Secretary) physically present at Wells Fargo if Darrick (Bookkeeper and Former Treasurer) is present.

- v. Silver Flume - Officers need to be updated on the Silver Flume account with State of Nevada, however this is not urgent. Should be done before 2024.
 - e. CX permitting and race schedule
 - i. Proposal to reschedule our first XC race due to unavailability of USAC official on Sep 9 date - bringing someone from the Bay or Sacramento is expensive, therefore the suggestion is to simply reschedule the race.
 - ii. Non-binary gender discussion: Coby will add an Open Category for people who don't want to self-identify gender or who wish to race on mountain bikes. Coby also to ensure requester received his response.
 - f. Clothing - Any open discussion items?
 - i. Darrick knows to check the PO Box for the two checks from Bike Reg for the clothing
 - ii. No profit was made by the club on the clothing orders, nor was clothing subsidized by the club
 - a. TMBA RTC is on President's To Do list.
6. Next Steps/Assignments:
- a. As captured in these minutes
 - b. Secretary will send the Code of Conduct to the Reno Google Group with the comments that our club culture is one where all members:
 - i. Take pride in the accomplishments of our club
 - ii. Contact others privately to address and resolve personal issues
 - c. Longer planning meeting will be scheduled for December time-frame
 - i. Incorporate club member and director feedback on 2024 Racing, Riding, Training Clinics into materials developed by Twilight Race Director
 - ii. Voting
 - iii. Other Mandatory Club Business