

Siskiyou Velo Board Meeting Minutes

May 27, 2025

Call to Order 4:32 PM

Attendance (quorum):

- Attendees in room: Harlan Bittner, Lisa Brill, David Browder, Dennis Cramer, Richard Handler, Robert Johnson, Warren Kahn, Stuart Okorofsky, Nikki Orlaineta, Jeff Roberts, Ann Smith
- Attendees on Zoom: Neal Westgerdes
- Absent: None

1. Welcome

2. Club Business

- The agenda (**Attachment #1**) was accepted as submitted
- The minutes for the April 22, 2025 meeting were approved as submitted
- The status of to-do items from the last meeting was reviewed
- The Treasurer's Report was delivered in three parts: Annual Budget versus expenses incurred to date, monthly cash flow, and year-to-date cash flow. Expenses and income are consistent with expectations. The current club cash balance is \$3,590.

3. Agenda Item Discussion

- Lisa requested that board members provide material prior to the board meeting when the topic will include a vote or detailed presentation. These materials allow board members to understand the issues to be discussed and better prepared to ask pertinent questions. This allows the meeting to proceed according to schedule.

4. Google Drive (David

- David distributed prior to the meeting a copy of the presentation he intended to use (see **Attachment #2**)
- He first made a motion that the board establish an ad hoc committee to recommend a revised folder and file structure for the Siskiyou Velo shared Google drive
- He then used the presentation to lead the discussion
- The motion was approved following a brief discussion

5. BBQ and Ice Cream Social (Lisa and Nikki)

- Lisa and Nikki reported that arrangements for the club BBQ and ice cream social are moving along nicely. We have 48 people who have signed up and are expecting over 50 to attend. Richard's emails and use of Wix are working well.

6. Membership Renewal (Jeff Roberts)

- Jeff simplified the renewal signup process, and it seems to be working well
- The new implementation provides assurances that the release of liability (RoL) has been signed and payment collected

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- Each member will receive two system-generated emails: one three days prior to their membership expiring and another one immediately after their membership expires
- Jeff also stated that Wix makes a distinction between the roles of Collaborator and Administrator. He made changes to the list of the board members identified as Collaborators in Wix. An action item is included in the to-do list below (see Attachment #5) requesting Jeff identify who the current collaborators and administrators are.

7. Bicycle Benefits (Harlan and Ann)

- Harlan distributed a paper describing Bicycle Benefits prior to the meeting (see **Attachment #3**)
- During the meeting he led the board through the paper providing background information, an explanation of how Siskiyou Velo became involved locally, and the status of our commitments to date
- He then made two separate motions that were discussed and approved:
 - Siskiyou Velo continue to sell our remaining Bicycle Benefits starter packets to local businesses to both encourage bicycle riding and determine the level of support
 - The board use \$100 of club funds to reimburse Ann for the 100 bicycle stickers she purchased for the club. These stickers can be sold at events where Siskiyou Velo is a participant (e.g., Medford Open Streets) or given out as an incentive

8. Committee Reports

- Advocacy (Harlan and Ann):
 - The club has agreed to provide the bicycle valet service at Medford Open Streets. We received \$250 compensation for this service
 - The Medford Planning Department is holding a Ride with Leaders event starting in Alba Park. Warren agreed to participate as a representative of Siskiyou Velo.
- The Membership Committee submitted a written report prior to the meeting (see **Attachment #4**) and stated that club membership is holding steady at approximately 185 members
- Rides – Dennis requested a future discussion on whether favorite rides can be posted somewhere on the Google drive for access to club members only (or other member-only location)
 - The chairs of the remaining committees were asked whether they had anything requiring immediate board attention. They did not, so the remaining committee reports were deferred to the next meeting

9. Miscellaneous

- Nothing to report or discuss

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10. To-Do Items (see Attachment #5)

11. Next Meetings

- June 24, 4:30 – 6:00 PM – Carpenter Room, Medford Library
- July 22, 4:30 – 6:00 PM – Jacksonville Library

Lisa adjourned the meeting at 6:10 PM

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ATTACHMENT #1

AGENDA - Siskiyou Velo

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Carpenter Room, Medford Library

4:30 to 6:00 PM

ZOOM:

<https://us02web.zoom.us/j/784694939?pwd=aGJmN3lCR3ZLQXQrRzNXtMwvTDIzd09>

Medford Library, Carpenter Room



Agenda

1. (5 mins) Welcome
2. (20 mins) Club Business
 - a. Changes and approval of agenda
 - b. Approval of April 2025 minutes
 - c. Review of To-Do's from prior meeting
 - d. Treasurer's report
3. Preparation for agenda topic for discussion (Lisa)
4. (10 mins) Google Drive (David)
5. (10 mins) BBQ and Ice Cream Social Lisa and Nikki
6. (10 mins) Renewal process (Jeff)
7. (10 mins) Bicycle Benefits (Ann and Harlan)
8. (25 mins) Committee Reports:
 - a. Advocacy/Community – (Ann, Harlan)
 - b. Communication: Content (Warren)
 - c. Communication: Technical (Jeff) See above
 - d. Membership: Richard
 - e. Education (Lisa)
 - f. Social Committee – See above
 - g. Rides (Dennis)
9. Miscellaneous (If time)
10. To-Do list from today's meeting
11. Next Meetings:
 - a. June 24, 4:30 to 6:00 p.m. – Medford Library, Carpenter Room
 - b. July 22, 4:30 to 6:00 p.m. – Medford Library, Carpenter Room

