



## Board Meeting Notes

January 5, 2016

**Attendees:** Tom Costello, Heather Dunigan, Jamie Magee, Ricky Nietubicz, Bob Rollings

- **Shop tasks**
  - Hours sign needs to be purchased. Printed sign has been put up in the interim.
  - Sprinkler guards have been ordered
  - Screen has been installed.
  - Wall calendar is still needed. A simple paper copy should be used.
  - Quick release labels are complete and have been put on bicycles by staff.
  - A clean-up day should be held monthly, possibly on a Sunday.
- **Volunteer Party**
  - Volunteer appreciation dinner is held each year.
  - Suggested giving awards to people with the most volunteer time.
- **Youth Empowerment Program**
  - NBP is still seeking applications for position of Youth Empowerment Program Director. Director should be hired by March so that they may begin recruiting youth for the spring session.
  - Program can be advertised to youth during holiday bicycle giveaway.
  - Over the winter, NBP may offer youth repair classes on Saturday s.
- **Bathroom**
  - Port-a-potty costs approximately \$170 per month. Could be kept locked, with key in shop.
  - Option to put bathroom in closet was discussed and will be suggested to landlord.
- **Financial Report**
  - NBP keeps good records regarding income but should develop better record keeping to track expenses.
  - Web system exist for tracking expenses, but requires staff and volunteers to be diligent at entering information.
  - Expenses using debit card are easiest to track.
  - WILMAPCO needs to be billed for YEP.
- **Kids Bike Giveaway**
  - Children's bikes will be donated during the spring to Downes and West Park schools.
- **Meeting Schedule**
  - Regular Monthly Board Meetings to be held the first Tuesday at 7 p.m. The next regular meeting is scheduled for February 2.