



Board Meeting Notes

May 3, 2016

Attendees: Kim Caruso, Tom Costello, Heather Dunigan, Jamie Magee, Ricky Nietubicz, Jamie Orlando, Tom Price, Steve Reynolds, Bob Rollings

Staff Attendees: Natalie Felice, Kate Norris

- **Shop Updates**
 - **Organization**
 - Shelves are now organized into new storage bins.
 - New bins were well received by the Board.
 - Labels are still needed. It was decided that a photo of the part with the name would be a good label format. It was also suggested numbering the bins to ensure that they get returned to the proper location.
 - The group suggested color-coding the bins are they relate to parts of the bike.
 - The fenders take up a lot of shelf space. These should be installed on bikes that are for sale.
 - Bike racks on the top shelves are heavy, and difficult for staff to take down. Light items should be stored on top, with heavy items on lower shelves.
 - Display of bicycles for sale was discussed—should bikes that need more work be located for easy access or should bikes more likely to sell be given prime locations. Group decided the more fixed up bikes should be on the lower level, near the front.
 - We will use the wall under the vintage bike for storage. Narrow cubbies on top of wider cubbies was suggested.
 - **Building**
 - Bathroom has been completed! Jamie O. will follow up with the City to see if any further inspections are needed.
 - Storage shelves will be added. The idea of a curtain in front of the shelves was rejected.
 - DTE still has items stored in the shop. We will suggest they take the remaining items, as they probably will not want food items stored in the bathroom. Jamie M. will contact them to coordinate. Jamie M. also noted that ½ of the folding chairs belong to DTE.
 - Three new electric switches have been installed. Tsionas has asked that NBP pay but has not yet invoiced us.
 - **Pricing**
 - Price information should be shown for all parts. A price range or fixed price may be easiest, with higher priced items marked.
 - Price should be displayed on both sides of bikes, since it currently is not visible on some, depending on how they are stored.

- **Other**
 - Testing new bicycle cleanser, Bike Bright. We have been asked to provide feedback to the company.
 - Use first Saturday to Purge and Price. Seek volunteers to clean shop, strip parts, and price bikes and parts for sale.
 - Staff checklist for tasks to be developed by Kim.
- **Education and Outreach**
 - UD Coordination - Students will be moving out soon. Opportunity to advertise bike donations to NBP. Also advertise UD Parking's summer bike storage program.
 - Women's night – postpone run rollout until the fall. Organize a “blow off steam” ride for during finals.
 - Participated in Greenfest at NCCL and the Mayors Fun Ride.
 - Participating in and donating ten bikes to Downes Bike (and Walk) to School Day, May 10.
 - Participating in and loaning bikes to Bike Basics in a Minute!, May 12
 - Table at Newark Farmers Market, May 15
 - Volunteer Orientation sessions will be held the first and third Tuesdays.
 - Mechanics classes have been a success, and will need to transition from Natalie to a Board member of another staff member starting in June.
- **Staffing and Volunteers**
 - **Volunteers**
 - Declining volunteer participation continues to be a concern.
 - In addition to the volunteer orientation sessions, a Buddy System was suggested that would pair experienced volunteers with newer participants.
 - New volunteers should be encouraged to come Saturdays when the shop is less busy.
 - **Youth Empowerment Program**
 - A \$75 facebook advertisement resulting in several well qualified applicants.
 - We have begun interviews; Jamie O. will set up the remaining interviews and we should select a director and assistant director soon.
 - **Staff**
 - Tara and Robby will be available during the summer.
 - An additional 1-2 people are needed.
 - Jamie M. will reach out to a potential new hire.
 - **Executive Director needs analysis status and plan**
 - The Board reviewed the analysis from the Blue Hen Leadership Team.
 - There was agreement that a Director is needed. The group discussed pros and cons of hiring full vs part time. A full-time position might attract better applicants, but this is not sustainable based on current finances. A part-time person would need to seek out grants and other funding to grow the position into full-time.

- **Bylaws Amendment**
 - Heather discussed potential changes to the Bylaws, emailed to the Board for their review.
 - She recommended increase terms to two years, adding a review and comment period for bylaw amendments, and cleaning up language to remove dated and inconsistent items.
 - She also noted that the bylaws specify that we will have Community meetings. She suggested Community meetings be held as part of Board meetings, with closed Board sessions as needed.
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- **Financial Report**
 - Board expressed appreciation for donation from White Clay Bike Club. Jamie O. will provide Bob with template for a thank you letter.
 - Board discussed letter from ASCAP requesting funds for use of licensed music. Board members noted that our performers may only play original material.
 - Jamie O will coordinate with Em to established written policy to reflect that only original materials may be used, and that performers will be liable for fines if they violate the policy.
- **Other Business**
 - A mechanic at REI has expressed an interest in volunteering. Ideas included specialize advanced training for NBP volunteers and staff, and extra assistance for major fix-up events. REI may also be a resource for use of tools that we don't have.
- **Meeting Schedule**
 - Regular Monthly Board Meetings to be held the first Tuesday at 7 p.m. The next regular meeting is scheduled for June 7.