

Board of Directors Meeting Minutes

July 22, 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	SLC
✓	Jordan Bartholomew	Shop Director	Provo
✓	Kai Cox	Shop Director	SLC
✓	Lulu Avila		Ogden
✓	Sean Murphy	Chair	
✓	Shawn Teigen	Building Committee	
✓	Shelley Reynolds	Vice Chair	
✗	Terry Wilmer	Board Member	Ogden
✓	Thayne Harbaugh	Board Member	
✓	Todd Reeder	Building Committee	

6:03 pm – Chair's Report

- Sean talked about the collective's ability to continue to conduct business as usual while keeping people safe and
- He made a motion for the board to grant the executive committee the ability to determine if our doors can remain closed through the summer and fall based on information that Donna will collect and report to the executive committee.
- Donna – safety is paramount for employees, customers and everyone else. Safety health mitigating risks, fulfilling commitments to the community and our clients.
- Focusing on bringing programs online
- Goodwill bikes are happening as well as online sales.
- Heidi suggested that we should vote to follow Donna's recommendation until the end of the year as we adapt to the changing situations.
- Donna - too much risk to try to open the shops now.
- Heidi – Donna needs to have the authority to predict month to month when a good time to open would be.
- Heidi made a motion to continue to provide discretion to the director for safety until the end of the year. Danielle and Shelley seconded it and it passed.

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6:30 pm – Treasurer’s and Executive Reports

- Donna filled in for Jim and mentioned that we remained in solid financial position thanks to shop directors and their sales of parts, bikes and service.
- Significant sales increase in April-May-June.
- No rent costs thanks to the city of St George.
- A couple of grants we were awarded that will help youth open shop to buy cameras, mics, computer storage. One for \$5000 and one for \$4000 from the Outdoor Association and the from Governor’s Office.
- Dominion energy will provide \$15,000 for bikes for goodwill program.
- Pursuing grants for more online classes and programming.
- Building an online resource library.
- Lots of innovation and adaptation to share knowledge, expertise and love with the community.
- Each shop has worked with core volunteers.
- We’re testing and trying new things as we innovate.
- Lots of opportunities to bring in inventory.
- We can reach a much broader audience, regionally and even internationally.

6: 40 pm - Dustin – Ogden

- Projecting a sales rebound in the fall and creating online videos for mechanic classes and FB live sessions.
- Working on the first of the industry - Youth oriented mechanic series to produce videos.
- Ideally this would create an online curriculum for youth instead of the youth open shop programming.
- New content on Instagram every Thursday.
- Working on a Tech resource page to provide additional tools for our clientele.
- Innovate or die.
- He and his staff are also creating lots of great content.

6:50 pm – Kai - SLC

- High volume of bikes being donated in goodwill and community partners,
- Core volunteers are picking up bikes to fix them at their own homes.
- Parts delivery route using trucks and staff to help volunteers.
- The emptiest he’s ever seen the SLC shop, yet they’re producing 25% more bikes this year.
- Reinvigorate Ebay sales – fixed up room in the back to take quality photos to sell bikes on KSL and Ebay.
- Scheduling shopping appointments to improve connections with clients, only on certain days.
- Invest in text messaging app for customers of good will clients / bikes.
- Being adaptive and flexible to help as many people as possible.

7:00 pm - Jordan – Provo

- Productive meeting in late June with Provo landlords who have agreed to make the necessary structural and safety improvements to the shop.
- Working on insulating the shop.
- Working to increase efficiency in service center.
- Providing same day service thanks to Sam efforts and detail-oriented approach is taking off.
- Biggest challenge – not many sales in July, volunteers are building bikes at homes, goodwill bikes is slowdown.
- Sean Murphy – Way to address issues with building and landlord. A new element of managing the shop!

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7:10 pm - Forrest – St. George

- Online advertising has helped tremendously despite the industrial area the shop is located people find them.
- Giving out free t-shirt to promote the collective for anyone who buys a bike from the collective.
- Miles – new mechanic in St. George good to have him onboard.
- Completed editing on online video soon to be posted.
- City has been helping in making the shop look good.
- Cedar City wants to start their own collective.
- New patio extension allows for customers to see the inventory easier

7:25 pm

Sean – made a motion to nominate Patrick Schwab to the board of directors; Danielle seconded it and it passed.

Todd – 7:28 pm - Building Committee

Trying to start the process to interview two contractors tomorrow, and possibly begin construction next spring.

Donna - 7:33 pm - Capital Campaign

Lots of opportunities worth pursuing currently. Miller Family is out this year. Their efforts are focused on addressing homelessness. Will pursue again next year. Pursuing national organizations.

7:41 pm - New items:

- Sean asked, do we need to amend the operations plan a goal or two about flexibility and resiliency?
- To provide guidance and provide support to staff – vote may need to be postponed. Sean to send narrative in the next few days.
- Better business bureau evaluates fiduciary oversight and best practices for donors, clients, etc.
- Conflict of interest, privacy policy, and organizational effectiveness.
- Donna would like to get a vote on the language she presented.

7:57 pm

Sean made a motion to approve language on the three above policies and it was approved by all.

7:58 pm - Pledge and Commitment to diversity and inclusion

- This pledge needs to be placed in a prominent spot.
- New volunteers and staff need to sign it when they first start.
- No political engagement at the shops.

8:13 pm

Sean made a motion to adopt this language and to have staff at the shops understand it and display it; Todd seconded it and it passed.

8: 15 pm

Meeting ended.