

# Board of Directors Meeting Minutes

March 25, 2020 | Online



Attendance	Name	Position	Shop Location (if applicable)
✓	Adan Carrillo	Secretary	
✓	Dannielle Larkin	Board Member	St. George
✓	David Macaulay	Core Volunteer	
✓	Donna McAleer	Executive Director	
✓	Dustin Eskelson	Shop Director	Ogden
✓	Essen Skabelun	Volunteer Coordinator	SLC
✓	Forrest Woolman	Shop Director	St. George
✓	Heidi Goedhart	Board Member	UDOT
✓	Jack Moran	Board Member	St. George
✓	Jim O'Callaghan	Treasurer	
✓	Jordan Bartholomew	Shop Director	Provo
✓	Kai Cox	Shop Director	SLC
✓	Lulu Avila	Board Member	Ogden
✓	Sean Murphy	Chair	
✓	Shawn Teigen	Building Committee	
✓	Shelley Reynolds	Vicechair	
✓	Terry Wilmer	Board Member	Ogden
✓	Thayne Harbaugh	Board Member	Provo
✓	Todd Reeder	Building Committee	

## 6:07 pm

Sean Murphy called the meeting to order, approved meeting minutes from January, and provided his update.

- Donna has coordinated with shop directors our new approach to dealing with COVID-19 and protecting our staff, while cutting unnecessary items from the budget. The goal is to sell as many bikes as possible, as safely as possible. Bike prom will be postponed until further notice.

## 6:11 pm

Jim provided his Treasurer's report and went over the budget and different assumptions given the economic environment we're about to go through. He's been working with Donna through several scenarios to ensure the collective remains viable through these unprecedented times.

## 6:28 pm

Todd provided an update on the construction plans for the new Salt Lake City location.

- Pre-construction had been assumed at \$30K, but through in-kind donations ended at \$16K.
- Building costs remain the same.
- The building committee sent out an RFP, scored and evaluated the seven proposals and selected two contractors to interview. Interviews had been scheduled for March 17 and were postponed indefinitely.
- The goal is to get a contractor on board prior to completing the building plans.

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**6:32 pm**

Donna shared her executive director's report.

- Marketing position was put on hold.
- Sales and marketing will be handled by current employees for now.
- Donna and shop directors decided to suspend operations at the shops due to COVID-19 implications.
- Everyone on the collective is working to transition our model to focus on sales, restoring adult volunteering, restoring providing bikes to clients and good will and restoring donations.
- Monday of next week (03/30/2020), online sales will be restored by appointment only.
- NO time frame to restoring bike donations.
- Capital campaign continues but not as aggressive due to the new reality.
- The need for bike repairs is expected to increase.
- Essen is working on a plan to continue donations and volunteer activities.

**6:50 pm – Bike Shop Updates**

Dustin – Ogden

- Dusting is working on posting and connecting our websites with eBay to sell bikes online for each shop.
- Salt Lake and St. George have a wider selection.
- Working on uploading bike sale information faster.
- The process will continue to get better as we sell more bikes on eBay.

**6:58 pm**

Kai - SLC

- First approach: Working on a service center model to have people drop their bike off and have it fixed by skilled mechanics on site given we have the shops and tools. Price it competitively with other shops in the area.
- Second approach: paying it forward by asking people to donate to pay for someone else's repairs.
- Booking appointments to executing this approach well to keep clients and staff safe.
- Square is waiving fees during this time to use their payment interface.
- Curb side pickup and handling payments online to clean bike afterwards.

**7:08 pm**

Donna

- She is making the case to the Governor to allow us to stay open as an essential business during COVID-19.

**7:10 pm**

Sean

- He said it's exciting to try Kai's business model to provide another source of revenue to demonstrate need for new market tax credits.

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## 7:12 pm

Jordan - Provo

- Providing delivery for people and delivery rates \$2/per mile round trip.
- Delivery is free in Provo for the first 5 miles.

## 7:17 pm

Forrest – St. George

- Staff members are helping tremendously getting the location ready.
- Rent is high even with the discount.
- St. George City offered a new location next to the Red Rock Bicycle Shop to benefit each other.
- eBay and Facebook marketplace are good options to sell bikes.
- Neighboring shop will save boxes for the collective to make shipping more cost effective to ship bikes to other parts of the country, particularly road bikes.
- Credit cards are preferred over cash as to avoid contact.

## 7:30 pm

- Donna praised shop directors for providing updates and thinking creatively and keeping their operations going.
- Health and safety of staff and volunteers is the most important aspect currently.

## 7:35 pm

- Shelley indicated that Bike Prom will be postponed, perhaps it may be reconsidered in the fall.
- Union Center might still be an option for the event.

## 7:45 pm

Meeting adjourned.