



Board Meeting Notes

April 5, 2016

Attendees: Tom Costello, Heather Dunigan, Jamie Magee, Jamie Orlando, Tom Price, Steve Reynolds, Bob Rollings

Blue Hen Leadership Program Attendees: Chris Merken, Michael Mazarakis, Zachary Granat

- **Staffing**

- Executive Director needs analysis status and plan (BHLP team)
 - BHLP Tier III Community Fellows Follow-Up Report (attachment) was prepared based on discussion of board roles, responsibilities and challenges.
 - BHLP will interview/survey other bike coops to get more input.
 - If Executive Director were hired, it would be important for the individual to have grant writing experience to help fund their position, grow the organization's charitable activities and support increased programming.
 - Executive Director would allow board to streamline and refine responsibilities, and focus more on organizational development and mission.
- The BHLP also suggested increasing use of student resources, including:
 - Social media internship that might include writing social media, web and print media stories, maintaining calendar, and posting eBay and Craigslist content.
 - They noted that the Hotel, Restaurant and Institutional Management program requires community service, and these student would have strong event planning and organizational skill. Also, fraternities and sororities are another potential source for volunteers.
- Still looking for Youth Empowerment Director. One application has been received. May do sponsored facebook post to advertise. The BHLP will also help distribute the Youth Empowerment Program position.

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- **Bathroom update**

- Jamie O. continues to make frequent follow-up call regarding bathroom installation.
- The plumber is scheduled to visit.
- Key to electrical box is needed.

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- **Shop Updates**

- Board discussed the need for an improved cash management system.
- Shop checklist for tasks to be completed by staff is still needed. Checklists items identified at the March meeting included:
 - 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
- **Outreach/Education**
 - Starting women's bike program discussed. Some follow-up emails since the March meeting discussed the scope of the program—mechanics nights and possibly rides, and what to call the program.
 - Tweed Ride – Partner with Newark Bicycle Committee to hold Tweed Ride. Ride will be easy route connecting historic sites in Newark and ending with a social event. NBP has insurance coverage for a limited number of group rides.
 - Possible other ride could be multi-day camping ride along the C&O Canal Trail.
- **BikeBike Recap**
 - Kim and Jamie M. attended. Jamie reported that it was a well-organized event with approximately 20 organizations participating. It included organized rides and donated meals.
 - Three sessions per day for two tracks were offered, each with roundtable discussion. Some ideas included training school teachers and providing them with tools for use with students. Also, story-bike is a program for community outreach using a recording studio on a bike trailer.
 - National BikeBike conference will be September 29-October 2 in Detroit.
 - Would like to host a regional event at NBP.
- **Bylaws Amendment**
 - Heather will review Bylaws to note what procedures we are not following and what should be updated.
- **Website Update**
 - Current frontpage template has been having issues with “sticky” posts not displaying. Heather and Jamie M. to work on website redesign.
- **Meeting Schedule**
 - Regular Monthly Board Meetings to be held the first Tuesday at 7 p.m. The next regular meeting is scheduled for May 3.