

Team Roadkill Meeting Minutes

DATE: February 11, 2017

LOCATION: 8325 Wayzata Blvd., Suite 100, Golden Valley, MN

PRESENT: Pat Hagen, Gary Schmaltz, Steve Preus*, Joe Sweet*, Julie Hemish, Kyle Torfin, Beth Walser, Carol Bowman, Glen Wilson, John Kelly, Samantha Butler, Brenda Smeby*, Jill Marks (* current action board members)

Meeting called to order at 1:40 p.m. via motion made by Gary Schmaltz and seconded by those in attendance.

Meeting attendees discussed and took action on the following agenda/topics.

1) By Laws

Brief review of current structure (LLC, by-laws exist) and board members provided by Pat. Current board members include Steve Preus, President; Joe Sweet, VP; Brenda Smeby, Secretary; Rick Stout, Treasurer.

Need to do further review and research on existing by-laws to understand current state and whether changes may be needed moving forward.

Motion made by John Kelly to convene a committee to study the by-laws and provide a recommendation on by-laws/structure moving forward. The motion was seconded by Kyle Torfin and approved by attendees. Committee members will include current board members and Chris Turoski, Kyle Torfin, Pat Hagan (optional), and Wilbur Ince (optional).

Motion made by Gary Schmaltz to complete the above review and disseminate by-law information and recommendations on potential changes to broader group by March 5th. Motion seconded by Kyle Torfin and approved by attendees.

2) Board / Committee Elections

Board / committee nomination and election process and timing was discussed.

Brenda Smeby made a motion to have an open election for new board members. Motion was seconded by current board members in attendance (Steve Preus, Joe Sweet).

3) Committee Structure

Committee structure and responsibilities were discussed.

Draft committee structure and key responsibilities outlined below. Draft information will be shared broadly with current Team Roadkill members for feedback prior to finalization. Solicitation of nominees for committee chair/co-chair positions and committee membership will be conducted at the same time.

Committee Name (* = critical positions)	Key Responsibilities	Chair/Co-Chair Nominees	Committee Members
Transportation*	<p>Bus</p> <ul style="list-style-type: none"> ▪ Help locate driver(s) & ensure/assist driver(s) with obtaining appropriate licensure ▪ Securing tabs, verifying insurance, arranging for inspection & if issues, getting those dealt with & re-inspected ▪ Understanding ongoing maintenance issues and identifying future repairs & estimates – providing recommendations to board for awareness/approvals ▪ Identifying housing site for bus when not in use and coordinating arrangements of bus from/to ▪ Cleaning / prepping bus for RAGBRAI (note: may go to Operations Committee) <p>Equipment Truck</p> <ul style="list-style-type: none"> ▪ Assess whether need exists and whether local vs. national vendor best option ▪ Coordinates rental, securing rental & returning rental to vendor ▪ Help locate driver(s) and ensure driver(s) have appropriate licensure ▪ Securing Summit order/swag & picking up (may coordinate with Outreach Committee) ▪ Close coordination with bus driver while on RAGBRAI ▪ Refill snack bins/ restock coolers, etc., as needed (note: may go to Operations Committee) ▪ Handle trash/recycling 	Bus – Glen Wilson Equipment Truck - Paul	
Host Liaison*	<ul style="list-style-type: none"> ▪ Adjudicate final decisions on hosts if multiple hosts have been found ▪ Communicate final host selections to person coordinating portable toilets ▪ Initiate contact with hosts and also touch base/confirm just ahead of RAGBRAI ▪ Setting expectations with host – ensure they understand we require electric/hose connections ▪ Ensure understanding of host site expectations (ie, where to park bus, truck, where to put tents, etc.) & communicate to riders ▪ Thank you cards / gift bags 		
Operations*	<p>Outreach / Membership</p> <ul style="list-style-type: none"> ▪ Interface with/outline expectations for new riders (ie, new rider orientation) ▪ Outline rider expectations for ALL riders ▪ Handle logistics – who’s riding (FT vs. PT), ensure riders have paid, etc., & interface with 		

	<ul style="list-style-type: none"> ▪ Des Moines Register ▪ Creating packets & maps for riders ▪ Phone number collection & distribution <p>Tubs/Snack/Cooler Bitch</p> <ul style="list-style-type: none"> ▪ Communicating to new riders on tub sizing, expectations, etc. ▪ Coordinate snack bins / coolers & contents (includes food & liquor) in prep for departure ▪ Expectations on loading snack bins ▪ May refill snack bins/ restock coolers, etc., as needed 		
<i>Training Rides / Social</i>	<ul style="list-style-type: none"> ▪ Plan/coordinate training rides and social events for members – communicate to broader group 		
<i>Legal</i>	<ul style="list-style-type: none"> ▪ Keep us outta trouble ▪ 	Chris Turoski	
<i>Swagslinger</i>	<ul style="list-style-type: none"> ▪ Organize merchandise / bling / Wilbur-wear for team ▪ Store merchandise 		
<i>Social Media Specialist</i>	<ul style="list-style-type: none"> ▪ Manage team web site/communication tools, etc. 		

4) Next Meeting

Date and agenda for the next meeting was discussed.

Next meeting will be held on March 5, 2017, at 4 p.m. at Pizza Luce' in Richfield. Agenda topics will include the following:

- Committee structure / chair positions
- Membership vs. riders
- Board/committee chair nomination & election process

Motion made to adjourn meeting by Brenda Smeby. Beth Walser seconded motion and approved by those in attendance.

