

## **Prairie Cycle Club Board meeting on 12/22/2016**

**Present:** Gene Grass, Michael Fuerst, Ellen Hedrick, John Prince and Richard Brannon

**Absent:** Frank Modica and Alexx Heald-Alejo

**Call to order:** The meeting was called to order by Gene Grass at 5:31 PM.

**Minutes:** The minutes from the board meeting of 11/16/2016 were approved

### **Items/Discussions:**

**Annual meeting and dinner party:** The annual meeting is set to go on January 8, 2017 at Biaggi's. So far only 8 people have signed up for the party. Another notification about the meeting will be sent by Richard after Christmas. The entire Google list will receive the invitation, even those who are not Club members.

**Spring "kick off" party:** The event will be held at Jupiter's on Tuesday, 04/11/2017, starting at 6:00 PM. John will reserve space and order the food.

**Board meeting location:** From now on all board meetings will be held at the Research Park, the third Wednesday of each month starting at 5:30 PM. If a larger venue is ever needed, the name and address of the "new meeting place" will be e-mailed out at least a week before the meeting.

**Board retreat:** The Board is going to meet at some member's house on 01/15/2017 to plan the year out, work on CUAP and make plans to refresh the web site. The backup date is 01/22/2017.

**Committee:** Ellen is going to organize a committee to work on issues such as club member's expectations from the club, and a group to help organize CUAP.

**Urbana Park District:** The Park District is organizing two biking events on 05/10/2017 and 08/09/2017. Both events will include a moon ride. The festivities will run most of the day and will include vendors, bike shops, bands and food trucks. Both "biking get togethers" will be advertised in their Summer brochure and on their web site. They want as many bicyclists as possible to attend.

**Web site:** Gene thinks our web site is not up to date and wants to have it refreshed. He wants to hire someone, either with or without pay, to work with Michael on this endeavor. Refreshing the site will be discussed at the retreat.

**PCC Happy Hour:** The event will remain on Thursdays once a month. Locations will alternate, and it is best if there is food available with the drinks.

**Weekly family rides:** There will be a survey sent to see if there is any interest in this and what day would be best for the ride. Family rides need to be in town and short.

**Inaugural Ray Sponner Memorial Ride (Formerly Tour de Casey's):** It will be held on August 5, 2017. The ride date was changed so riders can use the Kickapoo Rail Trail.

**Proposal for a second PCC fundraiser ride:** Ellen is organizing this. Name will be C-U Cruise. Purpose is to showcase bike infrastructure and local businesses. Also to show people how convenient and safe it is to ride bikes in the community. Money will be used by both PCC and CCB. The date is tentatively scheduled for May 2, 2017 from approximately 3:00 PM to 6:00 pm. The ride will go from one eating establishment to another. Riders will start out in several different directions to eliminate congestion. The food trucks and restaurants will be encouraged to have cheaper, smaller servings for the riders. T-shirts may be available as well.

**PCC Board Meeting**  
November 16, 2016

In Attendance: Gene Grass, Charlie Smythe, Richard Brannon, Alexx Heald-Alejo, Nina Chanlin, John Prince, Frank Modica, Ellen Hedrick, Michael Fuerst

**AGENDA:**

APPROVALS

Approved [October Meeting Minutes](#).

ELECTION CYCLE

- We all agree that we want to implement online voting (it's hard to hear at the meetings).
- Board members for next year:
  - President - Gene Grass
  - Membership/Secretary - Richard Brannon
  - Treasurer - Frank Modica
  - Web Manager - Michael Fuerst
  - Activities Director - Ellen Hedrick
  - At Large Member - John Prince
  - At Large Member - Alexx Heald-Alejo

→ Send notice for voting and list of names to paid membership - November 17, 2016. (Richard)

→ Online voting notice will be send out at the end of November (Michael will create form; Richard will send to paid membership) voting closes on December 10, 2016.

SOCIAL MEDIA

- We do not have a Publicity Chair (Nina is willing to continue it, but does not want to be on board). Alexx agreed to post on PCC's Facebook page.
- All board members have admin/editing rights to Facebook, etc.

PARTICIPATION?

- [Parade of Lights](#) - Nov 26 (now \$35, entry deadline 11/18). Decided to not do it & wait to put it on calendar for next year.

TREASURER'S REPORT

- Balance \$5,943.36 (that is minus the check for \$1700 to bike project which is still outstanding)

MEMBERSHIP REPORT

- Richard made email lists of current, paid members & ride leaders.

### ANNUAL MEETING (January)

- Want to have it at Biaggi's in the separate room. Frank will reserve for January 8 or 15, 6pm. Make sure there are vegan options on menu.
- Introduce new Board at Annual Meeting in January

### SPRING START OF SEASON MEETING (April)

- At Jupiter's at the Crossing (½ price pizza), 6pm
- John will reserve space downstairs for April 11th (first choice) or 4th (second choice).

### NEW BUSINESS

- PCC Happy Hours - 2nd Thursday each month. Ellen will organize a Happy Hour for Thursday December 8 from 5-7pm at Triptych (Dragon Fire Pizza is there)
- Charlie and Gene are planning Ray's Big Ride (formerly Tour de Casey's) on June 17, 2017. Will offer a double metric century.
  - Needs to encourage all speeds; maybe suggest shorter route options
  - Fundraiser for MDA (will have a minimum to raise i.e. \$25; will be able to set up a fundraising page and get sponsors) - organizing this with MDA

# PCC Board Meeting

October 19, 2016

In Attendance: Nina Chanlin, Richard Brannon, Charlie Smyth, Kelley Wegeng, Michael Fuerst, Frank Modica, John Prince, Gene Grass, Ellen Hedrick visitor: Jeff Yockey, CCB

## AGENDA:

### APPROVALS

Approved [September Meeting Minutes](#).

