

 Newark Bike Project

Board Meeting Notes

October 13, 2015

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

- **Task Management**

- Jamie O gave a demonstration the task management tool “Trello.” Jamie has created the board “NBP Tasks” and emailed invitations to the NBP board. Trello is structured with “Cards” to which users can add participants, labels, due dates, check lists, and progress updates.

- The following shop related Cards were added, discussed, and assigned to participants:

- Search for an executive director
- Organize small parts
- Organize supplies & parts
- Organize closet
- Clean counter tops
- Inventory critical items
- Redesign a wheel sizer
- Organize behind counter
- List some bikes on Craigslist
- List valuable parts on eBay
- Get a wall calendar for the shop
- Install sprinkler guards
- Get an hours sign

- The following other organizational Cards were added, discussed, and assigned to participants:

- Stage latches
- Redesign website
- Install projector mount
- Outreach to outside organizations for YEP

- **Shop**

- Jamie O. is working on installing the projector mount and purchasing sprinkler guards. Regarding the sprinkler guards, group recommended purchasing high quality version for the more vulnerable sprinkler locations and a more affordable model for the remainder.
- A wall calendar will be added to display upcoming events. A Whiteboard calendar mounted to the slanted wall was suggested. Event listing will be maintained by staff.
- Area behind counters should be roped off with a “staff only” sign added.

- Coat rack or lockers would be useful to provide volunteers and customers a place to store things.
- Tools behind the counter should be signed out to reduce their loss.
- **Youth Empowerment Program**
 - NBP is still seeking applications for position of Youth Empowerment Program Director.
 - Continue to seek grant funding. Future grant applications should include details regarding performance measures.
 - The group decided that it may be appropriate to merge position into the duties of an Executive Director.
- **Blue Hen Leadership Program**
 - NBP was selected as a project by the Blue Hen Leadership Program. The Program has assigned a team of students to work with us. They will assess techniques to promote volunteerism and analyze if NBP should hire an Executive Director.
- **Web Site**
 - Board member bios and photos have been added.
 - Staff profiles will also be added to the “About Us” page.
 - Heather plans a web site redesign.
- **Volunteer recruitment and Retention**
 - Staff will lead monthly volunteer orientation sessions. The group suggested alternating between Monday nights and Saturdays.
- **Customer Issues**
 - Injured customer who is seeking reimbursement of medical bills after wheel fell off of bicycle. Board has returned the bike to NBP.
 - Inspection of the bike indicates that the bike is functional.
 - Customer will be offered a refund and provided instruction on how to attach the wheel.
- **Community Meetings**
 - Heather has reached out the Newark Bicycle Committee and they are interested in partnering with NPB on outreach meetings.
 - The format will include a guest speaker, opportunity for organizational updates, and community comment and discussion.
 - Potential speaker topics include Newark Bicycle Share, the Delaware Avenue Cycletrack project, Lessons for Newark from Copenhagen, Safe Cycling, and Bicycle Commuting 101.
 - Heather will reach out to Trailspinners and White Clay Bike Club to see if they wish to participate and will contact possible speakers.
 - NBP Organizational Meetings may also be added.
 - Group rides may be combined with Community Meetings during warmer weather.
- **Events**
 - The group discussed participation in the Newark Halloween Parade. It was decided that it was too late to organize enough people in costume to be in the parade but that we might participate in trick or treat Main Street.

- **Meeting Schedule**

- Regular Monthly Board Meetings to be held the first Tuesday at 7 p.m. The next regular meeting is scheduled for November 3.


NBP Tasks ☆ 👤 Team Visible

Backlog



Search for an executive director

☰ 0/1

- JM 
- KC
- RN
- SR
- TC
- TP
- BR



Organize small parts

☰

- JM
- SR
- TP



Organize supplies & parts

- JM
- SR
- TP



Organize closet

- JM
- SR
- TP



Clean counter tops

☰

- SR
- TP



Inventory critical items

☰

- SR



Re-design a wheel sizer

- JM
- SR




Organize behind counter

- JM
- SR
- TP




List some bikes on Craigslist

JM


List valuable parts on eBay



☰

JM

 
Stage latches

☰



RN SR


 
Redesign website




👁 ☰


HD

To Do


 
Install projector mount


☰ 0/4 🕒 Nov 2  TC



  
Get a wall calendar for the shop


☰ 0/3 🕒 Nov 2 

In Progress


Outreach to outside organizations for YEP

1/3  RB

 
Install sprinkler guards

☰ 💬 1 2/4 🕒 Nov 2  SR



Get an hours sign



1 Nov 2



SR

Complete