

**email board meeting. For the week of Feb. 25 – Mar. 1.**

## **Participants:**

Mike Ashbridge  
Jeanette Block  
Susan & Dean BJORNSON  
Mary Carlson  
Gary and Irva Cooper  
Ron Mahugh  
David Pierce  
Tom Selvidge  
Don Webber-Plank  
Al Zimmerman

## **President's Report(Mike Ashbridge)**

I missed the Quartzite Rally this year but I hear our club was well represented. It would have been a good opportunity for a business meeting. The 15<sup>th</sup> Anniversary Presentation to the club by FMCA Northwest Area Vice President Don Schleuse had not been finalized but it looks like it will happen at the Bridging The Gap Rally, June 6 – 9 at the Lynn County Fairground in Albany, OR.. I have received a risk management guide from FMCA to assist in rallies as it relates to risk management. Ron: you will be happy to know I have requested a copy be sent to you! The Pay Pal implementation seems to be going well thanks to Mary and Sue's persistence. Hopefully Mary and Irva will give us more information on this. Hopefully everyone has seen the agenda and also Mary's issue she would like to have addressed by the board. After everyone has had a chance to report we will get into the issues on the Agenda and any new issues that are brought up

## **Treasurer's Report(Irva Cooper)**

Sue and I transferred all the banking info into my name. I have been receiving membership dues and rally deposit checks, which I then deposit into our checking account. So far, so good there!

I have managed to get into Pay Pal and even transferred our funds from there into our checking account. Thank you, Mary!! She also explained that I need to notify her, David, and Jeannette when I receive membership checks so that they may follow up their duties with the new members. The 2018 990 tax form has been submitted.

Also, Sue wants to be sure that the previous newsletter with the incorrect balance was corrected to match the website balance, which was correct.

### **Secretary's Report(David Pierce)**

We have 84 members in good standing but 19 of them have not paid 2019 dues as of yet. Voting and dues paying has always been slow.

### **Webmaster's Report(Mary Carlson)**

I am working on standard operating procedures for new membership applications and PayPal. I would like to have the Board review them, but I don't think they need Board approval. I will work with David, Irva and Jeanette to finalize first then send them out for your thoughts and questions. Until then there is one area that I think the Board needs to be aware of and approve.

**BACKGROUND:** In the past, I recall times that the club treasurer has been out of the country or on the road and dues payment checks aren't able to be deposited right away. We have an opportunity to make that easier with the use of PayPal. However, although payment through PayPal are automatic, the transfer of funds from our PayPal account to our checking account is not automatic (it could be for a fee).

I am the main PayPal contact for the club as we needed to provide a social security number to open and maintain a PayPal account. As such, I am the main contact for PayPal and I have control over adding users and passwords to the account. Each time a PayPal or Credit Card payment is submitted I receive an email notification and I also receive notification when the treasurer transfers funds to the checking account. By the way, both the

club President and Secretary have PayPal access on a limited basis per their requests.

**ISSUE:** Because I have full access to the PayPal account, in case of an emergency – such as if the treasurer is ever unavailable or out of the country – and funds need to be transferred to the bank, should I, the webmaster, as the PayPal main contact, be authorized to do so. I have no other monetary access and am not a signer on the Wells Fargo checking account.

**RECOMMENDATION:** I suggest that I be authorized to transfer funds from our PayPal account to the checking account **IF** I am authorized by the club President via writing – i.e. an email. The treasurer would notify me and the club President if she is going to be unavailable and would like me to transfer the money in her absence. I would then monitor the account and alert the president of any funds deposited.

As Irva just got the books from Sue a few weeks ago, I'll help her out and let you know that since PayPal has been up and running on our website – since the first of the year – we have had two new members use PayPal to pay their new dues and 11 renewing members pay their dues – from the USA and from Canada. In fact, Tom Solski paid their dues while they were in the Philippines!

For the website report, I wanted to give you some information on our 'followers'. Followers are those people who find our website while they are searching for information on Safari Trek motorhomes using Google, Bing, Internet Explorer, etc. They may also find us from a link on Safari International or FMCA's website or an article in them. They may also find us from Trek Tracks.

Once they find our main page, they see a note letting them know that if they want to subscribe to our blog via email, they can enter their email address and receive notifications of new posts. They receive an automatic email notification when I post something onto the website – i.e. when I post

Al's Trek Travels newsletters, Notice of new board members, a rally notice, new members, etc. So far we have 158 'Followers'. 34 of them are NWTFC members.

Not long ago, I sent an email out to our followers just to make sure that they had not mistakenly added their names to the followers list when they meant to get technical help from Trek Tracks (even though I tell them how to do that before they sign up). I also gave them the link if they were interested in joining the NWTFC. I asked them to let me know if they would like to be removed from the 'Followers' list. I received only a very few who asked that I take their names off – they had either sold their Trek or decided to buy another brand of motorhome.