### ELECTION CYCLE

- The amendment to the by-laws for electronic voting was accepted by the Board in September and approved by membership [according to Michael's email](#). An email was sent out to call for nominations.
- We all agree that we want to implement online voting (it's hard to hear at the meetings).
- Talked about lack of nominees and some people we would like to see as board members.
- Kelley's last meeting was today.
- Nina wants to get off the board; she has been president about 2 years.
- Charlie wants to leave, but will stay and help, if needed.
- The rest of us are fine with our current positions.
- Talked of Frank becoming president, but he has only been treasurer for 1 year. Would need to find and train a new treasurer.
- Overlap old & new Board at forthcoming meeting for transfer of info, etc.
- Introduce new Board at Annual Meeting in January.
- Ellen asked if we could do with a smaller board; Charlie says we need this number

### PARTICIPATION?

- Trunk or Treat - Oct 22, Oct 30 - no real interest; don't see benefit to the club
- [Parade of Lights](#) - Nov 26 (\$25), Ellen has a friend with a truck and flatbed trailer for parade; can set bikes on trainers on trailer since it is hard to ride in the parade. Gene wants to get some kids to join our group in the parade. Want to showcase night time visibility.
- End of Season Ride - Oct 30, noon, Meadowbrook to Homer Lake. Needs to be announced ASAP. Frank will bring Jimmy John's, etc. Other supplies are in Sioux's garage.

### TREASURER'S REPORT

- Charlie brought up CCFPD current KRT campaign "\$50,000 in 50 days" and suggested we make a \$500 donation; moved, seconded, passed unanimously

- The \$1,700 check to Bike Project's Light my Bike event has not been delivered; needs to be done ASAP.
- Frank wrote both checks and gave to Jeff Yockey, who said he would be seeing both groups in the next few days and will deliver them
- Balance after check \$6094.54

#### MEMBERSHIP REPORT

- 139 paid members (last year it was 166); 176 total members (last year was ~211), but we have an email list that reaches over 400 people!
- Richard made email lists of current members - paid 2016/2017 members, ride leaders. (The google group list has lots of cyclists on it "anyone who has ever shown interest")
- Richard got gift certificates from Espresso Royale for 14 ride leaders. Need help in distributing?

#### TABLED FOR LATER DISCUSSION?

- Planning for 2017 rides, rides to support, new rides, getting on calendars for rides.
- Weekly rides - Ellen is working on offering rides that start someplace(s) other than our standard C-U-Savoy locations. Richard suggested driving to other towns to ride in areas other than C-U. Need to find out what people want and recruit new leaders.
- Logoed merch - PCC merch other than jerseys. Viable company? [See companies listed in previous email thread.](#)
- Annual Meeting in January - when, where, etc.

## PCC Board Meeting

September 21, 2016

In Attendance: Nina Chanlin, Richard Brannon, Gene Grass, Kelley Wegeng, Michael Fuerst, Ellen Hedrick, John Prince got there very late due to work obligations.

### MINUTES:

#### APPROVALS

Approved [August Meeting Minutes](#).

#### ELECTION CYCLE

- Move it to October instead of January for transition and planning. Gene suggested a search committee to recruit new members and board members. We did not discuss creating a particular group, but all of us can recruit and many of us have tried. Michael thought it was too late to form an official group & this idea could be used next season.
- Discussed not allowing a board member to serve more than 5 years in the same position, but most of us disagreed, mainly because it is so hard to find people to serve in the first place.
- Nina drafted an amendment to the [by-laws](#) for electronic voting (special meeting). The board voted to accept these after some discussion; they are ready to email to membership for voting
- Call for nominations - Nina will compose & will send out an email once amendment is approved. Email to call for nominations & invite nominees to attend October board meeting.
- We all agree that we want to implement online voting (it's hard to hear at the meetings).
- Overlap old & new Board at October and/or November meetings for transfer of info, etc.
- Introduce new Board at End of Season ride or Annual Meeting.

#### WEEKLY RIDES

- Ellen is working on survey questions - will send out in an email for input from board
- Still would like to offer a ride that starts in Mahomet, or someplace(s) other than our standard C-U-Savoy locations
- Need to find out what people want and recruit new leaders
- Richard suggested driving to other towns to ride in areas other than C-U.

#### BIKE SUMMIT

Monday, September 19, 9:30am-3:30pm, Bloomington-Normal Marriott

Charlie went as a speaker. Ellen and Gene went as club representatives.

- We talked to a lot of people about all things bicycling
- Gene suggested a board member exchange with other local clubs to share ideas

## STORAGE

- Long-term storage options: Nina helped clear space at Sue Jones' for PCC storage.
- Geoff still has everything at Parasol. Charlie may have some things also.

## LOGOED MERCH

General like for offering things other than jerseys: Navy bike shorts, socks, etc.

- Viable company? [See companies listed in previous email thread.](#)
- When should we offer something like this? Next year?

## CUAP

- How did CUAP go?
- 162 riders; 135 paid; total of \$3,570? taken in, including memberships
- NET after all cost including insurance (below) was \$2,500
- 31 survey responses (only 1 negative) - 6 people volunteered to help next year!
- The Bike Project Donation - how much? when?
- **Voted to donate \$1,700 to the Bike Project to buy lights for underserved cyclists in our communities via "Light Your Bike" program.**
- Gene will make up a big check and get pictures for press
- Bike Project needs the money asap so they can order lights

## TREASURER'S REPORT

- Account balance: \$8,845.29
- Insurance costs: \$302 for CUAP insurance, \$191 for Crop Cycle
- We approved a number of reimbursements: (Frank)
- CUAP sag drivers: Charlie & John get \$25 each, Kelley didn't want to take a reimbursement.
- Bike Summit:
  - Gene and Ellen emailed receipts to Frank for registration \$65/each
  - John paid for parking garage \$6
  - Ellen's mileage (drove John, Gene and Rich Furr and 3 bikes)
    - 106 miles x \$0.54 = \$57.24

## MEMBERSHIP REPORT

- 139 paid members (last year it was 166)
- 176 total members (last year was ~211)
- Richard is going to make an email list for voting and nominations that includes on the current members (the google group list has lots of cyclists on it "anyone who has ever shown interest")
- Had some discussion on membership
  - Basically those joining in August are good for the next riding season (official by-law wording says if you pay after Sept 1 your membership is good until the end of March 2 years later)
  - Richard will get gift certificates from Espresso Royale for 14 ride leaders.

