



Board Meeting Notes

June 7, 2016

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

Staff Attendees: Melinda Bertling and Tya Pope

Guests and Em McKeever

- **ASCAP Update**

- Performances at NBP are free and use only original material. Therefore, the Board agreed that we will not purchase a license from ASCAP.
- Em will coordinate communicating this to ASCAP. Jamie O. will provide Em with contact information for a lawyer who will provide pro bono assistance in this matter.

- **Youth Empowerment Program**

- Tya and Melinda have been hired as YEP Director and Assistance Director.
- The next session will be held Sunday afternoons 1-3 p.m., June 19-September 18. Six youth have already registered.
- The initial four of the twelve sessions have been planned and will include bicycle basics and safety, a scavenger hunt, and a ride on the James Hall Trail with the Mayor.
- Flyers were distributed to Shue Middle School and Brookside, Downes and West Park Elementary Schools.
- Payroll information needs to be set up.

- **Shop Updates**

- Sales losses from bathroom buildout – The Board discussed the significant loss of sales due to the bathroom installation. Because of scheduling delays by the landlord, the installation coincided our peak spring season. The Board decided that we will pay the electricians bill, but request that our rent be prorated to reflect the week we needed to close the shop.
- Shop cleanup checklist – Jamie M. will assign the staff to work on developing the checklist.
- Telephone and telephone number for the shop – Bob reported on costs from T-Mobile (\$92) and Verizon (\$110) to add a telephone line and internet. The Board suggested setting up a Google Voice account and using this will an app such a Talkatone so that we can make outgoing calls with the Google number.
- Update on sewer smell – Bad odor remains an issue. Jamie O. will contact landlord to report the issues again.
- Bob and Jamie M. will schedule a time with Ban to pick up additional bikes. Youth bikes may be needed for YEP participants.

- **Education and Outreach**
 - Mechanics training classes – Instructor(s) are needed to take over the classes now that Natalie has graduated. Kim can coordinate with Board members to teach the next session.
 - Weekly emails – Robbie will take over sending weekly emails to volunteers.
 - Volunteer Orientation – New host(s) are needed for Volunteer Orientation nights now that Natalie has graduated. Rickie volunteered to assist, but is unable to do them on Tuesdays. It was suggested that the staff might be able to host the events.
 - New Night Downtown - Scheduled for June 11, 3 - 9 p.m., Main Street with NBP space at Panera. Rickie will coordinate scheduling volunteers for 2-hour shifts. Heather will print brochures, YEP flyers and volunteer information.
 - Women's night – Kim will coordinate women's mechanics night. Heather discussed possibly organizing women's rides focused upon functional trips (i.e. ride to the farmers market or Milburn Orchards).

- **Staffing**
 - Shop staffing – Shop is fully staffed, but we have issues with vacation scheduling in late June, late July and early August. Possible additional employee to cover some of this time, but she is not available until mid-July. Ricky also has a contact who may be interested and available starting in mid-July.
 - Volunteer conduct – The Board discussed developing written rules for volunteer conduct that clearly details appropriate behavior by volunteers and the implications of not following the rules. Heather will review examples from other Bike Coops as a starting point.
 - Volunteer staffing – volunteer participation remains low. Saturdays will be promoted as fix up parties and new mechanics times will also be advertised to attract added volunteers.
 - Business strategy to afford an executive director – Discussion was deferred until next meeting.

- **Financial Report**
 - Jamie M. and Bob will coordinate to review financial information and report back at July meeting.

- **Bylaws Amendment** - The Board reviewed potential changes to the Bylaws. Marked up draft will be distributed to voting members when we hold elections. Suggested changes included:
 - Article I – Remove reference to fiscal sponsorship with Urban Bike Project.
 - Article II – Define voting members as anyone who has participated within the past year, for whom we have contact information (bought or donated a bike, took a class, fixed a bike, volunteered, or attended an event). Voting will take place in two parts: (1) emailed invitation to request a ballot, and (2) ballot emailed to those who wish to vote. References to the membership committee will also be removed.
 - Article III – Board terms to be changed to two years, with a one-year seat reserved for a student Board member. References to specific subcommittees will also be removed.
 - Article IV – Annual meeting will be in February. Election will not occur at the annual meeting.

- Article V – Procedure to amend bylaws will be revised to provide published opportunity for member review and comment.
- **Other Business**
 - Byways specify that NBP will hold community meetings. Board decided to schedule community meetings for 7-8 p.m. the same evening as Board meetings, with the Board meetings to follow.
- **Meeting Schedule**
 - Regular Monthly Board Meetings to be held the first Tuesday at 7 p.m. The next regular meeting is scheduled for July 5.