I thought you might enjoy reading some of the other responses we had from our followers:

- "I enjoy reading about your activities, although I seldom travel from Los Angeles to the great Northwest."
- "I am looking to purchase a TREK but am not currently an owner, I have no problem paying \$10 dues but did not see an option for that."
- "Hi. I'am living in Sweden and I am an owner of a Safari Trek 2430. If it's possibly i would stay as a member. It's interesting to get all advises. I'll pay the due, but I will not be present at your rallies. Bästa hälsningar"
- "Thanks for the e-mail, yes we do like to be in your followers list and we are interested to be a member of NTFC. When we have a chance one day we'd like to join the trek rally and meet some friends to travel with."
- "Please remove my name from your list, it has been a pleasure be allowed the opportunity, I am unable to use my Trek currently. Thank you."
- "Unfortunately you can take us off the list.. Our home burned in November and our motorhome was totaled out too."

“Heck no...I enjoy your newsletter. I will plan to join in the near future. Just bought a 94 Safari Trek. Looking forward to that first trip out.

### **Rally Coordinator Report(Ron Mahugh)**

Currently John has 12 coaches signed up for the pre rally. If more people show interest he'll look at getting more sites.

Peter also has 12 coaches who have reserved a site. There is only 5 sites left as of 22nd of February.

Ken and Judy Schindler are taking over for the Sequim rally. Ken and Judy are working with Dean and Sue. Dean has done lots of work for the rally but his health will not Allow him to continue. Ken and Judy should have a flier out soon.

### **FMCA National Director & Newsletter Editor(AI Zimmerman)**

As to a national director's report - greetings from southern California as we make our north and home to Coos Bay.

FMCA NW Planning Meeting will be in Albany April 16 - 18. At this point I don't know of any major issues. NWTFC will be staffing the FMCA store. I will be soliciting volunteers from NWTFC and other chapters for staffing volunteers prior to the planning meetings.

As anticipated, this year we incurred some advance expenses related to a rally reservation cost. It would be even better if our treasury resources were a little larger to handle things like this.

The newsletter editor creates and publishes a newsletter that is one of the important communication pieces to keep the membership of NWTFC informed of club activities and provide information for the recruiting of new members. The Newsletter Editor will design, edit, and publish 4-6 newsletters that are distributed electronically to the membership and placed on the NWTFC website for general audiences.

The newsletter was designed to periodically provide information, communication, rally reports, upcoming rally info and registration, FMCA news (since we are an FMCA chapter), message from president, etc. in a consistent and recognized manner. Newsletter is published January, March, May, July, October. Newsletter is designed to be a communication piece that periodically effectively communicates with the entire membership. It is also a piece that can be used as a recruiting tool to acquire new members. By placing the newsletter on Trek Tracks, owners outside NWTFC have benefited.

Recently as Mary has done a great job of improving the website and its effectiveness, the role of the newsletter and the website have been a point of discussion. The newsletter and website can complement one another. Mary and I have been working on ways to link members to the newsletter when it is published. The website is a treasure trove of information on the club - a reference desk. Website bulletins can get information to the members quickly, if they respond and utilize the website regularly.

The newsletter because it is published on a schedule and includes consistent info can reach members who might not consistently visit the website (though we may think they should).

I have been working with the newsletter for 6 years. If the club decides to discontinue the newsletter, I can live with that and have other things to do.

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## **Agenda Items**

1. It is time to put the issue of obtaining an AED out to the membership for a vote. This could take more than one vote depending upon the outcomes(see AED Discussion in NWTFC website).

2. A presentation by Don Schleuse for some sort of recognition of the NWTFC 15 year anniversary at either the Armitage Park Pre-rally, or the FMCA Rally in Albany in June.  
It is up to us to decide where the presentation will be made.
3. There have been discussions among board members about the dissemination of information to the members of the club. What means to be used for what information?
4. Webmaster Mary Carlson be authorized to transfer Paypal funds to the Club's banking account.

A motion was made by David Pierce and seconded by Irva Cooper to send a ballot out to the membership on the club acquiring an AED. This ballot will contain wording that the funds for this acquisition are to come from voluntary donations and fund raising rather than the club treasury. **This motion received unanimous approval by the board.**

A motion was made by Steve Weber Plank, and seconded by David Pierce to have our Webmaster, Mary Carlson, designated as authorized to transfer funds from the NWTFC Pay Pal account to the NWTFC Wells Fargo Business account if the treasurer is unavailable for an extended period. **This motion was unanimously approved by the board.**

A motion was presented by Mike Ashbridge and seconded by David Pierce, to have the Trek Travels Newsletter Distributed by an email message to the membership containing a link to the NWTFC Website page where the newsletters are posted. David will also send another email containing a pdf of the newsletter to the membership 14 days after the first email. This is the current method of distribution. The second email containing the pdf will inform members that this method of distribution will be discontinued after the March and April Newsletter. If we have complaints from the membership this issue can be revisited. **This motion received unanimous approval of the board.**

There was discussion on NWTFC being presented some form of recognition for our 15<sup>th</sup> Anniversary as a chapter. Due to the availability of the FMCA Northwest VP Don Schleuse to present the award it needed to happen at the June Pre Rally or the FMCA Bridging the Gap Rally in Albany. The facility at the June Pre Rally was not adequate for the presentation so this event will take place at the FMCA Rally in Albany.

If there is no further discussion I call for a motion to close this meeting.

Mike Ashbridge  
President

Seconded by Irva Cooper  
Treasurer