## PCC Board Meeting

August 17, 2016

In Attendance: Kelley Wegeng, Gene Grass, Charlie Smythe, John Prince, Michael Fuerst, Frank Modica, Nina Chanlin, Ellen Hedrick, Richard Brannon, guest: Cliff

### AGENDA:

#### APPROVALS

Approved [July Meeting Minutes](#).

#### ELECTION CYCLE

- Move it to October instead of January for planning purposes for CUAP.
- Call for nominations after CUAP. Nina will compose & send out an email after CUAP.
- Nominees attend meeting in September or October.
- Implement online voting (it's hard to hear at the meetings).
- Overlap old & new Board at October or November meetings for transfer of info, etc.
- Introduce new Board at End of Season ride.
- Nina will draft an amendment to the [by-laws](#). Can vote electronically (special meeting).

#### WEEKLY RIDES (*This section is tabled until the September Meeting*)

- Ellen is talking to folks about adding a ride that starts in Mahomet
- Need to figure out leaders and a night

#### BIKE SUMMIT

Monday, September 19, 9:30am-3:30pm, Bloomington-Normal Marriott

Regular rate: \$65pp. Cf. <http://rideillinois.org/events/2016-illinois-bike-summit/>

- Club has a \$500 budget to sponsor and send up to 3 people. Since its in Bloomington this year, PCC did not get in on the sponsoring. Will sponsor next year when it is back in Champaign.
- Charlie is going as a speaker. Ellen and Gene will go as club representatives.

#### CUAP

Date for 45th Annual CUAP: August 27, 2016 (Sweetcorn Festival weekend)

See schedule/timeline for tasks: [Volunteer Task List](#)



## CUAP PRICING:

Before / After Aug. 20	PCC Member	Non-Member
Individual	\$22 / \$27	\$27 / \$32
Family	\$40 / \$45	\$45 / \$50

Family ride: \$10

Group discount: 5+ people that register together as a group get a \$5 discount each.

## DISCUSSION:

- Volunteers - still need to get someone to take down the signs after the ride. Charlie said typically last rest stop shifts bring the signs back in. Please confirm this with people working last shift.
- Need to confirm that Champaign Cycle is providing mechanical tent (Gene). Best location for that is at Ford Harris Park. At the start of the ride there will be a pump and the Itty Bitty Bike Shop
- Routes - Charlie put files in shared folder. John and Ellen will get maps, cue sheets and waivers printed.
- Ellen and John are collecting swag and storing it at their office. Please pick up any non-perishable contributions and give it to Ellen and John for aggregation. Ellen is stuffing the bags. **Deadline for SWAG drop off is Wednesday Aug 25**
- When can we get the corn tickets? (Gene - maybe not till the day before the ride)
- Nina is taking pictures of swag to use as advertising on social media. Any pictures for social media use can be deposited in the [PCC Social Media](#) folder. -- Ellen is also compiling a list of the prizes and will share that with the board for use in promotional emails
- Gene is going to compose an email extending the early registration prices and offering an incentive to 2 early registrants for 2 of our best prizes (golden tickets: Champaign Surplus & Durst Cycle gift cards)
- "Completion Certificates" for the century and for kids (Gene)
- Supplies (John, Charlie) - Charlie, Kelley and others (?) are meeting at Parasol Thursday 8/18/2016 at 4pm to organize supplies.
- Marking the route: Nina, Kelley, John and Frank will mark the route, they will also make a list of locations where the signs are needed (Bonnie McElwee has the signs and will place them)

## LOGOED MERCH (This section is tabled until the September Meeting )

General like for offering things other than jerseys: Bike shorts, socks, etc.

- Viable company? [See companies listed in previous email thread.](#)
- When should we offer something like this? Next year?

## TREASURER'S REPORT

\$6,980.63

## MEMBERSHIP REPORT

Current membership is 145 (down from last year)

## PCC Board Meeting

July 20, 2016

In Attendance: Nina Chanlin, John Prince, Richard Brannon, Ellen Hedrick, Kelley Wegeng, Gene Grass, Michael Fuerst, Charlie Smyth (Frank Modica was not able to attend)

### MEETING MINUTES:

#### APPROVALS

Approved [May Meeting Minutes](#).

#### CUAP

Date for 45th Annual CUAP: August 27, 2016 (Sweetcorn Festival weekend)

See schedule/timeline for tasks: [Volunteer Task List](#)

#### DONE:

- Hotel blocking confirmed with Hampton Inn. [Booking link](#) is posted on CUAP page. Block of hotel rooms available for a special rate extended to CUAP participants. They offer bike storage in addition to their existing amenities.
- Richard emailed PCC and SWRC on July 1 to advertise CUAP.
- Kelley reserved Ford Harris Park.
- Ellen was applying for the use permit for the Champaign County Forest Preserves. No special permit or fee necessary if we just route through it with no rest stop.
- [Online registration](#) is live! Please review. Send specific suggestions to Michael.
- Insurance for CUAP is taken care of (Charlie)

