



Board Meeting Notes

March 2, 2016

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

- **Shop Tasks**

- Review of Trello tasks. The following have been completed since the February Board Meeting:
 - Wall calendar purchased.
 - WILMAPCO has been invoiced for YEP grant.
 - Sending weekly emails have has been assigned to Natalie and have been getting sent.
- Create shop checklist for tasks to be completed by staff. Staff should check off and note when tasks have been completed Checklist to include:
 - At least once per hour:
 - Safely check for tripping hazards, sharp objects, etc.
 - Daily
 - Tidy countertops and tables
 - Take out the trash
 - Put away tools
 - Wipe Down Bathroom
 - Sweep Floors
 - Make sure all tools are in their proper location
 - Weekly
 - Mop Floors
 - Clean Glass
 - Clean Bathroom
 - Inventory supplies
 - Posting bikes on craigslist
 - Weekly emails
 - Update the calendar
 - Mark price down on bikes that have been in our system for awhile
- Other shop to do list:
 - Hours sign needs to be purchased.
 - Projector mount is needed. Screen to be relocated by curtain rod.
 - Jamie M. to redo wheel sizer.
 - Improve counter and parts storage.
 - Steve to research options for reconfiguring counter, storage and display space.
 - Improve wheel hook organization with color coding, and get rid of surplus wheels. Right dates on rim to track how long they've been in the shop.
 - Tom P. to inventory parts bins.
 - Get larger scrap bin. Dispose of scrap in recycling dumpster regularly.
 - Reduce space taken by children's bikes, possibly with discounted or free bike giveaways.

- Create test ride fit station near door. Included needed tools for quick adjustments.
 - Purchase 2 extra sets of tools, with one to be kept behind counter.
 - Create station for rapid bike donation. Assign task to staff.
- **Outreach/Education**
 - NBP to pay for board attendance at BikeBike. Kim and Jamie M. to attend.
 - Heather, Kim and Jamie M. met with University of Delaware police to discuss bike safety on campus. Potential to coordinate with UD and Newark Bicycle Committee on bike light and bell giveaways.
 - Mechanics classes have been going well with Natalie teaching. Attendance has been approximately 7-8 per week. Next session will begin in April.
 - Mechanical Engineering program would like to have a bicycle mechanics class. Kim will check to see if Natalie can teach this.
 - Tabling events being planned at Cecil College and University of Delaware Employee event.
 - Starting women's bike program discussed, including mechanics nights and possible rides.
 - Volunteer mentor program discussed. Would match new volunteers with experienced volunteers. Kim to email existing volunteers to gauge interest.
 - Volunteer participation has been trending downward. Volunteer participation should be promoted for open shop times. Saturdays can provide pizza and drinks to promote volunteer participation.
 - Increase presentations and outreach to community groups, Newark High School and Newark Senior Center to recruit volunteers.
 - Ricky to coordinate Volunteer Appreciation Dinner at Grain.
 - **Youth Empowerment Program**
 - NBP is still seeking applications for position of Youth Empowerment Program Director.
 - Grants received again from City of Newark and WILMAPCO.
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 - **Bathroom**
 - NBP is still waiting for bathroom plans from the landlord and plumber.
 - To be placed in closet.
 - Need to confirm when shop will need to close.
 - **Financial Report**
 - Bob will be filing taxes. Taxes are now required because revenue exceeds \$50,000.
 - Will hire accounting service to review.
 - **Employees**
 - One – two new staff people are needed.
 - Pay increases will be given to staff based on seniority and performance.
 - Interest in recruiting Executive Director, possibly combined with YEP position. Advertise with Indeed and Linked In.

- **Meeting Schedule**

- Regular Monthly Board Meetings to be held the first Tuesday at 7 p.m. The next regular meeting is scheduled for April 5.