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ATTACHMENT #2



DISCUSSION

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BACKGROUND

Lisa, Ann, and David met using Zoom

- Trying to clarify desired location for board documents
- Became increasingly confused and frustrated with existing directory structure
- Began revising names and locations

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FINDINGS

Current structure

- Shared login
- Haphazard growth over time (urban sprawl)
- Redundant contents with inconsistent names

Result

- Desired information difficult to locate
- Diminished security and inconsistent permissions
- Unable to support desired usage going forward
 - ✓ Common repository for club documents
 - ✓ Role-based permissions to support varying levels of sharing

Conclusion

- Requires more than informal work by the three of us

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RECOMMENDED WORK BY AD HOC COMMITTEE

Review preliminary work done by Ann, Lisa, and David

- Intended purpose of shared Google drive
- Desired folder and file structure attributes
- Roles and permissions

Perform Specific Actions

- Propose new folder and file structure to include naming conventions
- Document unique folder and file requirements
- Identify permissions associated with each level
- Propose configuration management process
- Propose plan for migrating from current to new structure
- Propose backup strategy
- Obtain board approval to proceed

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RECOMMENDED AD HOC COMMITTEE MEMBERS

- Lisa Brill
- David Browder
- Richard Handler
- Jeff Roberts
- Ann Smith
- Others ??

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ATTACHMENT #3

Bicycle Benefits

Bicycle Benefits (bicyclebenefits.org) is a national program to encourage cycling. Currently in Ashland/Medford/Central point there are 20 business participants and 25 in Grants Pass.

How it works for businesses: Participating businesses give discounts to cyclists who ride their bikes to the business and have a Bicycle Benefits (BB) sticker on their helmets. This helps the business develop loyal customers.

Bicyclists patronizing those businesses, and riding their bikes there and displaying the BB sticker--get a discount. The BB program explains that the discounts must be significant for the program to be successful. Businesses buy a starter pack for \$30 that includes 10 helmet stickers, window decals indicating their participation in BB, and a card with a description of the BB program. The businesses sell the stickers for \$5 each, making a small profit on the sales. They can resupply the stickers at cost in packets of 5 for \$25.

How it works for bicyclists: Bicyclists buy the sticker for their helmet for \$5; this is a one-time purchase--the sticker never expires. They can buy the stickers from participating businesses or from an individual or organization who is promoting Bicycle Benefits.

What would SV's role be? In order to start and help this program thrive in a community, someone, an organization or coalition of organizations has to develop, promote and maintain the program. For the program to be successful, enough local businesses and cyclists have to participate in order to make it worthwhile for both the business and the cyclist. This requires encouraging businesses to join the program and it requires periodic revisits to the businesses to encourage them and to resupply stickers (though stickers can also be bought online). It also requires promoting the program to cyclists. SV could BB by selling starter kits to businesses, periodically revisiting them, and selling stickers to SV members and to the public at various events.

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Attachment #4

Membership Report April 17, 2025

Richard Handler, Membership Chair

This summarizes activity since the report of April 17

Membership = 183. This represents a loss of 7 since April 17, but of only 2, net, since March 22. The interval between BOD mtgs varies from 3 to 5 weeks and simple sizes in these intervals are small. Membership is stable.

The calendar month of May showed 19 members due for renewal.

- 9 renewed
- 5 did not renew
- 5 are awaited
- 2 newbies attempted to join but failed due to the issue described in the next paragraph.

Of concern is a difficulty encountered by people trying to join on the website. After submitting their Account Setup they are returned to the same page they had before account setup. Both the buttons for Account Setup and for Pay Dues are there. The Account Setup button has neither disappeared nor become greyed out. Lacking confirmation of their account creation some will again click Account Setup to make sure it is there. This gives them a fresh account setup page, not the one they created, so it appears to them that their submission was not recorded. When they try to redo the account setup they are blocked by "a membership already exists with the email you have submitted". Then they are stuck and will either give up or, if motivated, contact the Membership Chair through the contact button on our website. Some do but most do not. However, I follow all online join activity and pick up these interrupted joins. I then contact them using the email address and mobile phone number in their new account. Some can be steered into the Home Page > login (with the password they have just submitted) > Members Only > Renew > Pay Dues. Others prefer to give me their credit card over the phone and I enter it on our payment page.

How often does this happen? Five times in the past month.

Three were existing SV members doing their join on the new website. Of these, one was able to navigate the route I described above, one preferred to dictate her credit card by phone, and one despite emails and a phone call chose to leave SV.