#### DISCUSSION:

- Kelley will ask Worden Martin if we can use their \$150 for other items (such as bagels and fruit) instead of renting the U Haul; since they are not giving us a loaner they do not get any advertising benefit out of the vehicle besides being on the brochure, etc.
- **We talked about SAG vehicle volunteers - Kelley, Richard and John volunteered**
  - **Did not discuss reimbursement for mileage - Should this come out of \$150?**
  - **Richard stationed at Registration**
- Volunteers for registration: 1 for pre-registered, 1 for day of registrations, 1 for money
- Discount for groups
  - (a group is not a family; they are already discounted; clubs, churches, community organizations, businesses, random gather of folks)
  - Decided to give \$5 off per person for group of 5 or more
  - Michael will figure out revised online registration form

- Charlie and Gene will include this in promo items (press release, emails, etc)
- Everyone will have to sign a waiver at registration (to make sure all members of groups sign individually - can make forms for multiple signatures - Michael)
- Richard or Gene will get Depot Ride registrant info from Peter Davis - more contacts for marketing
- Richard will talk to Sue Ellen Finkenbeiner about Ski Club volunteers manning a rest stop; need to figure out best location for them depending on their number of volunteers
- We will make a big deal out of the fact that this is 45th Anniversary (will try to offer a 45 mile route - more on routes later)
- Benefit is for The Bike Project's lights for youth. We will not make financial commitment now, but will wait until after CUAP (how it has always been done with charitable donations)
  - “Northern Lights” = name of Pike Projects’s event that we will donate to
  - Include in promo material
- Distribute CUAP brochures to all sponsors and then some
  - Frank distributed widely in downtown Urbana; Ellen gave to both Durst locations, CCFPD and Champaign Surplus (also got flyers for door and bulletin board), Nina gave them to Champaign Cycle, Visit Champaign County and Neutral Cycle have them, Kelley will make sure they go to Iyengar Yoga, Amara Yoga and Art Coop
- Looked at Routes; made a few adjustments; have many mileage combinations
- Suggested a WEFT interview (no one volunteered)
- Brought up Smile Politely - Kelley has already exhausted that avenue, but if anyone thinks they have an “in,” go for it (Charlie said he knew someone, Patrick Singer)
- “Completion Certificates” for the century and for kids - Gene will make some and have pre-printed certificates available at the ride.

#### DEADLINES:

- Volunteer party for CUAP will be Wednesday August 10th - that’s for recruiting volunteers; no location set yet. Michael is looking into Po’ Boys as a location by **July 24, 2016**. Email to be sent out **July 27, 2016**.
- Gene will confirm Corn Bucks with UBA by Tuesday, **July 26, 2016**. Please report to board once confirmed.
- **PRESS RELEASE to go to media by July 27th** Gene and Charlie will work on the language and Charlie will get them sent out, he has all the contacts (radio stations, etc.)
- Charlie & Gene will look into bagel donations. Charlie will get bagel donation from Einstein’s. Report back to board by: **July 27, 2016**.
- Ellen and John are collecting swag and storing it at their office. Please pick up any non-perishable contributions and give it to Ellen and John for aggregation. Sunscreens from Athletico and eye glass kits from Walmart are on order. Ellen is stuffing the bags. **Deadline for SWAG drop off is Wednesday Aug 25, 2016**.
- When can we get the corn tickets? (Gene)

- Nina is taking pictures of swag to use as advertising on social media. Any pictures for social media use can be deposited in the [PCC Social Media](#) folder.

#### CUAP PRICING:

Before / After Aug. 18	PCC Member	Non-Member
Individual	\$22 / \$27	\$27 / \$32
Family	\$40 / \$45	\$45 / \$50

\$10 Family ride

Group discount: For groups of 5+ people who register together, -\$5 per person.

#### CROP CYCLE

Ride to highlight local growers and benefit the Land Connection on September 3rd. PCC's contribution is the insurance (Charlie included Crop Cycle with CUAP on our insurances, so it is taken care of). PCC members get a discount. Organizer/contact: Jen Burton (Richard knows her.)

#### TREASURER'S REPORT (supplied by Frank)

Balance is \$6,277.03 plus \$5 in PayPal account

#### MEMBERSHIP (Richard)

- Currently 121 members
- Numbers may be down a little
- Expecting sign ups at CUAP - make sure we have membership forms available

#### NEW BUSINESS

#### ELECTION CYCLE

- Want to move it to October instead of January for planning purposes for CUAP
- August - call for nominations email (Nina)
- September - invitation for nominees to attend meeting & set up online voting (it's hard to hear at the meetings)
- October - introduce new Board (Can have a club meeting after the end of season ride)

#### WEEKLY RIDES

- Ellen is talking to folks about adding a ride that starts in Mahomet
- Everyone likes that idea
- Need to figure out leaders and a night

#### FUTURE BOARD

- Charlie's replacing of Daniella is very temporary (he has other board, council commitments already) - need a new "Publicity Director"
- Kelley will step down (she just wanted to get CUAP revitalized this year) so Gene will be stepping up as the "At Large Member - CUAP Ride Director"
- Will also need a new "At Large Member - CUAP Assistant Ride Director"
- Any other changes

# PCC Board Meeting

May 17, 2016

In Attendance: Nina Chanlin, John Prince, Michael Fuerst, Kelley Wegeng, Daniella Birch, Ellen Hedrick, Frank Modica and Richard Brannon

## MEETING MINUTES:

### APPROVALS

Approved [April Meeting Minutes](#).

