

 Newark Bike Project

Board Meeting Notes

August 18, 2015

Attendees: Tom Costello, Heather Dunigan, Ricky Nietubicz, Tom Price, Steve Reynolds, Bob Rollings

- **Roles and Responsibilities.** The Board discussed roles and responsibilities for the incoming Board of Directors. Attendees agreed to the following roles, pending consensus by those members not in attendance:
 - Chairperson – Jamie Magee
 - Responsibilities include overall leadership, responding to communications not easily handled by paid staff (email, Facebook, phone, etc.)
 - Shop Managers – Steve and Tom P.
 - Steve will take the lead in ordering supplies and overall management.
 - Tom P. will work on developing procedures to inventory supplies.
 - Secretary – Heather
 - Responsibilities include website maintenance.
 - Can assist with documenting shop procedures with assistance from Tom P. and Tom C.
 - Treasurer – Bob
 - Education – Kim
 - Responsibilities include volunteer training, mechanics classes, and youth empowerment program.
 - Expand children bike giveaways to low-income families.
 - Programming Director – Jamie O.
 - Responsibilities include Community Events/Tabling
 - Special Projects, Grant Applications, etc. – All
- **Community Meetings**
 - The Board suggested that Community Meetings be held quarterly in partnership with other bicycling organizations in the Newark area. To attract great attendance, meeting could have a guest speaker to present on a bicycling program or project of interest to the community, organizations could provide activity updates, and community attendees could voice their ideas.
- **Shop Staffing/HR**
 - The Board discussed a recent email from staff to some of the Board asking for volunteer assistance because only one volunteer had shown up. Customers show up during open hours expecting to get assistance with repairs anytime the shop is open.
 - The Board suggested hiring a staff mechanic to increase access to repairs.

- Procedures should be more formalized for staff hiring, job descriptions and supervision. Draft procedures to be developed by Jamie M. Ricky and Tom P.
- Board should continue to explore hiring an Executive Director or possibly promoting existing employee to have more responsibilities.
- **Communications**
 - Staff should assist in routine communications such as email responses, posting Facebook events, advertising bikes on Craigslist.
 - Phone number can be set up for NBP using Google Voice or other VOIP
 - Facebook updates should post events, updates, advertise bicycles and services. Facebook page management by Jamie M., Ricky and possibly staff.
- **Legal Assistance**
 - Jamie M. should continue to coordinate with obtaining legal assistance.
 - Board training on best practices for communication and legal liability issues requested.
- **Property**
 - Jamie M. should continue to coordinate with landlord regarding bathroom and other building issues. Ricky can assist Jamie M. with property issues and coordination with the City of Newark.
- **Free Bike Program**
 - Heather will develop materials to publicize program to social service agencies. Ricky will provide list of contacts.
- **Volunteer Incentives**
 - Initiate weekly Pizza and Beer Volunteer Sessions
- **Meeting Schedule**
 - Monthly Board Meetings to be held the first Tuesday at 7 p.m. The next meeting is scheduled for September 1.