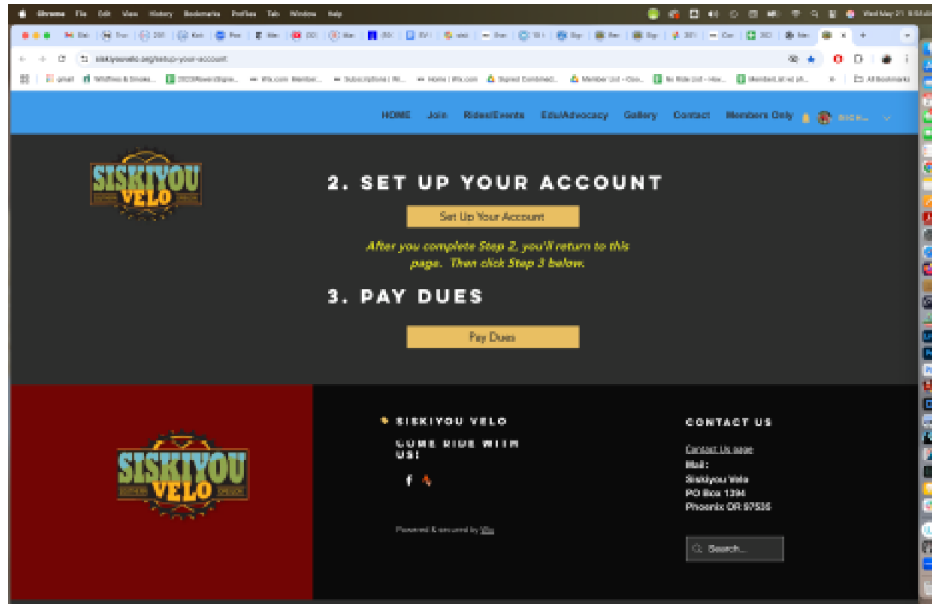
Two were new to SV, trying to join. One fellow gave up completely. The other texted me yesterday that she'd get back to me. So thus far we've lost one new join and maybe a 2nd in the past month. These were our only newcomers.

A new box of text has now been added to the webpage in attempt to prevent people from re-entering Account Setup. We are unable to configure the page to either eliminate or grey out

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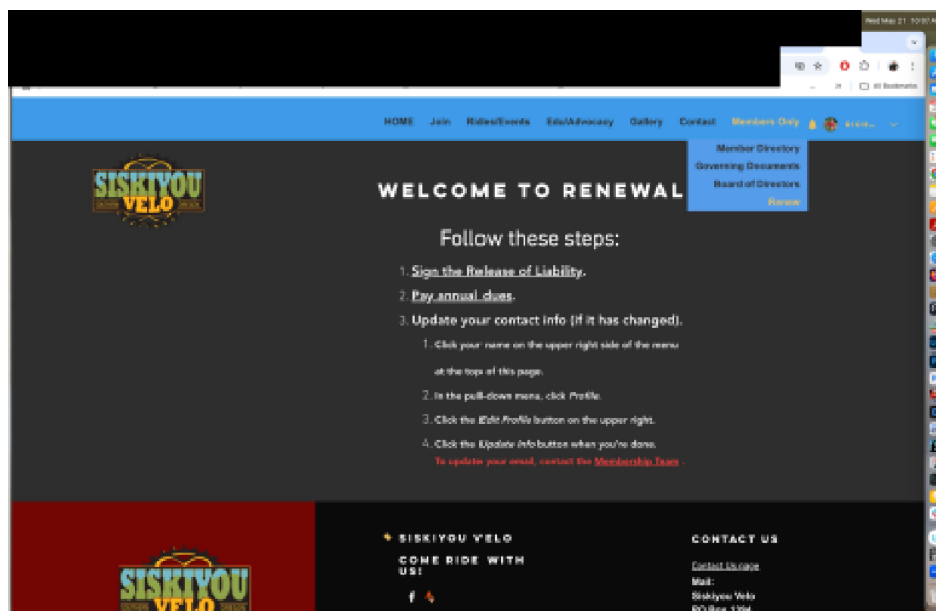
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the Account Setup button after completion of account setup. Here's a screenshot of the newly edited page. Note the brightly lettered italics after Set Up Your Account:



Another issue is in our Renew process. The process is working as designed however the Renew page shows both Sign the Liability Release and Pay Dues. While we expect members renewing will follow instructions to first sign, and then pay, anyone who is careless or who does not wish to sign can click Pay Dues and thus renew without re-signing the RoL. We are aware and trying to fix this. See the second screenshot

(further below):



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Attachment #5 To-Do Items

- Lisa and Nikki – continue prepping for BBQ
- Lisa and David – set up times for the Google Drive ad hoc committee to meet. LB, DB, Ann Smith, Richard, and Jeff.
- Jeff & Richard – (on-going) continue working on club registration on Wix
- Jeff & David – review list of 5 collaborators on Wix. Identify who is a collaborator or an administrator.
- Harlan – (done) confirm with Ride for a Cause that we'll provide the bike valet as an in-kind contribution
- Warren – Ride with Leaders at the Medford Open Streets
- Warren, Robert, Nikki, Lisa – sign up the bike shops with which you are working
- Lisa – write an email to the club re announcing yourself on the Greenway and elsewhere.