### CUAP

Date for CUAP: August 27, 2016 (Sweetcorn Festival weekend)

See schedule/timeline for tasks: [Volunteer Task List](#)

- GUIDED Family ride - will do the short family ride at 10am for \$10 (Kelley will guide; to Meadowbrook, somewhere between 5 and 8 miles; plus education on bike riding safety)
- Richard has a thank you letter that he will share with us.
- Ellen and John will collect the swag and store it at their office
- As we confirm sponsors, (1) enter their contact information into the [Sponsor List](#) (group, contact name, email, what they are contributing) and (2) put their logo into [Sponsor Logos](#).
- Nina took pictures of swag received so far to use as bait for advertising on social media. Any pictures for social media use can be deposited in the [PCC Social Media](#) folder.
- Open online registration: June 1 (Michael)
- Amount to go to the Bike Project will be undefined. The purpose will be to get bike lights to distribute to low income folks who need lights on their bikes.
- Richard in conversation with Champaign Ski & Adventure Club. Will confirm with them to man a rest stop.

### TO DO:

- Kelley will look into bagel places - Einstein's, Panera, Atlanta Bread
- Bananas donated by County Market; gift certificate may be used to buy oranges and cream cheese (Kelley)
- Michael will add the logos of sponsors to the website, highlighting Champaign Cycle, our most generous and consistent supporter
- Kelley will contact & reserve Ford Harris Park
- Ellen is going to apply for the use permit for the Champaign County Forest Preserves. We may get the fee as a donation; if not we'll pay the \$50. CCFPD has already donated 3 shirts.
- [Brochure](#) - Nina will be drafting the brochure this week. A draft will be shared with the Board before it

goes to print.

→ Someone needs to pick up contributions from Champaign Surplus and Visit Champaign County. Kelley? Ellen?

#### CUAP PRICING:

Before / After Aug. 18	PCC Member	Non-Member
Individual	\$22 / \$27	\$27 / \$32
Family	\$30 / \$35	\$35 / \$40

\$10 Family ride

#### WEBSITE

Cf. [Email thread](#)

We all said we liked the improvements that have been made. Pictures rotate randomly and are mostly current.

#### LOGOED MERCH

General like for offering things other than jerseys: Bike shorts, socks, etc.

- Most of us like the ideas of shorts and socks
- Shorts should be navy to go with our jerseys
- No cheap stuff like water bottles

→ Nina will look into it.

#### CROP CYCLE

Last year Jen Burton organized this ride to highlight local growers and benefit the Land Connection.

- Last we sponsored: helped with insurance cost, route planning, equipment (Charlie did most everything so we don't know a whole lot)
- The ride will be in late September this year
- Daniella has Jen's contact info and will share
- Richard knows Jen and will contact her.

#### REPORTS

Daniella is moving so she reported on current projects & who would best pick them up

→ Nina: Instagram, Twitter, Reddit, Facebook

→ Kelley & John have administrative right to Facebook & will post on behalf of PCC

Treasurer's report (Frank) - have around \$5,600, in good shape

- Frank still has 14 extra jerseys to sell. To be advertised online.

Membership report (Richard) - 167 member count

## NEXT MEETING

Absentees: Daniella, Kelley

John requested meeting on Wednesday evenings instead of Tuesdays when he is supposed to be leading a ride. An online vote will take place to determine monthly date.



# PCC Board Meeting

April 19, 2016

**In Attendance:** Nina Chanlin, Kelley Wegeng, Frank Modica, John Prince, Michael Fuerst, Richard Brannon, Daniella Birch, Ellen Hedrick.

## MEETING MINUTES:

### APPROVALS

- Approved both [March Meeting Minutes](#) and [General Meeting Minutes](#) (April 5, 2016).
- Approved and made reimbursements: \$38.68 to Ellen (business card stock), \$286.80 to Michael (web hosting fees for 2 years), \$206.54 to Richard (printing & \$20 Starbucks gift cards).

### JERSEYS

Frank got the shipment of jerseys; passed out what he could; will make arrangements to distribute them at rides.

### MEMBERSHIP

- Richard reported 104 paid memberships (some are family memberships) for a total of 140 members currently in PCC.
- He sent an email to last year's members that have not re-joined this year. He is not going to pursue that any further.
- Richard passed out some of last year's ride leader gift cards and will get the rest distributed.

### CUAP

Date for CUAP: August 27, 2016 (Sweetcorn Festival weekend)

See schedule/timeline for tasks: [Volunteer Task List](#)

- Daniella will get us an updated press release.
- It will be a charity ride. A portion of the net profits will go to The Bike Project.
- Kelley updated us on a bunch of sponsors that are already on board and we went through the logo files and updated those for the brochure.
- Kelley wants us to talk to our potential sponsors in the next 2 weeks. She would like to print the brochure by May 15 so we can distribute at the Market in Urbana. Will also have brochures for distribution at local bike shops, and other places (probably Bike Project).
- Want to open online registration May 15 (at least by June 1) and advertisement with prizes.
- Also discussed some food donations; bananas and oranges from County Market, going to ask Jimmy John's for a discount on party platter(s), going to ask Jupiter's, too.

## PARTNERSHIPS

- Bike Month (May): We have made ourselves available to Charlie Smyth and Jeff Yockey and will wait for them to tell us what they need. \$250 contribution to CCB was Board approved. Cf. Email from Charlie. Frank will make arrangements to transfer the funds.
- Neutral Cycle: Board is not in favor of an agreement as we see no benefit and do not want to be exclusive.
- Live Grit Weekend, May 21-22, Cf. [Listserv thread](#). PCC will not be partnering with them as they are a for-profit tour.
- Happy Hours: John to re-establish Happy Hours coordinated with Bike Project rides.

## WEBSITE

Cf. [Email thread](#)

Suggestions? Please be specific.

- Correction to Weekly Rides: John's Tuesday ride is at 5:30pm.
- Nina and Ellen submitted specific suggestions. Michael has made some updates to Home/Welcome page and right margin. Everyone seems to like these.
- Consensus is we want more and current photos. Daniella posts photos on Instagram and Facebook. Michael is going to figure out how to access these for the website.
- We discussed keeping a ride calendar.
- Kelley very much dislikes including info from others (other than by linking to that info) because if we are not made aware of updates we are putting out bad/outdated info. A recent example is Champaign Cycle - they had old information on their web site for a long time that sent people to the wrong place for rides.
- Link to this? <https://www.google.com/maps/d/viewer?mid=zdoFvbrFz2DA.kAMk2AT2extY> - Yes, but beware that not everything is current; several people edit this map. The locations on the map should be linked to the source info to make sure it is all current.
- Talked about linking to utilitarian sites like bike rentals from Neutral Cycle.

