

# Newark Bike Project

## Board Meeting Minutes

### December 9, 2014

#### 1. Shop Status

- Two major issues: unfinished projects (which are being worked on) and cleanliness/order
  - Tool boxes are close to being finished which will improve upon the current system of tool rentals
  - Requires a collective effort to keep shop clean and orderly, making sure people are cleaning their area before they leave
- Overflow of bikes
  - Take in fewer bikes?
  - Keep open slots for when there are a large amount of donations at once
  - List bikes on social media/Craigslist to try and push sales
- Suggested donations
  - Begin with a suggested minimum and use a sliding scale or similar system to encourage customers to donate for the mechanic's time.
- Red bikes
  - Should we begin a more concise system that includes a checklist of repairs, missing pieces, etc?
  - What should we do with frames? Sell them, display them, or...?
- Small retail parts need better organization or a dedicated display
- People taking part in an event should help with set-up/clean-up, find a balance between Becky setting things up and guests setting things up
- Should Saturday hours be pushed back?
  - Yes. People tend to come in later on Saturdays, so it makes sense to adjust the hours to be 12-3.

- Shop closing procedures need to be more thorough to make sure all lights are off, doors are locked, shop cleaned, etc.
- Which days should we have open shop next semester?
  - Monday and Thursday to align with student schedules better?
  - Should we poll the Facebook to see which days would be best?
- Wheel sizer replacement
  - It could be made better, more accessible

## **2. Purchases/Budget**

- Projector
  - \$500 budget
  - Ian might be able to get us a projector for free/cheap
    - Would allow us to make use of a projector now and decide later if we want to invest in a better projector.
- Sound system
  - Where would we store it?
  - Is it necessary? Most musicians bring their own equipment, but a sound system could be used for other events.
- Should we pay to get the sprinkler head recessed in to the soffit?
  - Long term investment, could prevent costly accidents to the store.
  - Rory will purchase sprinkler cages for now and we will wait to decide before

having the heads recessed

### **3. Community Events**

- Variety and amount of events is good, although mostly music related
  - Jamie O. hoping to host different events such as yoga, discussions similar to Ted talks, etc.

### **4. Communications**

- Get the discussion oriented Facebook group running

### **5. Programs**

- UD Bike Share pilot
  - We take their bikes, they pay us to fix their bikes and perform occasional maintenance, and then we give them back for their program
    - 5 bikes to Star Campus, 5 to Perkins, swipe card to rent a bike
  - None of the bikes were really ideal for the bike share program since they were aiming for bikes that were very easy to use, fix, beginner friendly

### **6. Volunteer Coordination**

- Much of the volunteering may naturally fall to Becky since she is in the shop the most
- Plan more classes

- Fairly effective, although they could have a better return
- When should we conduct another volunteer orientation?
  - They're essential for giving volunteers a sense of belonging and to create a consistent understanding of our principles and how we work. People can still volunteer their first day, but should go to the next orientation that is offered
  - Would help to coordinate goals, distribute work, encourage volunteers to show up and return, etc.
- Current sign-up sheet is working somewhat, although there have been a couple of days in which no keyholders arrive
  - Need to ensure that there is a keyholder available every night we're open
  - Should we recruit more keyholders?
  - Is there a better alternative to the email and spreadsheet?

## **7. Treasury**

- December is our worst month historically, but every month in shop 4.0 has had higher sales than any previous year.
  - Pushing bikes through alternative methods (i.e. Craigslist) will allow for increased revenue, as well as increasing NBP's recognition locally.

## **8. Employees**

- Making use of Becky's time better
  - She has skills that are not being put to use
    - Required for someone to be at the desk, would be nice to have someone on desk duty while she is taking care of other tasks

- Discussion of another shop employee.
  - Every day NBP is open results in more sales, donations, and helps with the progress of store tasks. We should hire another employee if it results in the shop being open for more hours since having two employees working at the same time is not as beneficial.

## **9. Miscellaneous**

- Artwork, display pieces for wall, bike anatomy, etc.
  - Nate will research bike catalogs on eBay that would allow for him to scan images at a high resolution in order to print large posters. Catalog could be resold once we obtain scans of the images we want.