

Oregon GWTA State Executive Staff Meeting

November 7, 2009

Noon – 3:45 p.m.

El Torito Mexican Restaurant
1003 Valley River Way
Eugene, Oregon

Attendees:

JR Phillips, Region "A" Director
Scott Peabody, Assistant Region "A" Director
Randi and Doris Kobernik, Oregon State Directors
Dick and Joyce Armstead, State Staff Senior Advisors
Ken and Betty Krois, Chapter "A" Chapter Directors
Mike and Dana Spears, Chapter "P" Chapter Directors
Bonnie Balloy, Chapter "A" member

Absent:

Dave Bennie, State Webmaster
Alex and Dennis Christensen, Assistant State Directors
Lillian Schroeder, State Secretary
Chuck Thomas, State Rider Safety Education Director

Oregon State Director, Randi Kobernik opened the meeting at 12:15 by thanking everyone for the time they put into GWTA and for coming to today's meeting. Randi introduced Region "A" Director, JR Phillips thanking him as well for coming down from Washington. Randi also introduced Scott Peabody, Assistant Region "A" Director and thanked him for coming as well as for his willingness to facilitate the topic for this meeting. After introductions, Randi handed out copies of today's agenda and draft copies of the responsibilities for State Staff positions and chapter directors.

Scott began by providing the following overview for the meeting:

"In our roles as Oregon State officers we make GWTA a successful group as a whole. One of the ways we can help our members is by getting all the staff on the same page so that we work well together and by everyone better understanding everyone else's role and responsibility. As this is a member driven organization, these roles and responsibilities should help us to increase the communication with the members; they should allow the flow of information to be passed along thru the correct channels and for the chapter membership to know who to go through in order to get their information and ideas to the state office. These roles and responsibilities are to help the staff appreciate each other's contribution while making GWTA successful. These roles and responsibilities are only a draft and are open for discussion."

After the overview of the meeting, clarification was made that the draft Roles and Responsibilities of the staff positions being presented today are based on the TA-Way guidelines.

Scott read each position's roles and responsibilities, followed by a brief discussion and comment session. Not every position received comment. Below is a recapped and summary of this portion of the meeting. *(Please refer to the "Oregon GWTA Staff Position Roles & Responsibilities" draft document for the detailed description for each position)*

State Director Responsibilities:

- No additional comment.

Assistant State Director Responsibilities:

- No additional comment.

State Senior Advisors Responsibilities:

- Under Roles & Responsibilities
 - Change “proactive advice” to “mentor”.
 - Add mentor the State Directors
- In the first bullet under Minimum Skills & Abilities, delete “be an active GWTA member for more than ten years” and replace with verbiage that reflects a combination of time and experience in GWTA leadership (i.e. resume of experience).

State Rider Safety Education Director Responsibilities:

- In the first bullet under Roles & Responsibilities, delete “development and”.

State Treasurer Responsibilities: The reason for “account/s” is in case the e-commerce website requires its own account.

- In the fifth bullet under Roles & Responsibilities delete “credit” and replace with “debit”.
- In the fifth bullet under Essential Job Functions, delete “credit” and replace with “debit”.

State Secretary Responsibilities:

- No additional comment.

State Webmaster Responsibilities:

- No additional comment.

Chapter Director Responsibilities:

- No additional comment.

Chapter Director's were asked to take this information back to their chapters to share and collect additional input from the members. All comments on the draft Oregon GWTA Staff Positions are to be returned to Randi by December 7th, 2009. Revised documents will be distributed for decision at a future State Staff meeting.

There were several instances during the meeting when JR, Region “A” Director took questions and provided clarification. A Region “A” and GWTA National update was also provided.

Are the Chapter Directors part of State Staff?

JR explained using an example. The State functions much like a Chapter with the difference being that the State Director appoints his/her key staff (assistant, secretary, treasurer, etc). These individuals are responsible for conducting and executing “state business”. The Chapter Directors are the “members” of the State “Chapter.” State Directors are an appointed position at the discretion of the Region Director. In turn, Region Directors are appointed by the National Director. JR stated that he looked for individuals that he felt he could work with, that had the same vision for GWTA as set forth by GWTA National and that would keep the welfare of his/her state in mind.

JR further explained the GWTA “chain of command”. Chapter members are to bring their ideas, suggestions, questions or concerns to the attention of the Chapter Director. The Chapter Director in turn communicates this information to the State Director. If necessary, the State Director takes it up by contacting the Region Director. And the Region Director carries the information to GWTA National. The responses are communicated back through this same chain of command.

What area does Region “A” cover?

Region “A” is the largest region in GWTA and has two of the largest chapters which are in Washington State. States include Alaska, Washington, Idaho, Montana, Oregon, Wyoming, British Columbia and Alberta.

What do member dues and chapter renewals pay for?

Member dues pay for the TA magazine and part of the third-party insurance. Annual chapter renewals pay for the remainder of the third-party insurance.

Who can have Chapter/State Treasury reports and financial information? How much money should the State have?

GWTA financial information is proprietary. If a member asks questions about the State funds, State can share that information verbally or show them a report. Chapters can ask about State's funds, State can ask about Region's funds and Region can ask about National funds. However, National cannot ask about Region's funds, Region cannot ask about State's funds and State cannot ask about Chapter funds.

The guideline for State account balances is: one-year's worth of operating funds plus enough seed money to the state rally or other planned activities.

JR further clarified that States funds were for State's business, just like Chapter funds are for chapter business.

Region "A"/National Updates

- Changes to the Touring News to reduce production costs
- No more life-time memberships will be offered
- Raven Ride
 - Goal is to ride more and get out and talk with people
- Membership Drive
 - 3 for 1. Sign up three new members and get one year's membership fee paid. (membership fee is transferable)
- Raffle Ticket Drive
- Washington has a new chapter, Chapter "N" in Arlington. Kick off is being planned for early 2010.
- Washington State Rally, 4th of July weekend – Ritzville, Washington

Praise and Thank You to:

- Dave Bennie for his work on the State's Web page
- JR and Scott for traveling to and participating in the meeting
- Doris for taking notes and writing up the minutes
- Everyone's time and commitment to GWTA
- Thank you Chapter "P" and Chapter "A" for your rally location suggestions

Randi concluded the meeting with information about National's Bike raffle tickets. Randi is planning to have quarterly face-to-face staff meetings and use conference calls to fill in as needed. Rally planning meetings will be separate from State Staff business meetings. Randi provided a reminder of the 2010 rally location suggestion deadline which is November 15th.

Meeting adjourned at 3:50 p.m.

Next meeting:

Wednesday November 18th, 7:00 – Conference Call

Reminders & Due Dates:

- November 15th, 2010 state rally location suggestion deadline
- November 18th, 2010 State Staff Meeting – conference call 7:00 p.m.
- December 7th, Oregon GWTA Staff Position comments due to Randi

Randi Kobernik
OR GWTA Director