



Board Meeting Agenda

November 1, 2016

- **Attendees:** Heather Dunigan, Jamie Magee, Jamie Orlando, Tom Costello, and Bob Rollings
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- Next meeting – check with other Board members to see if a later meeting start time would be preferred. Those present recommended a 7:30 or 8 p.m. start time.
- Financial Report and Discussion
 - Bob reviewed the current account balances and upcoming invoices. Based on what is in the primary bank account we do not have enough funds to cover upcoming expenses, with rent and paychecks the largest expenses. Other funds are available in our Paypal account that can be transferred over. We also have some cash to be deposited.
 - Jamie O. will follow up with the City of Newark regarding payment for the YEP program invoice.
 - The Board discussed ideas to trim costs and increase revenues:
 - Reduce staff hours by cutting least productive times shop is open.
 - Increase volunteer time. Sunday volunteer only hours were suggested to focus on fixing bicycle inventory.
 - Increase advertising to facebook and craigslist. In needed, have staff start ½ hour early to handle before the shop opens. Also use this time to price incoming bikes and scrap ones that have not sold.
 - T-Mobile – Bob will contact them to resolve network connectivity issues and discuss getting a phone line. He will check if they offer special rates for nonprofits.
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- Staffing
 - Staff meetings should be held to get feedback from employees and communicate with them the urgency of increasing revenue. Tuesday afternoons were suggested.
 - Tuesdays and Thursday s we have high school students volunteering on a weekly basis. Bob will attend their work sessions to better communicate instructions for working on the bikes.
- Shop Updates
 - Shop should be better organized to promote sale of bikes. A receiving area for donation should be away from bikes already tagged.
 - Use of alcohol in the shop was discussed. The Board decided that there should be no drinking by volunteers while customers are in the shop. No excessive drinking should be permitted at any time, and staff may ask a volunteer to leave if they violate this policy.
 - Google Voice – have staff set up and monitor account.

- YEP Program – Jamie O. discussed ideas from Tya and Melinda regarding next steps. These included holding a fix-a-flat clinic over Thanksgiving holiday. Holding monthly 2-day YEP sessions that combine a bicycle and non-bicycle activity, and offering youth mechanics training. YEP grant funds can be used to supplement program staffing with needed mechanic skills. Other ideas include a guest speaker series, child/parent classes, and a Downes Elementary School after school program.
- UD Summit – Newark Bicycle Committee has requested NBP participation in the Youth Summit program. This is expected to be held August 2018. The Board is interested but would like more information regarding level of commitment needed and available funds to cover our expenses.
- Items for membership – Jamie M. to send draft Bylaws amendments and board election information to membership.
- Other Business