## NEWSLETTER

- Gene thinks there is a need for a good club newsletter but was not in attendance to further develop the topic.
- Survey (by Daniella) says people prefer communication by #1 email #2 facebook #3 e-newsletter
- Who would do the work of writing a newsletter? At-large board member? No one has stepped forward.
- Talked a little about how SWRC solicits stories from members for their very successful newsletter which is published electronically every 2 months.
- Kelley is tossing around the idea of writing a blog about local club rides in and around town.
- Discussed other options to share stories on social media.

## REPORTS

Treasurer's report:

Chase balance is \$5,226.24, plus a little in the paypal account; total is over \$5,900.

# PCC Board Meeting

March 15, 2016

In Attendance: Nina Chanlin, Kelley Wegeng, Michael Fuerst, Gene Grass, Ellen Hedrick, Richard Brannon, Daniella Birch, John Prince. (Frank Modica was not able to attend)

## MEETING MINUTES:

### APPROVALS

Approved [February meeting minutes](#).

Approved \$56 reimbursement to Frank Modica for driving and parking expense for Bike Club Leadership Workshop.

Accepted Michael's edits of the bylaws. He will make them available to the club (by email) so that we can vote on them at the Spring General Meeting. (Reviewed [Draft of by-laws](#) that Michael put together per our comments. Board approved the following changes to [PCC by-laws](#): (1) revise Board position descriptions, (2) drop reference to newsletter, (3) online fee collection via website, (4) wording about depositing fees.)

### PCC PURPOSE

Kelley pointed out PCC's purpose listed online. Board agreed to this general mission:

"PCC is a local not-for-profit social group in Champaign County encouraging bicycle riders of all types."

→ Gene and John reported on Bike Club Leadership Workshop, Feb 27.

- Many other clubs have the same challenges as PCC
- Two very successful clubs in the area are the Peoria Mountain Bike Club and the Springfield Bicycle Club
  - They both have large membership
  - A broad range of members
  - Successful rides with lots of volunteers
  - More specifically about SBC and their signature ride the Capital City Century
    - 800 riders
    - 125 volunteers
    - They think the century is a huge draw
    - Their focus is a premier ride with a premier route
      - In reality their route, terrain is not any more interesting than ours
    - Most people ride the shortest loops
    - They have a party and a ride for the volunteers
- Some other takeaways
  - Run your club like a business
  - Find focus groups: families, women... (we have a somewhat disorganized Tuesday night Women's ride; it needs to have dedicated ride leaders to be successful; it's a Google group that spends most of it's emails reporting who can't come to the ride; it may or may not have fizzled out (Ellen will contact Lori and Annette about this))
  - Club communications and website are really important
    - One of the first things you see on our website is news of a cycling fatality
    - Context and content are very important

### CUAP

Kelley led a very productive discussion on CUAP

Date for CUAP: August 27, 2016 (Sweetcorn Festival weekend)

See schedule/timeline for tasks: [Volunteer Task List](#)

☺ It will be a charity ride. Some proceeds to benefit The Bike Project.

John and Gene went to their last board meeting. They will help and they had some ideas of what to do with the money.

☺ Daniella is in conversation with Visit Champaign about CUAP sponsorship.

☺ Kelley & Gene are in conversation with Urbana Business Association about sponsoring CUAP.

☺ Cost for CUAP early registration set at \$22/\$27 (individual member/non) and \$30/\$35 (family member/non). Price increases \$5 after August 18, 2016.

☺ Parasol is ok with Geoff as a start location. (Frank asked.)

→ Daniella will write a press release.

→ Assignments to disseminate press release:

- Kelley - Smile Politely, Champaign Public Library, WCIA Hometown Calendar (Illinoishomepage.biz), Wild Card, Rantoul Press, Hits 99.7, Oldies 97.7, WILL, 105.9 WGKC, WIXY 100.3, DMBC, WRFU, WEFT, Church Calendars
- Daniella - News Gazette, Visit Champaign County, ChambanaMoms, Enjoy Illinois, Urbana Free Library, Mix94.5, UIUC (and 107.1) Calendar, Parkland (and 88.7) Calendar, Illini Cycling, NothingToDoInCU.com, John - Daily Illini, Champaign County Chamber of Commerce, Champaign Cycle, Neutral Cycle, Durst, Champaign County Bikes, City of Champaign, City of Urbana
- Gene - Urbana Business Association
- Ellen - WBGL Family Calendar, Village of Mahomet, Champaign County Forest Preserve

Objective is to get on everyone's calendar.

Sponsors for CUAP - calls need to be made to get SAG vehicles, monetary donations and door prizes for the ride. In order to get people to pre-register for CUAP Daniella is offering up 150 clear rain ponchos from Yelp. Also, only pre-registrants are eligible for door prizes, since they are drawn in advance and posted at the start of the route on the day of the ride.

→ Assignments to contact potential sponsors (Cf. [Volunteer Task List](#) for contact info):

- Richard - Casey's of Mahomet, Casey's of St. Joseph, Varsity Striping
- Kelley - Subaru, Carle PR
- Nina - Champaign Cycle
- Daniella - Einstein Bagels, Panera, Atlanta Bread, Visit Champaign County, Kind Bar, Simply 7 Snacks, Yelp
- Ellen - Durst Cycle
- John - Neutral Cycle

Ask for anything.

