



Board Meeting Notes

December 1, 2015

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

- **Trello Tasks**

- Hours sign needs to be purchased. Uline may have signs.
- Sprinkler guards. The group discussed purchasing and installing three for priority sprinkler heads to test. Heavy duty design low ceiling near the stage area and cheaper model for the closet. Sprinkler stoppers were discussed but the group had concerns about whether they would work, and how likely whoever would be at the shop would know how to use them.
- Projector mount. Will be installed during bathroom remodel.
- Wall calendar. The group decided that a paper wall calendar will be the simplest option.
- Quick release label. Labels have been printed and should be installed by staff.

- **Youth Empowerment Program**

- NBP is still seeking applications for position of Youth Empowerment Program Director. Director should be hired by March so that they may begin recruiting youth for the spring session.
- Program can be advertised to youth during holiday bicycle giveaway.
- Over the winter, NBP may offer youth repair classes on Saturday s.

- **Bathroom**

- NBP is still waiting for bathroom plans from the landlord and plumber. Work must be complete by January 31.
- Restroom must be ADA compliant.
- The board expressed concerns about a second restroom blocking the view of the shop from the counter. The counter would need to be reconfigured with the proposed layout of installing the restroom where the water fountain is now.
- The group discussed a better alternative might be installing it where the waiting area is now.
- The preferred option is to install a port-a-potty as a one-year trial. Key will be kept in the shop.

- **Financial Report**

- It was noted that revenue increases during the warmer months and drops over the winter.
- Shop is breaking even, with December and January typically operating at a loss.
- Peak revenue is in April.
- The board recommended tracking sales, repairs and volunteers.
- Sales promotions for the winter holidays and New Year fitness can boost revenue during the slow season, but we would need volunteers to prep bikes.

- **Mechanical Engineering Student Program**
 - Opportunity to educate about the NBP.
 - Goal is to conduct seminar every few months.
 - UD Machine Shop is purchasing 2 bicycle repair work stations.
- **Pedestrian/Bicycle Safety**
 - A second pedestrian/bicycle crash has occurred resulting in major injuries both times.
 - University Public Safety is forming a bicycle safety committee.
 - Bicycle laws brochure should be available in the shop.
- **NBP Bike Racks**
 - Issue with outside bike racks being filled by people living in the apartments. NBP will put up sign noting that space are for short-term use only, no overnight parking.
- **Bikeshare Program**
 - Need to investigate if there are liability issues with being the mechanic. Insurance coverage remains a question.
 - Consider purchase of trailer to help moving bikes.
- **QBP Benefit**
 - Purchases should be for personal use only.
- **Bike Parts**
 - NBP policy is to not sell bulk bike parts. Customers will only be allowed to purchase what is needed to repair one bike. Visitors must register to purchase parts so that purchases may be tracked to enforce this rule.
- **Meeting Schedule**
 - Regular Monthly Board Meetings to be held the first Tuesday at 7 p.m. The next regular meeting is scheduled for January 5.