

BCCC Board Meeting

Date: October 10, 2017

Location: Online

In attendance: Jim Hannon, President
Julian Katz, Vice President
Susan Callaway, Secretary
Donna Martinez, Treasurer
Peter Richardson, Member -at-Large

The meeting was called to order at 6:02 pm by President Jim Hannon.

There were no member comments.

The minutes of the Board Meeting on August 8, 2017 were approved via email on August 14, 2017.

Treasurer's Report

Donna and Jim have completed the transition process to give Donna access to our Union Bank, PayPal, Dropbox and QuickBooks accounts. Donna is using her expertise with QuickBooks and Excel to better organize our accounting procedures. The goal is to implement a system that labels invoices and receipts so they can be easily matched with the appropriate line items.

The Vendor Report, Monthly Activity Report and PayPal Report can be accessed in our Dropbox account. Jim will be working on our 2018 budget and will meet with the various Directors to get their input. Once the budget is approved, we will be able to use performance reporting to see how well the club is performing relative to the categories in the budget.

As discussed in our last board meeting, we will be changing our subscription with Wild Apricot from a monthly one to an annual one. Peter will notify them of this change which will give us a 10% discount on our fees.

Bicycle Education Projects

A Master Schedule for all of our Bicycling Education Projects is available in Dropbox.

-Adult Classes:

Our adult classes have been sparsely attended. Jim feels we need to update the website and consider reducing the time involved to make it more marketable.

Because we will soon be implementing our Diversion Program, Jim thinks we might be able to combine our Adult Education Program with this program. It would contain everything people need to know to ride safely, but it would not include on-the-bike or mechanical sessions.

Peter brought up an issue regarding accommodating diversion program payments for club members. The fee for the Diversion Program is \$50 for violators. For club members, there is a \$25 fee which is intended as a membership to BCCC. Although the Wild Apricot system can accommodate different payment levels, the fee would be credited to the Diversion Program account, not the BCCC account. Peter suggested that we allow non-violators to attend at no charge.

-Youth Bicycle Education Program

Jim said we are working with Beach Cities Health District to create a new improved website for this program. The updated website will be more interactive and will include a donation link and signup information as well as a new flier. Their website will have a link to ours.

Jim is working on a presentation for the School Board in Hawthorne because they are interested in our program.

Two Redondo Beach Schools have signed up for our program: Tulita Elementary in October and Lincoln Elementary in November.

-Hermosa Beach Staff Bike Safety Class:

This has been completed and payment has been received.

Sponsors and Grants

Jim presented a new format for this report. It now has separate categories for Sponsors, Grants, Donations and Education Services Provided. This will allow us to better identify sources of funds and track how that money is spent.

Ride Leader Program Status

In the absence of Mario and Matt, Jim reported on this.

There has been only one member, David Hui, involved in a crash, but he is probably going to file a claim against the motorist rather than our insurance.

Our Rider Down, CPR/First Aid training program will be moved to January, 2018 along with the \$600 budgeted for it.

We are still working on clarifying Club vs non-Club rides as it pertains to our Liability Insurance. The goal is to accomplish this by the end of this year.

Bike Corral Status

Jim stated that we will be transitioning to rentals only.

He will be meeting with Steve Musnicky of Fleet Street, a company that manages bike corrals, to share ideas and information.

Jim has checked with the city of Redondo Beach and they will allow us to store a trailer in the city yard.

SBBC and BCC Club Relationship

Merger:

This was discussed at our last Board Meeting and this is the proposed approach:

- Identify what the new organization would look like
- Prepare Pro and Con Statements to be put on the ballot
- Membership would vote on the merger
- There would be a 6-12 month transition period

The transition period is crucial especially if we change our club's designation from C-3 to C-7. An important consideration is how money is earmarked during this transition period, so that it is used for its originally intended purpose.

Joint Fundraiser:

This event in March or April is still in the works. The money raised at this event would be used for advocacy.

Diversion Program:

This was approved on August 2, 2017 by the Redondo Beach PD and Traffic Court Commission Fox. They are ready to move forward but we are still revising the program.

- We are working on the traffic school presentation and have contracted with Chris Quint (who is involved with LA County's Sheriff Dept.; Diversion Program to review our material.
- We have 10 LCIs who are interested in teaching the program and they will be taking the class from Chris Quint once the material for the class is finalized.
- We are about 2 weeks away from being ready. We need to finalize the pay structure for our LCIs and finish the website. If all processes are in place, we can roll out the program by Dec. 1. Jack and Peter are working on this project.

Eventually, we want to transition this program from BCCC to SBBC. The how and when of this has yet to be determined, but it needs to happen.

2017 Garment Status

Peter reported that we have about \$4000 worth of inventory and not much activity. Jim suggested since cold weather is approaching, it might be a good time to advertise the cold weather gear.

Peter discussed his meeting with the DeFeet rep at Interbike. He already posted a picture of the proposed sock design on our website and has had a good response from members. He reviewed the pricing options and the Board voted unanimously to approve the expenditure of up to \$900 for 12 dozen pairs of these sox.

The new Voler garments are now available for ordering and Peter thinks there will be a good response to the new kit. Their minimum order requirements are much more flexible than Stage One's were, and reorder requirements are even lower. This will make it easier for us to accommodate new members who want to order kits.

Jim brought up a proposal from Carol Kwan of West Basin Water District. They are interested in sponsoring a Best Buddies team next year that combines the WBWD and the B-4 team. She would like to have a team jersey for the event. In order to present her proposal to the Board, she needs a concept design for the jersey. Joe Yule is willing to do the design but requires a payment of \$300. After discussion, Julian made a motion that we provide the money for this (to be reimbursed after the WBWD Board approves proposal). Peter seconded the motion and it passed unanimously.

2017 Pay Instructor Policies

Jim stated that although our SCI payment policy was updated in March, we still need to review and update our LCI policy. This is especially important because many of them will be involved in our Diversion Training Program.

Velofix Sponsorship

Jim presented a proposal by Velofix to become a sponsor by paying us \$10 each time a member used their services, rather than by paying an upfront fee. Discussion followed. One of the concerns was that it would be a conflict of interest with another of our sponsors, Safety Cycle. Also, they wanted to have access to our membership list so they would know when members used their services. It was suggested that they could continue to volunteer at our Youth Education events without being a sponsor. Before moving forward, the board decided Jim would check with Safety Cycle to see if this would be an issue with them.

Holiday Party Status

Lesley Siegel has been working on our holiday party and came up with two possibilities: an event at Shades which required a minimum guarantee, or an event at The Deck which required no upfront fee. She realizes that Shades probably won't work, but asked about some funds to provide people with a free drink if we had it at The Deck. After discussion, the Board voted unanimously to allocate \$500 so Lesley could either buy decorations for the party or purchase gift cards, since club money cannot be used for alcohol. Susan will notify Lesley of our decision.

Membership Report

At the last meeting, we were at member #888, now we are at # 905. Susan suggested it might be better to recognize how many members we currently have. Since Peter has been reporting this monthly based on our Wild Apricot data, Board members already have this information. Jim will however let us know when we reach member #1000.

Board Meeting

Our next Board Meeting will be on Tuesday, November 14th from 6:00-7:00 pm.

Board Round Table

Board Members did not have any additional items to discuss. (Julian had already left at 7:40 to attend a City Council meeting.)

No Executive Board meeting was needed.

The meeting adjourned at 7:51.