

## Meeting Notes August 7, 2016

In attendance:

### Board

Nicole Muratore  
Patrick Gilbery  
Mark Bishop  
Alex Frank  
Christopher Trask  
Brandon Imhoff

### Guests

Lori Lieberman  
Kim Gresham  
Jessica Gracia  
George Covarrubias  
Somerset Pickard-Brown  
Kristian Doak  
Patrick Valandra

- **2017 calendar**
  - Quotes are in, Alphagraphics has the best price
  - 100 = \$902.11 (\$9.03/ea) or 200 = \$1628.40 (\$8.15/ea)
  - If we give volunteers a free calendar (~45 calendars), to cover costs
    - Sell 55 @ \$16.50 or 155 @ \$10.50, respectively.
  - Board moved to order 200 and presell them at Tour de Fat for \$15.
  - Next step: work with Claire and potential photogs to flesh out timeline for photo shoots, ordering, and arranging payment.
- **Monthly #s**
  - \$6500 in sales, up from last year.
  - Mark: interested in # of volunteer hours contributed
    - Board discussed a digital sign-in/sign-out method to collect more accurate data concerning:
      - When people get here
      - What they're working on (Repair, Parts shopping, Build-a-Bike)
      - When they leave
    - Patrick will design a Google form for the iPad, due 8/14/16
  - Due to high traffic, discussed limiting stand availability to differentiate quick fixes from Build-a-Bike.
  - Kim suggested building up bikes other than "fancy" bikes for resale
    - Nicole agreed so long as the builds were used as a volunteer training with board agreement. Perhaps during Sunday night open shop for staff.
  - July: 426 people helped, 124 staff worked, 10 Build-a-Bikes completed
    - Compared to last year: 368 people helped, 84 staff worked
- **Registering bikes**
  - Kim suggested walking patrons through bicycle registration as part of Build-a-Bike, to include taking a photo of the bike and documenting the serial number on both the Build-a-Bike worksheet and as part of registration process.
- **\$10 Build-a-Bike start fee**
  - Patrick clarified what this is: a \$10, nonrefundable start fee, allowing patrons to demonstrate more of a commitment to their Build-a-Bike. Grew out of a need to mitigate having too many bikes left unattended for weeks on end, only to have their tags expire when someone else could have worked on the bike.
  - Nicole suggested this effectively raises the price of Build-a-Bike from \$60 to \$70 and questioned why the \$10 isn't simply a deposit, rendering the remaining cost \$50 at the end.
  - Board agreed to make it a \$10 deposit that goes toward the final cost of the bike.

- **Build-a-Bike costs**
  - Parts for a Build-a-Bike cost roughly \$22.13 per bike if the following are included:
    - New chain
    - New brake pads
    - New cables
    - New housing
    - New tubes
    - Brake ferrules
    - Shift ferrules
    - Cable ends
  - Alex is interested in calculating labor costs for Build-a-Bike
- **Recycle-a-Bicycle**
  - Pat V spoke on this. The needs are still unknown. Guzy will work with Nicole to arrange a meeting to discuss details.
- **Tempe Policymaker Ride**
  - Pat V would like representation from Bike Saviours
  - Will occur after TdF
- **TdF volunteer Sign-up**
  - Is happening in the next two weeks.
  - Get your teams together and sign up!
- **Bike!Bike!**
  - Kim suggested we put in to host this event soon.
- **Accounting**
  - Internal controls and best practices are coming.
  - Nicole and Kim will meet regularly to formulate a timeline and plan going forward.
  - Calculating costs for our programs will become increasingly important as we grow. The idea is to get ahead of it before it becomes challenging to report on and manage.
- **El Rancho**
  - Group ride to the work site happened Saturday, August 6<sup>th</sup>. We checked out Phase I to get some initial impressions and rode around the neighborhood.
  - Board agreed to scheduling a special topics meeting on August 21<sup>st</sup> at 7pm, Boulders to discuss the tenant expectation shared by the developers and our thoughts in greater detail.