



## Board Meeting Notes

September 1, 2015

**Attendees:** Heather Dunigan, Tim Hodson, Jamie Magee, Ricky Nietubicz, Jamie Orlando, Steve Reynolds, Bob Rollings

- **Task Management**

- Jamie O will demonstrate the task management tool “Trello” at a future board meeting when the internet is working again.

- **Roles and Responsibilities.** The Board continued the discussion regarding roles and responsibilities and reviewed the discussion from the August meeting.

- Director of Volunteers - Jamie M noted that in the past the Board had a Director of Volunteers.
- Education – Paid staff person will teach Mechanics classes assisted by Kim.
- Shop Directors – Responsible for the running of the shop and ordering supplies, but not staffing issues.

- **Financial Report**

- Treasurer – Bob has agreed to serve as Treasurer and will coordinate with Tim to transition
  - Position oversees internal audit and will provide regular Treasurer Reports to the Board.
  - Treasurer is responsible for developing financial procedures.
  - Payroll is outsourced and monitored by shop managers and treasurer.
  - Bookkeeping services are currently provided by accounting student.
- NBP should now hire a CPA because revenue is now above \$50,000.
- Reimbursement of spending by the Board occurs as needed. The Board discussed establishing a dollar threshold, above which Board approval would be needed.
- The Board discussed handling of cash. It was suggested that NBP purchase a safe for temporary in shop storage and that a time frame be established for depositing funds in the bank.
- Currently is saving at a rate of approximately \$30,000 per year.
- Use of online payroll services was discussed, such as Zen payroll, and Bob will investigate if we should switch services and if they can be changed mid-year.

- **Youth Empowerment Program**

- Grant funded program.
- Future improvements will include improved youth recruitment to program.
- NBP will advertise for position of Youth Empowerment Program Director.
- Jamie will contact Niki regarding development of a job description to be advertised. Erika will continue to assist with the YEP.

- Invoice and status report may be submitted to WILMAPCO.
- **Personnel Issues**
  - Tim briefed the Board regarding concerns about payment for accounting services. The current Board is unclear to what extent services were performed.
  - Accountant has not provided status reports or requested evidence of services performed despite requests for this information from Tim.
  - Bob will contact Thjis to determine what prior work might have been completed by accountant and get a better understanding of tasks we expected from the contractual employee.
  - Blue Hen Leadership Program will complete project to assess if NBP should hire an executive director.
- **Bike Donations**
  - End of the school year is an ideal time to attract bicycle donations. Currently NBP reaches out to apartment managers to let them know we can take abandoned bicycles. We can also start advertising at local apartments near end of school year.
  - U-Haul truck can be rented to collect large number of donated bicycles.
- **Property**
  - Jamie M. briefed the Board about conversations with the City of Newark and landlord regarding a second bathroom. It is the landlord's responsibility to provide a second bathroom. Two potential solutions involve building a second stall-only bathroom where the water fountains are currently or placing a porta potty outside. The landlord has agreed to pay for porta potty rental, and porta potty could be placed against the fence behind the building and locked when not in use. This solution would need a written agreement between NBP, the landlord and the City. One remaining question for the City is whether both bathrooms would need to meet ADA standards.
- **Shop**
  - Rename Open Shop to DIY Repair Nights. DIY Nights will be staffed by a mechanic and a persons at the desk, to supplement volunteer assistance.
  - Inventory of bicycles should be completed and ones that haven't sold should be gotten rid of because they are taking space from bicycles that might sell more easily. It was suggested that a special sale be held to clear the bikes out that haven't sold.
  - Inventory of wheels is needed to make sure we have the sizes we need and have a system to find the size we're looking for.
  - Group discussed efficient use of space.
    - Scrap metal bin could be placed outside or materials could go into regular recycling bin.
    - Some wheel storage might be converted to bicycle storage.
    - Reception counter and seating area by entrance can be rearranged to better use the space.
- **Volunteer recruitment and Retention**
  - Make it fun such as having social get-togethers afterwards.

- Monthly volunteer orientation sessions will be reintroduced.
  - Mechanics classes will help with recruiting new volunteers.
  - Advertise the benefits of volunteering including discounts with QBP and NBP bikes and parts.
  - Blue Hen Leadership Program project to make recommendations for volunteer growth.
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    - Monthly volunteer orientation sessions will be reintroduced.
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    - Advertise the benefits of volunteering including discounts with QBP and NBP bikes and parts.
    - Blue Hen Leadership Program project to make recommendations on expanding volunteer participation.
- **Web site**
    - Web site design to be updated. Design should be simple and emphasize buy and bike, fix a bike, donate and events.
    - Calendar of events can be included on home page.
    - Facebook feed can be added to home page so that other items on web would address only basic information to keep web site from having out of date information.
- **Meeting Schedule**
    - Regular Monthly Board Meetings to be held the first Tuesday at 7 p.m. The next regular meeting is scheduled for October 6.