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Twin Cities Tandem Club



June 2020

www.twincitytandembike.com

Annual Meeting Minutes

Scribe: Matt Tillotson

Due to the COVID-19 pandemic, the TCTC Annual Meeting was held via ZOOM on Wednesday, June 3rd with 12 teams in attendance.

After general chit chat, Chris Gilchrist made a motion to call the meeting to order. The motion was seconded by Stan Valkenburg. Motion carried, and at 7:11pm the meeting officially started.

Deb Liang began with brief explanation of the board job descriptions, with the hope of recruiting others to volunteer to take over these positions in the future. The job descriptions are included in this newsletter, along with these meeting minutes. We currently have four board positions and one non-board position.

Board positions are: President - Jean Hurlbert, Vice President - Mark Seaburg, Treasurer – Deb Liang, Secretary - Matt Tillotson. Non board position is Webmaster – Lyle Quimby. John Mattsen made a motion to re-elect all current board and non-board members. Stan Valkenburg seconded. Motion carried unanimously.

As a note, the current President and Vice President would like to not continue in 2021, so the club is seeking interested individuals. Look over the job descriptions and consider if you would be qualified and willing to do any of these jobs.

Due to increased cases of scammers working through websites, the “for sale” section of our website will be limited to local sales only. And on that note, John Mattsen will have two wheels for sale on the website soon, a Hadley Racing wheel built by Terry Osell and a Phil Wood wheel.

Treasurer report: Once again we spent more than we took in. Most of that was insurance, LAB membership,

website costs and to a lesser extent newsletters. The complete financial report is included separately.

We currently have not renewed our club insurance. We will renew the club insurance once we are able to hold club rides. Insurance costs will be in the \$400 range, unless we wait until later in the summer. If we do not get insurance until August 1st, there is a 25% discount, and if not until October 1st there is a 50% discount. Deb will research what it would take to allow online renewal through PayPal, Venmo, or other online payment method. For 2020 we will be going to email and online newsletter only.

A motion was made to increase club dues to \$25 by Val Seaburg, this was seconded by John Mattsen. Passed unanimously, dues are now \$25.

Speaking of club rides, currently the club has suspended all rides through the end of June. The club will hold monthly ZOOM meetings on the first Wednesday of the month at 7:00 pm for the sole purpose of assessing the appropriateness of holding club rides. We will also use these meetings to discuss the criteria needed for the club to start holding rides. We want to be safe, socially responsible, and respect both the desires and fears of our club members.

To support and assist club members in riding socially, we will be sending a newsletter with the current complete roster so club members can contact those members they would like to ride with in a manner that is socially appropriate but would not be possible with a group. If you do NOT want your information included in this roster that is sent only to club members, let us know at membership@twincitiestandembike.com and we will remove your information before we send that roster out.

Jean Hurlbert made a motion to adjourn. This was seconded by Mark Seaburg, and passed unanimously. The meeting was officially adjourned at 7:59pm.

TCTC Position Descriptions and Board Responsibilities

General Responsibilities of Board Members. Board members are responsible for the overall management, operation, and finances of the club.

Board Positions:

President

Responsibilities:

- Oversee the operation of the club
- Conduct annual meeting
- Coordinate the development and production of the club jersey

Vice President

Responsibilities:

- Assist the President
- Assume the duties of the President when the President is not available
- Facilitate the organization of the Loons Rally
- Perform other duties as assigned by the President and/or the Board

Secretary/Newsletter Editor

Responsibilities:

- Responsible for the scheduling of the club's annual meeting
- Responsible for informing club members of the annual meeting details – date, time, location
- Take minutes at the club's annual meeting
- Record results of election of board members
- Prepare minutes from the club's annual meeting and publish them in a timely manner
- Solicit and consolidate member inputs of information for the club newsletter
- Format the newsletter and send out to club members in a timely manner
- Provide the newsletter files to the webmaster for the web site

Requirements

- Computer skills required to effectively collect, format, and publish the newsletter
- Computer skills required to use of email, word processing, and spreadsheet software
- Reliable and detail oriented
- Good communication and problem-solving skills
- Work well in a team, collaborating with club officers.

Treasurer/Membership Coordinator

Responsibilities:

- Deposit monies received
- Pay bills, reimburse members for incurred expenses, and disburse donations as directed
- Reconcile monthly bank statements, edit transactions and resolve any issues as required
- Maintain adequate books and a complete set of financial records
- Annually renew the club membership in LAB (League of American Bicyclists)
- Secure club liability insurance before the start of club rides each year
- Maintain a membership tracking and recording system
- Processes membership applications into the data base
- Notify members of expiring memberships
- Collect dues and other fees as directed

Requirements

- Computer skills necessary to maintain the electronic financial records
- Computer skills necessary to maintain membership database
- Computer skills required to use email, word processing and spreadsheet software
- Reliable and detail oriented
- Good communication and problem-solving skills
- Work well in a team, collaborating with club officers

Non-Board Position: Webmaster

The Webmaster will develop and manage the TCTC website according to the club's needs. Ensure that website is secure, functional, visually appealing, user-friendly, and consistently updated.

Current Website is using Joomla which is a free and open-source content management system.

Responsibilities:

- Determining club website needs and requirements
- Building and testing aesthetic, functional and user-friendly website
- Coordinating with club officers and content providers
- Implementing and ensuring website security and data protection
- Monitoring and analyzing site performance

- Updating website content
- Addressing and responding to user comments and complaints
- Do regular site backups
- Maintain club calendar
- Maintain Domain names which are currently at GoDaddy
- Maintain hosting site which is currently SiteGround

Requirements:

- Knowledge in computer science or a related field is beneficial
- Working knowledge of programming languages and operating systems
- Knowledge of website management tools
- Knowledge of IT security
- Reliable and detail oriented
- Good communication and problem-solving skills
- Work well in a team, collaborating with club officers.

