

## **Minutes**

### **Bicycle Collective Board of Directors**

November 20, 2019, 6:00 p.m.

Meldrum Science Center Room 170

**Present:** Andrew Butterfield, Adan Carrillo, Heidi Goedhart, Thayne Harbaugh, Dannielle Larkin, Jack Moran, Sean Murphy, Donna McAleer, Jim O'Callaghan, Todd Reeder, Shelley Reynolds, Tim Shea, Shawn Teigen, Terry Wilmer

**Excused:** Lulu Avila

**Shop Directors:** Jordan Bartholomew, Kai Cox, Dustin Eskelson

**Guests:** Bridger Layton, Kim Paulding

(1) **Approval of minutes.** Mr. Murphy called the meeting to order. The minutes of September 25, 2019 were approved as prepared.

(2) **Public comment.** Mr. Murphy invited any member of the public to speak.

(3) **SLC building and capital campaign.** Ms. Paulding reported on the \$1 million capital contribution from the Noorda Foundation. The Noorda Foundation has waived its opportunity to name the building. A total of \$1,425,000 has been pledged or donated so far. Ms. Paulding requested more participation by directors on the Capital Campaign Committee.

Mr. Reeder reported on the continuing communication with the RDA, architects, and cost estimators. He said we may want to engage a builder sooner rather than later to ensure the contractor has input into the cost estimates. Ms. Paulding said that attorney Scott Sabey has volunteered to review contract documents pro bono.

Mr. Reeder and Ms. Paulding described the application process for New Market Tax Credits. They anticipate applying for NMTC in February, 2020.

(4) **Chair's report.** Mr. Murphy reported that Mr. Butterfield and Mr. Shea are stepping down from the Board and that Judith Rognli, the St. George shop director, has resigned. He thanked them for their service.

(5) **Treasurer's report.** Mr. O'Callaghan reported a net loss of about \$34,000 year to date. He projects a loss of about \$22,000 for the year. Our cash position remains strong, and we are in much better shape for this winter over last. He, Ms. McAleer, and the shop directors continue to work on building the budget for 2020.

Mr. Murphy and Mr. O'Callaghan discussed methods for making shop operations self-sustaining so that donors could see their contributions going toward programs.

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(6) **Executive Director's report.** Ms. McAleer said that she has fully loaded the program budget for Bikes for Good Will. She continues to work on the budgets for other programs. Ms. McAleer reported that core volunteer Lou Melini was recognized as a 2019 Heart and Hands recipient at the Utah Philanthropy Day luncheon. The Bicycle Collective was awarded one of three Rescue Partner Awards by the International Rescue Committee for providing hundreds of bicycles to newly arrived refugees. She and Patrick Watson, a core volunteer, accepted the award at the IRC's annual Breaking Bread Dinner. She reported on the Utah Outdoor Recreation Summit in St. George, which she and the shop directors attended. A service project as part of the Summit included building 14 bikes for donation.

Ms. McAleer reported that enrollment in the group healthcare insurance is complete, and that the capacity building portion of the Noorda grant enables us to pay the employees' full premium. She said the broker Blackrock Benefits put together separate vision, dental and accident plans that some employees have enrolled in.

Ms. McAleer reported that Cole Reese has finished his work on the membership list and the notices about the change in dues will go out soon. The recent emailed ballots for Mr. Murphy's reelection shut down our email capabilities, and that problem needs to be addressed first.

The annual giving campaign will start after Thanksgiving. The HR Manual drafted by Mr. Shea and the shop directors is being reviewed by a lawyer. Ms. McAleer and the shop directors are evaluating Paylocity as a possible replacement for iSolved as our payroll service. Ms. McAleer reported on grant applications and shop visits and the continuing research into non-traditional grant sources. She described the capital repairs needed in Ogden, Provo and St George.

(7) **Shop Directors' reports.** Mr. Cox reported on the programs and staff changes at the SLC shop. He is working on the production schedule for 2020. He said that analysis of a change in the service fees charged by the Square point of sale system has increased the cost of small transactions. All of the shops have implemented a 3.5% surcharge to cover the expense. The surcharge is omitted in cash sales.

Mr. Eskelson reported on the Ogden programs. He said that repairs to the foundation will begin December 30 and should be complete by January 8. He described a new method for updating photos of inventory on the shop's showroom page. Ms. McAleer thanked Mr. Eskelson for his innovative method that can be used by all of the shops.

Mr. Bartholomew reported on the Provo programs. He said that some core volunteers have donated their time to remodel the shop, but that it remains a challenge to make the space more comfortable.

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(8) **G-Suite restructuring.** Mr. Butterfield described his work to build a new electronic record keeping system based on Google Enterprise. It will be very high level with a basic folder structure, allowing space for work being developed and a repository for finished products. He recommends that access be restricted to bicyclecollective.org accounts and that accounts be created by position title rather than by a person's name. This should reduce difficulties with ownership when a person leaves the organization. He hopes to develop a list of best practices to maintain the system.

(9) **Technology audit.** Mr. Harbaugh reported on his work to identify all of our hardware, software and services. He is developing a list of what is urgent, especially for data security.

(10) **2020 meeting schedule.** Mr. Shea noted the proposed 2020 meeting schedule included with the agenda and moved its approval. The motion was seconded and passed unanimously. The meetings will be:

**Board Meetings**

January 22  
March 25  
May 27  
July 22  
September 23  
November 18

**Executive Committee Meetings**

January 8	July 8
February 12	August 12
March 11	September 9
April 8	October 14
May 13	November 4
June 10	December 9

(11) **Adjourn.** The meeting adjourned at 8:30. The next meeting is January 22, 2020.