

 Newark Bike Project

Board Meeting Notes

September 6, 2016

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

- Financial Report and Discussion
 - The Board discussed the Newark Bike Project Financial Report prepared by Bob, and an email with discussion and recommendations from Jamie M. The Year to Date and Projected 2016 expenses exceed the YTD and Projected revenues. Major expenses are rent, payroll and retail parts.
 - Spring and summer revenue is down compared with the prior year. This is a reflection of lack of inventory and not enough volunteer mechanic labor.
 - Jamie suggested the following recommendations:
 - Obtain more high quality bikes that don't need as much work, and which sell for more. Advertise donation drives.
 - Be more selective on intaking junk bikes, which take up space and dilute the shopping experience for a buyer. Advertise that we accept "fixable, indoor-kept, adult bikes". Try to postpone youth bikes until November when we have space and opportunity to process bikes for school and holiday gifting.
 - Think about selling bikes faster, because a new donated bike will take its place. Reduce the prices of junk bikes to move them out of the shop quickly.
 - Move nicer and totally fixed up bikes to a prime location in the shop, so buyers can look there to see fixed up bikes all in one place.
 - Put new tires and grips on older bikes so that they sell for significantly more. 20 minutes (\$5 in staff labor) and \$20 in parts can add \$30 to \$50 to the price of a bike, and make it sell faster.
 - Advertise a variety of bikes for sale on Facebook (a few times they sell over the phone within an hour of posting), and include nicer ones on Craigslist, along with a general blurb about our bikes.
 - Try reducing weekday hours (we have removed Wednesdays for this Fall), and perhaps Sunday hours.
 - The Board discussed and recommended:
 - Sunday Hours – The Board recommend that Sunday hours be added following the conclusion of the YEP program's summer session. Benefits include greater time availability for volunteers and greater convenience for those purchasing or donating bicycle over the weekend.

- Pricing –NBP does not currently track the value of parts used to fix up bikes offered for sale. No formal system is in place to keep expensive parts from being used for fixing a cheaper bike. The Board suggested that tags indicate the value of the parts used to repair the bike. For bikes still requiring repairs, tags could show an “as is” price and a repaired price.
 - Promote donation drive events to area businesses and churches. Send letter and flyer to area businesses.
 - Offer sale prices for red tag bikes to reduce their numbers. Remove bikes that haven’t sold within a given time limit.
- Shop Updates
 - Draft Shop Rules and Etiquette were distributed. Under “Work Safe” a rule that staff need to take bikes down from the upper rack was added. Under “Bikes and parts are for personal use” the Board removed the line about no part leaves the shop unless it is on a bike.
- Items for membership
 - Bylaws amendments will be sent to members for review. Board elections will be held following the amendment of the bylaws.

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Bike Project Shop Rules and Etiquette

- **Leave workspace neater than you found it.**
 - Clean up as you go and every time you leave the shop for the day:
 - Put tools away
 - Clean floor of cables, rim strips, tubes, and other junk
 - Clear workbench of all parts, trash, tools, soak bowls, metal filings, and gunk
- **Work safe.**
 - When using any power tools, wear eye protection, tie back long hair, and secure hanging clothing
 - When using grinder, make sure nothing flammable is in the path of sparks generated
 - Keep floors clear of tripping hazards
 - If you're not sure how to use a tool or do something, get some help/advice
 - Do not ride bikes in the shop.
- **Be nice.**
 - Be respectful of everyone in the shop—staff, volunteers and customers. We want this to be a place where everyone feels welcome.
 - Respect others' use of the space for bike repair, and respect others' time. Some in our community may enjoy talking while others may enjoy working alone.
 - No violence, assaults, physical threats, or stealing.
 - The staff and Board members reserve right to ban any visitor or any member from premises, for a set time/date range.
- **Bikes and parts are for personal use.**
 - Bicycles may not be purchased for resale. We keep our bikes affordable to provide reasonably price transportation for the community.
 - No part leaves the shop unless it is on a bike. No bulk sale of parts will be permitted.
 - Do not take parts off of a bike that is not yours for use on another bike, unless told to do so by a staff member.