Midwest Tandem Rally 2020 September 4th – September 7th

Couples on Wheels invites you to MTR 2020, the 45th annual Midwest Tandem Rally! The event will be held in Racine, Wisconsin, conveniently located in the southeast corner of the state, on the shores of Lake Michigan. The Racine County Convention and Visitors Bureau and our host hotel, Delta by Marriott-Racine, are excited to partner with us in 2020.

KEY REGISTRATION DATES

- Through 6/30 – Early registration price of \$75
- 6/30 – Last day to order jerseys, t-shirts & socks.
- 7/1 – Price change to \$85 for the weekend.
- 7/15 – Last day to order license plates.
- 8/04 – 5:00 PM deadline to make hotel reservations at special group discount.
- 8/14 – Last day to cancel MTR reservation. See cancellation policy.
- 8/21 – Last day to order banquet. Reservations after this date are not guaranteed lunch.
- 8/28 – Last day to cancel hotel reservation.
- 9/4 – Day of event registration price change to \$95 for the weekend.
- 9/04 – MTR 2020 begins! See you in Racine

Visit <https://www.mtr2020.org/> for more information!

Membership Renewal

If you are willing and able, please renew your TCTC membership for 2020!

We will have a shortened or maybe even non-existent riding season this year, but the club still needs your support, if possible.

Not sure if you have renewed? Email membership@twincitiestandembike.com to find out!

Notes from the Editors

Send articles, comments and ideas to:
Deb Liang & Matt Tillotson, (651) 642-1617
1236 Hague Ave., St. Paul, MN 55104, E-mail:
newsletter@twincitiestandembike.com

Welcome to the 2020 TCTC season!

Because of the COVID-19 pandemic, we haven't had a club ride season so far, but we hope you have had the opportunity to safely get out for rides on your own.

As mentioned in the annual meeting minutes, we have suspended all club rides through the end of June. The board members will be meeting on July 1st at 7pm via Zoom to assess the situation going forward. Club members are welcome to join us:
<https://us02web.zoom.us/j/85936542616>

Meeting ID: 859 3654 2616

We look forward to reopening the ride season just as soon as it is safe and socially responsible to do so.

To support and assist club members who are interested in riding socially, we are planning to send out the current club roster to allow club members to contact each other for riding together in a manner that is safe and socially appropriate.

If you do NOT want your information included in the roster that is sent only to club members, let us know by Wednesday, July 1st by emailing us at membership@twincitiestandembike.com and we will remove your information before we send the roster out to the club

Stay safe and happy riding everyone! Hope to see you out riding soon!

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| Please join the Twin Cities Tandem Club (TCTC) As a member, you are entitled to receive further issues of the Twin Cities Club Newsletter, as well as to participate in TCTC functions, events, rides, and to enjoy the privilege of wearing a TCTC Jersey. You are also covered during club activities by our LAB Medical and Liability insurance. Dues are \$25.00 per household team. | | | Mail this form to: Deb Liang & Matt Tillotson 1236 Hague Avenue St. Paul, MN 55104 | | |
| Make checks payable to: Twin Cities Tandem Club | | | | | |
| Name(s) | Last | First | Phone | <input type="checkbox"/> Home | <input type="checkbox"/> Mobile |
| | Last | First | Phone | <input type="checkbox"/> Home | <input type="checkbox"/> Mobile |
| Address | | City | State | Zip | |
| Email Address(s): | | | | | |
| Club Roster Opt Out Option: TCTC publishes a club roster once a year that is sent to current club members only. If you do NOT wish to have your contact information included in the this published roster, please check this box: <input type="checkbox"/> Do not include our contact information in the published club roster. | | | | | |
| Waiver: In signing this release and waiver for myself and or a named applicant under the age of 18, I understand that the Twin Cities Tandem Club, its officers and members, are not insurers of my personal safety. I understand that bicycling is potentially a dangerous activity and I might be severely injured or killed while riding a bicycle. I hereby accept the risk of serious bodily harm or death. For myself and/or said minor, my (and my minor's) heirs, executors, and assignees, I hereby waive, release, forever discharge and agree to hold harmless the Twin Cities Tandem Club, its officers and members and any organizers, sponsors and their representatives of any organizational events, singly and collectively, from any and all claims, liability, injury, damages, loss or harm from my (or my minor's) having sustained personal injuries or personal or economic damage by reason of their actions or inactions in further in organizational activities and during participation in organizational events or during travel to, and return from , such events. I waive any and all specific notice of the existence of the risks and hazards. I inspect my bicycle and keep it in reasonably good and safe conditions for the rides. I have an adequate and reasonable knowledge of what is prudent and safe bicycle riding and shall ride in that manner for my own protection and the protection of others. I am aware of and have knowledge of the applicable Bicycle Rules of the Road. I will wear a helmet during all club-sponsored rides. The above agreements and representations are my express understanding of the risks and I assume these voluntarily and freely without coercion or duress. This agreement may not be modified orally and may not be Waived in any respect. | | | | | |
| Applicant's Signature: | | | Applicant's Signature: | | |
| Printed Name: | | | Printed Name | | |
| (Must be signed by both applicants) | | | | | |
| The undersigned parent or guardian hereby consents to the applicant's participation and waives and releases all rights and claims for damages as is more fully set forth above. Parent or guardian please sign below if applicant is under 18. | | | | | |
| Signature Parent/Guardian: | | | | | |