Gene also suggested promotions to bring new members to the club. If you bring in 3 new members, you get to ride CUAP for free.

☺ Discussion of routes: Kelley has ideas which she will share with us soon. We want to focus on Champaign County. Had good reviews of last year's routes, so she wants to add ~15 mile loops at either end of last year's routes to be able to offer some more scenic territory. In order to be able to ride through Homer Lake and Lake of the Woods Forest Preserves, the board voted to buy a \$50 use permit. This is good for the entire year.

JERSEYS Jerseys ordered! Thanks, Frank!

### SPRING GENERAL MEETING

Spring meeting at Jupiter's on Tuesday, April 5.

☺ Nina reserved a space downstairs & will place a pizza order ahead of time. Non-alcoholic drinks included in PCC tab.

- Changes to by-laws will be voted on at the next General Meeting, April 5, 2016.
- Gene will email an announcement to PCC in advance, including bring 3 friends to join PCC & ride CUAP for free. Daniella to email a reminder on April 1.

### NEWSLETTER

Gene thinks there is a need for a good club newsletter. He is getting resistance from most of the board. We did agree that the work would have to be assigned to a specific board member; maybe an additional member or an at large member.

So far Daniella has only gotten about 20 responses to her survey.

### 2016 RIDE SCHEDULE

Cf. <http://www.prairiecycleclub.org/weekly-rides/>

John O'Connell of Illini Cycling wants to list our weekly rides. <http://illinicycling.org/rides.html>

- Ellen will put together the list of weekly rides.
- John is contacting ride leaders to confirm.
- Michael, please update website to reflect current weekly rides.

# PCC Board Meeting

February 16, 2016

In Attendance: *Kelley Wegeng, Gene Grass, Ellen Hedrick, Michael Fuerst, Daniella Birch, John Prince, Frank Modica, Nina Chanlin*

## Minutes:

Approved December annual dinner meeting minutes & January meeting minutes.

### PCC PURPOSE

Discussion tabled till next month.

### PCC BY-LAWS & BOARD POSITIONS

Proposed changes to PCC by-laws: (1) revise Board position descriptions, (2) drop reference to newsletter, (3) online fee collection via website.

Gene brought up discussion of Newsletter - would there be any value? Why was it stopped? Will include whether or not club members want a newsletter in the survey.

→ Daniella will survey about PCC communications - Questions from the Board due by Mar 5.

Send out a survey by March 12 (dates are intentionally set after the Feb 27 bike club conference).

Tabled the remainder of items in this section:

→ Review Draft of by-laws (Michael).

→ Changes to by-laws need to be voted in at the next General Meeting, April 5, 2016.

### CUAP

Kelley and Gene developed a list of questions to discuss:

#### **CUAP Planning Questions**

To what extent is CUAP our major money-maker for the club? ~1/3 CUAP/ % Club Dues

How many volunteers do we typically have for CUAP? ~25

How many miles per rest stop? -15-20

How many volunteers are needed per rest stop? 2 people x 3 shifts

What do we want the primary purpose of CUAP to be? Introduce cyclists and prospective cyclists in our community to PCC and the areas where we ride

What are the additional purposes? reach cyclists from outside the community

Do we want the ride to be a charity ride? yes

How much do we want the ride to grow? goal 200 (in past average around 120, recent high was 150, some remember 200 in more distant past)

What do we want the ride to feature? (Length, sights, number of stops?) variety, definitely a metric century, would like a full century option (see question about help from partner organization)

If we decide it should be a charity ride:

Can we achieve the things we've just agreed upon if we select a cycling-related charity? yes

Who do we want to benefit (and possibly partner with, depending on what we decided above)? some discussion about Kickapoo Trail and Life Cycle, but the 2 Bike Projects are the board's current favorites

Do we need to partner with another organization to be able to do what we want?\_If we get volunteers from the bike projects we could make the full century option available.

<http://www.newocr.com/>

→ John and Kelley are going to reach out to their Bike Projects contacts to discuss our ideas & see if they're willing to collaborate.

CUAP sponsors - See Volunteer Tasks for list of past sponsors.

Board members, please add to the list when you make contacts with potential sponsors.

### JERSEYS

Advertised as planned. ~15 orders so far. Daniella will send out a reminder email.

Remainder of schedule:

→ February 19: Deadline for ordering jerseys.

→ February 20: Frank will place a jersey order with LG.

### MEMBER SUGGESTIONS

© Weekly PCC rides - note in the ride descriptions that as the summer riding season progresses, the speed of the faster rides may increase a little (1/2 level?) as people become more fit.

Otherwise, please ride at advertised speeds so that people just joining won't get dropped & be dissuaded from coming again.

→ Michael says the website already contains such language but we did not find such rhetoric at <http://www.prairiecyclclub.org/weekly-rides/> and <http://www.prairiecyclclub.org/pcc-rules-of-the-ridel>.

© Identify new members at weekly rides & PCC events to specially welcome them & invite them to continue coming back. How can we be welcoming to new & potential members? Encourage introductions at rides. Daniella said it would be nice to give out some cards to new members. Note what riding with PCC is like on the web site.

### WEEKLY RIDES

© Thursday evening ride is adding a second Level 2 leader: Nancy Parker

© Last year Kelley did an unofficial Thursday night ride with PCC and Wild Card members - level 3.5 to 4 ride. She is going to make that an official ride this year, but on Monday night. For now, details are: leaders Kelley and Daniella (so we have a Wild Card and PCC rep) on Mondays, 6pm, from Meadowbrook. Will call it the "Bridge Ride."

### SPRING GENERAL MEETING

Spring meeting at Jupiter's on Tuesday, April 5, at 6 pm

© Nina reserved a space downstairs & will place a food order ahead of time. Non-alcoholic drinks included in PCC tab. (just pizza, no salad)

→ Email an announcement to PCC in advance. Sometime around March 15-22?

