



NBP Board Meeting  
9 October 2012

Attendance: Justin, Katya, Niki, Sean, Thijs

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Meeting UBP on Wed (10/10), Justin, Niki, Sean and anyone else who wants to come

#### Volunteer orientation

- ✓ Things to add - mnemonic, do it yourself, getting ppl engaged in program generation
- ✓ Putting out clear agenda at the beginning of orientation
- ✓ Icebreaker needed to get to know each other
- ✓ Brief people training, "Customer Service Training," from ideal to challenging customers

#### Mechanic Trainings

- ✓ Only 3 people at last training
- ✓ James, how to pay - 12/hr UBP, previously \$100 for roughly 3hrs/wk; now just hourly - \$12/hr
- ✓ Cost to attendants – how much - \$15/student/session
- ✓ Basic mech class first training of the month - wed
- ✓ Advanced mech class topic will change every month - wed
- ✓ Scholarship, people sponsoring others for classes
- ✓ Must make sure that we have enough attendance, need minimum of only 2
- ✓ Advertisements and maybe do basic every other month

#### Adult Class Update

- ✓ Had one class already; had progress, worked on balance, need repetitions
- ✓ Students can move to pedals
- ✓ DBC can reimburse
- ✓ Getting it so its sustainable - Worry about the winter, can it be sustained?
- ✓ Impress upon them that participants should help out next training

#### Keep windows shut

#### Women & LGBT Update

- ✓ 7 people - Good, low key
- ✓ Niki was very happy with it, Next month even more people!

#### Vintage English Fixup

- ✓ Many new faces
- ✓ May wish to do it regularly
- ✓ Good way to diversify

- ✓ Same week as the women's night week, good for mechanics that want to help but are Men
- ✓ Degree of specialization was impressive, everyone was in good spirits

#### Open shop night

- ✓ How to identify getting volunteer emails
- ✓ Standardize "Greeting" - hello, been here before (would you like to volunteer), purpose, interested in volunteer emails
- ✓ Check on receipts with Jamie
- ✓ Roles, need to "staff" 2nd floor; can be quiet upstairs, we'll create a loose role, "one in charge of upstairs", rotating
- ✓ Staffing 2nd floor with 2 people is most ideal but one person up there would be great, can clean shop
- ✓ Should not be afraid to ask for an extra volunteer to assist

#### White Clay Bike Club

- ✓ Willing to help with an extra stand in the shop
- ✓ Can we do an extra stand? Always 5 bikes being fixed
- ✓ Rearranging, bikes up stairs, rearrange parts stand
- ✓ 5 tool kits and need to expand to 6 - contact Katie or Tyler's mom
- ✓ Bins vs wraps - desire to make uniform, table for later

#### Buy Back

- ✓ Language, grammar and legal language can be simplified
- ✓ Promises are made because it was "rent" now "buy-back"
- ✓ Can potentially cut some of the lingo; UBP liability is easier to understand
- ✓ Possibly translate to chinese, arabic, spanish, etc - table for later
- ✓ Remarks section
- ✓ Create english one first, then talk about the later

#### Red Lines

- ✓ Create areas where bike can be worked on, people can work on bikes, storage area, etc
- ✓ Triangle is confusing; remove triangle
- ✓ Red/colorful duct tape, can use for writing/signage
- ✓ Can happen on closed shop in Fri - Home Depot

#### Closed Shop / ELI

- ✓ Duct tape, 2x15 wood, get material here before friday
- ✓ Dennis can oversee it every other friday
- ✓ ELI may not be able to make it Nov and Dec
- ✓ Depending on ELI will/will not team with Dennis

#### Treasurer Update

- ✓ Previous budget may have been optimistic, bc of weather and winter
- ✓ Possibly cut \$2,000
- ✓ Budget consists of 2/3rd fixed
- ✓ Possible monthly assessments - could need more monthly information over time
- ✓ All \$ inputs must go through system, classes, all sales, etc
- ✓ Consult with Ebay/Tyler about assisting in extra funding

Bills - going to switch

- ✓ Insurance payment dates
- ✓ Utilities payment (electric & internet)

2nd Wed of the month - Board meeting

- ✓ Already on online calendar
- ✓ Monthly update on funding, October 2nd week
- ✓ May need more in initial weeks but this is a good place to start

Local Investor wants to give \$4k to nonprofit, wants organization to be localized

- ✓ Confirm this is an opportunity
- ✓ Niki will contact the individual
- ✓ Will consider 501c3

UBP Consult - this Wed

- ✓ Free bike program
- ✓ Why payroll through UBP rather than writing check
- ✓ 501c3
- ✓ Benefits of merging together, programming, part/full time
- ✓ Cautious about becoming another nonprofit
- ✓ How to "give back" to UBP, how to help each other with grants, etc; Exchange of bikes
- ✓ Wed consultation will clarify

Free Bike Program

- ✓ Void requirement to give back
- ✓ Charity needs to put in application for bike use
- ✓ Application comes from the friendship house
- ✓ Letter of validation, once they do, get validated for life
- ✓ Bikes, ad hoc fix a bike for every applicant, depending on need, height, etc
- ✓ UBP gave us documents for them to fill out
- ✓ Cap amount of bikes that we give per year (20 bikes/yr?)
- ✓ Document every time we give out bikes!
- ✓ Free parts? Cannot give out free bike parts, money they have and find something comparable
- ✓ Find someone to "oversee" this program

### Website Management

- ✓ Karol set it up, ready to be passed on... good work Karol
- ✓ Justin can train people to put stuff up - Facebook and Wordpress

### Email Management

- ✓ Eileen cleaned up contacts
- ✓ Someone to check emails - suggest to Frank, doesnt have to respond but can forward

### New Bike Package Info

- ✓ Move fliers from tabling integrated into bike package
- ✓ Fliers in corner of counter towards door
- ✓ Angela, volunteer coordinator could arrange this
- ✓ Downstairs Local Information Station

### Free advertising

- ✓ Free: UDaily, WVUD, flyering, Review
- ✓ Find someone to do this for us

### Grand Opening

- ✓ Spring event
- ✓ Reward, party, everyone has had a great part of it
- ✓ November, one year / grand opening – Niki will spearhead
- ✓ Set date