

# Board of Directors Meeting Minutes

May 27, 2020 Zoom meeting



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

## 6:04 pm – Welcome and Chair's Report

- Sean Murphy made a motion to approve the March 2020 meeting minutes.
- Sean and Todd will schedule a meeting with the two contractors selected.
- Experiencing good cash flow, thanks to great people working under difficult circumstances. Thanks to selling bikes efficiently using online sales strategies, thanks to CARE Act financing opportunities. Thanks to great donor community.
- Donna will be renewing her efforts to reach out to donors to remind them again about the importance of the collective to remain open and a part of the community.
- Sean is not convinced that we'll be able to sustain the level of sales throughout the entire sales season.
- Sean, Todd, and Jim conducted Donna's performance review and they are pleased with her performance so far. The review is available for anyone who would like to see it.

## 6:18 pm – Treasurer's Report

- Strong financial position.
- \$117,000 in capital campaign.
- In April \$14,000 in service revenue due to mechanics and shop director's resourcefulness.
- Good change to hit our target for the month of May after revised COVID target.
- \$630,000 for the year in revenue projected. Unique position, Donna and Sean and Jim, what are the long-term investments that will need to be made going forward? Looking solid, thanks to everyone's great work.

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## 6:28 pm - Thayne

- Technology inventory began in 2019 to identify what our technology footprint is.
- Working on data classification practices, places, databases, google drive, lists of contacts, computers at shops, then select an access policy.
- Sean suggested the executive committee undertakes this task instead of waiting another 8 weeks before the next board of directors meeting for approval.

## 6:38 pm - Donna

- People buying more bicycles as recreation and transportation during COVID and the collective was well positioned to turn it into an opportunity during this difficult time.
- Thanks to volunteers, shop directors, employees and board members.
- Health and safety of everyone has remained our top priority.
- Transitioned sales and new services.
- We're expecting a third wave (after pre-COVID, and COVID) to bring back programs
- Bikes for good will has been restored to those who come via our partners.
- Building a library of web videos to be rolled out over the next couple of weeks.
- Open shop and earn a bike is still on hold until further notice.
- Payroll transition fully with Paylocity and on the same time keeping system. Thanks to directors for making it happen.
- Good position strong story to tell with what's happening. Following up on potential grants out there.
- Thanks to Thayne we are in great audit position after sorting through documents for years back.
- Heidi, how to reach out to more people in need and to help them particularly those experiencing homelessness or unemployment.

## 7:05 pm - Kai - SLC

- The shop has lots of turnaround in terms of sales based on online and software tools. Really handy to have to automate process and customer service.
- Essen has been working hard to bring bikes for good program back online.
- High demand for bikes.
- Motherload movie/documentary screened last night. Kai was a part of a panel to show it.

## 7:08 pm – Jordan - Provo

- No bikes for sale and only a few to fix.
- Great proximity to BYU campus but not ideal for working in extreme weather conditions.
- Thinking about adding insulation to the roof without a new ceiling \$4000 with insulation \$7000 not including removing the new lighting that was recently added. No cost on adding insulation to the walls. Rough 5-15k to improve the shop and make it more suitable for operations.
- Not as many donations coming from BYU anymore. Rotary club has been collecting bikes to send them to Ecuador instead of giving them to the collective.

## 7:22 pm - Forrest - St. George

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- Spending time helping people work on their bikes. Selling parts is now a big part of what they do. Increases loyalty to the shop and sense of value
- Lots of interest on rental bikes. An update is forthcoming at the next meeting.
- Helping people get more use out of their bikes for longer.
- People want to be vested into the success of the shop.
- Upcoming virtual bike mechanics videos
- Attending Dixie Transportation Expo next month
- Jack to talk about the Bluff Street location - June 26 and 27 moving date.
- Jack explained the different photos of improvements in the making to adapt the new location and make it suitable for the new shop location.
- Great team effort considering everything the St. George collective has gone through.

## 7:41 pm - Dustin - Ogden

- Using an app for people to make their own appointments. Sales are high, demand is high. Bikes are being built and sold quickly.
- Using new tools and apps.
- Sales on Ebay will return in the fall.

## 7:47 pm - Employee Manual - Sean and Donna

- Forrest also contributed to its production after several people made it possible including Tim Shea.
- Adding a set of notices to the manual indicating things that could be subject to change due to emergencies protocols in place at the time. Hours, staff, operations, changes to certain benefits possible. On this latest revision. Searching board approval.
- Donna - codify paid time off, set parameters and expectations, have available and revise it in about a year from now. Set expectations of what to expect when being an employee of the collective.
- A motion passed to update and disseminate the revised manual.

## 7:57 pm - Donna

A motion passed to ensure the bicycle collective provides a gun-free environment for staff, visitors and customers.

## 8:05 pm - Heidi

- More people practicing active transportation.
- Working with UDOT to see if 400 South can be opened from 900 East to 900 West.
- Not as many visitors to the state for recreational activities.
- Active transportation focus will be on resiliency, data collection, economic recovery, create jobs, etc.

## 8:11 pm - Donna

Thanked everyone for all their work and encouraged us to continue to help as needed.

## 8:13 pm

Meeting ended.