



Board Meeting Notes

September 15, 2015

Attendees: Tom Costello, Heather Dunigan, Jamie Magee, Ricky Nietubicz, Jamie Orlando, Steve Reynolds, Bob Rollings, Justin De Leon

- **Administrative Procedures/Financial Report**

- Group discussed development of a procedure for quickly passing along incoming mail, in light of a recent overdue tax notice was received but was not quickly passed along to Bob. Ideas included designating a location to place mail for board pick-up, and alerting staff to notify the board of important correspondence.
- Prior taxes have not been paid but Bob will be paying in the near future.
- Written purchasing procedures are needed to establish a reasonable threshold above which board approval is need.

- **Youth Empowerment Program**

- Justin discussed the YEP and explained that it began as a pilot program three years ago and that a YEP Director is now needed to help grow the program. Justin and Niki have developed a job posting for YEP Director and advertised it via Facebook and the NBP website, but he has received no qualified resumes for the position. The board agreed that the deadline should be extended and the job description should be revised.
- Justin outlined recommended next steps for the YEP:
 - Attract more youth by hiring a Director who will reach out to the community and network with schools, churches and other organization, and who has strong planning, organizational and outreach abilities.
 - Better integration into the shop and the board overall, to give NBP a greater sense of ownership of the program. This might entail regular meetings with the director with briefings on the sessions and assigning a liaison from the Board to the YEP.
 - Continue weekly programming offered to youth, as this has been a strength of the program to date.
- The Board discussed possible roles for the YEP Director. Position might be a stand-alone part time position, or responsibilities may be part of the job responsibilities for a future NBP Executive Director. If is a stand-alone position, the YEP Director might serve in an advisory manor to allow greater flexibility for work hours.
- Interim youth programs should be offered in the interim until regular sessions are scheduled again. Programs might include youth mechanics classes and group rides.
- Justin will provide listing of contacts to advertise position and revise the description. Justin will also provide status report to WILMAPCO.

- **Property**

- Plumbing smell seems to affecting upstairs tenants and NBP. Jamie will contact landlord.

- **Shop**
 - Counters have not been getting cleaned up. Staff will be notified not to return customer IDs until workspace is cleaned up. Steve will make signs to inform customers of the need to clean up after they are finished.
 - Jamie O. will put up a calendar in the shop so that staff are informed of upcoming events.
 - Steve will purchase signs for the two doors with shop hours.
 - Make shopkeeper@newarkbikeproject.com for Steve to order stuff for the shop
 - -Might end up just having a paper sheet or a board for this
 - -New supplies need to be ordered for the shop
 - -Would be helpful to have small shelves behind the desk for incoming supplies
- **Customer Issues**
 - Injured customer is seeking reimbursement of medical bills after wheel fell off of bicycle. Board has asked the customer to bring in bike for us to examine before request will be considered.
 - NBP has offered to exchange the bicycle for one of similar value.
 - Tickets on bicycles already note that they are sold "as is."
- **Leadership Tasks**
 - Jamie M. has requested assistance with the many tasks he is doing.
 - Jamie O. will load items into Trello program
- **Free Bike Program**
 - Update the program flyer.
- **Tabling Events**
 - Kim offered to be in charge of the tabling events and to find volunteers.
 - Since Newark Community Day is this Sunday we will just hire an NBP shop employee to run the table this Sunday.
 - Erica will be working at the NNF NBP booth.
 - Advertise YEP job postings at both tabling events.
- **Communications**
 - Natalie should continue the weekly emails.
- **Mechanics Classes**
 - Natalie to run the mechanics classes.
 - Kim will help plan the classes.