### REPORTS

© Treasurer's report: no new bills, shared full report last month; current balance \$5,613

### BOARD EMAILS

Please try to reduce volume. If response is to a specific person, reply only to them please.

Meeting adjourned at 6:52 pm. Next Meeting is March 15, 2016.





# PCC Board Meeting

January 19, 2016

In Attendance: Kelley Wegeng, Gene Grass, Ellen Hedrick, Richard Brannon, Michael Fuerst, Daniella Birch, John Prince, Frank Modica, Nina Chanlin

## MEETING MINUTES:

Approved December meeting minutes.

## PCC BY-LAWS & BOARD POSITIONS

New Board Members were approved & voted-in at the Annual Dinner on January 10, 2016.

- **President** - leads monthly Board Meetings & helps set the agenda; helps guide through tasks towards goals (Nina Chanlin)
- **Treasurer** - deals with all things money; acts as President in his/her absence (Frank Modica)
- **Activities Director** - coordinates weekly club activities (John Prince)
- **Website Editor** - maintains website (Michael Fuerst)
- **Membership Coordinator** - handles membership records & assists Treasurer with dues (Richard Brannon)
- **Publicity Director** - handles social media & assists in various public relations & advertising tasks (Daniella Birch)
- **Secretary** - official taker of minutes and records (Ellen Hedrick)
- **At Large Members** - serve as coordinators of our annual ride, CUAP (Kelley Wegeng, Gene Grass)

Michael will draft amendments to the PCC by laws to present at February Board Meeting and to be voted on at the season Kickoff Party in April (next general meeting):

<http://www.prairiecycleclub.org/wp-content/uploads/2014/11/PCC-By-Laws-revised-2014-11.pdf>

Proposed changes to by-laws: Amend Board positions

Drop references to newsletter.

Online fee collection via website.

## CUAP

Date for CUAP: August 27, 2016 (Sweetcorn Festival weekend).

Richard is going to list the ride on Mike Bentley and Brinin.org (bike rides in Indiana) - some general info: start at Parasol Records (will confirm with Geoff Merrit), registration 7 to 9:30, SAG support until 2 (or 3...)

What is the purpose of CUAP: to encourage new participation in the club; to introduce new riders to PCC and Champaign County roads; to educate families about riding; challenge rides to try a longer distance with support

See schedule/timeline for tasks: Volunteer Task List

☺Kelley appointed Meeting & Special Activities, Programs & Arrangements Coordinator. She will form a non-board standing committee to put together CUAP.

☺Kelley IS in conversation With Urbana Business Association about sponsoring CUAP. She'll follow up with them in February.

☺ Daniella is in conversation with Visit Champaign about CUAP sponsorship.

→ Kelley & Gene will develop talking points for contacting sponsors.

→ Richard will contact Warden Martin about a SAG vehicle and Midwest Pottyhouse Varsity Striping)

→ Daniella will send CUAP information to LIB, Peter Davis/Champaign Cycle, area bike clubs, etc. Daniella will contact Kind Bars & Simply 7 Snacks for donations. She will also represent Yelp as a sponsor.

Will assign some "way before the ride" tasks at February meeting

### WEBSITE

→ Michael will update CUAP web page, links to reflect proper date & current information.(file link)

He will change all 2015 references to 2016. He will remove Newsletter page and references. He will update Illinois League of Bicyclists to Ride Illinois. (on Share the Road link)

### JERSEYS

Sponsors for jerseys? There should be no cost for removing sponsor logos.

→ February 1: Have sponsors set in 2 weeks.

→ Would someone be in conversation with Chris Dangles about Gibson Orthopedics (wants to advertise new clinic in Mahomet) sponsorship? More specifically, how much they would like to contribute & if they could get us their logo in vector format. Frank will check with Charlie.

→ February 5: Michael will formulate an online jersey order form to collect size & payment information by February 5.

→ February 7: Daniella to email PCC about ordering jerseys online & order date/deadline, February 7. Deadline for ordering February 19.

→ February 20: Frank will place a jersey order with LG.

Lots of discussion regarding costs of Jerseys and how sponsors defray those costs.

Have interest for about 30 orders. Cost will be roughly \$64. Charge \$60/each. Each \$500 sponsor lowers cost ~\$5/each.

Champaign Cycle wants their sponsorship withdrawn.

Talked about offering the sponsors free jerseys.

### SPRING GENERAL MEETING

Spring meeting at Jupiter's at the Crossing on a Tuesday (1/2 price pizza!) in April. Reserve a space upstairs?

Frank will contact Richard about coordinating with Second Wind Running Club.

### REPORTS

☺Treasurer's report

☺Approved 2016 budget

<https://docs.google.com/spreadsheets/d/1YYCUuOKdXBHfjgdmmsSQOho inXYPNNAzthoiVSM/edit?ts=569edcbc#gid=80370577>

### PCC PURPOSE

Gene brought this up for further discussion in February:

What is the purpose of PCC? What is the mission of PCC? Is PCC a bridge organization to get people into cycling? Want board members to brainstorm on this.

## **PCC General Meeting**

January 10, 2016

In Attendance: roughly 49 members

### **MEETING MINUTES:**

Kelley Wegeng called the meeting to order.

She announced the date for CUAP - August 27, 2016.

She asked for non-board members to be CUAP committee members: Sue Jones and Charlie Smyth volunteered.

Voted in new and continuing board members:

- President - Nina Chanlin
- Treasurer - Frank Modica
- Activities Director - John Prince
- Website Editor - Michael Fuerst
- Membership Coordinator - Richard Brannon
- Publicity Director - Daniella Birch
- Secretary - Ellen Hedrick
- At Large Members - Kelley Wegeng and Gene Grass

Richard McClary thanked the out-going board members for their service.

Dinner was served.