

Meeting Minutes

June 6, 2017

Attendees

Board Members

Brandon Imhoff, Josh Wilson, Alex Frank, Mark Bishop

Guests

Nicole Muratore, Scott Williams, Christian Bowers, Lori Lieberman, Kameron Silas, Mark Eastwood, Sue Eastwood

Scribe

Nicole Muratore

Agenda

- May shop numbers
 - Earn-a-Bike
 - Finances/Budget
 - Raffle retrospective
 - HeatSync Labs mill/lathe training reminder
 - Bike!Bike!
 - Open floor
-

- **Monthly #s**

MAY	2017	2016	2015
Patrons	593	487	371
Build-a-Bike	20	17	9
Sales	\$8,289.60	\$7,734.63	\$6,373.92
Net Income	-\$3,237.37	\$2,253.11	\$5,687.33

Nicole passed out the P&L report from May 2017 and May 2016 for comparison. The group agreed these are numbers they'd like to see monthly.

- Nicole: Earn-a-Bike

- Lance Turner brought our latest Earn-a-Bike candidate to Bike Saviours through OpenHearts. Mo Parry more than fulfilled his Earn-a-Bike obligation and is in the process of building a bike. He has also begun signing up for regular volunteer shifts.
- Former Earn-a-Bike John Gass returned hoping to complete his final hour of volunteer work to start building his Earn-a-Bike. Nicole explained we work with one individual at a time for Earn-a-Bike and that, due to his lengthy absence, we had since started work with another person. He left contact info for when we have room for him to return.
- Proposal to revise the Earn-a-Bike agreement to include a time limit for volunteer and Build-a-Bike completion to avoid overlap and abuse and increase credibility of program.
 - Alex: Barring extenuating circumstances, suggestion of 2 months: 1 month to complete volunteer hours, another to complete Build-a-Bike.
 - Mark Eastwood: So long as candidate remains in communication, extension should be considered.
- BOARD DECISION: Revise agreement to include 2 month time limit.

- Nicole: Finances/Grants

- Spoke with Stephanie Terrell about grants, accounting, and taxes. She knows someone who can help, though we need a budget in place before asking for grants.
- Request for Board to make a budget
 - BOARD DECISION: Alex's motion for the board to create a budget approved.
- Discussion concerning ways to improve cash flow and gain a better understanding of our finances.
 - Brandon: Start tracking inventory
 - Alex: Mentioned the benefit of a Just-in-time strategy.
 - Mark: Suggested a POS that supports barcode scanning.
 - Nicole: Square possibly supports barcode scanning. Suggestion to input inventory in Square during the next Shop Improvement Day. Board agreed.

- Lori: It would be good to know how long our inventory stays in house before it is sold.
- Lori: Suggested a revision to the sign-in sheet to include to determine reason for visit and time spent in the shop. This data will help us understand overhead costs and things such as the average time it takes to build a bike.
 - Scott: Offered to draft a revision for The Board to review.
 - Data concerning patrons visiting to work on a Build-a-Bike will reveal an up-to-date average for the time to complete a Build-a-Bike.
- Scott: Prices should be higher on Build-a-Bike and used parts.
- Mark Eastwood: Do we know the cost of a shop build? A Build-a-Bike? (employee salary, parts, etc.)
 - The Board agreed we should start tracking it, perhaps on a Build-a-Bike worksheet.
 - Mark Bishop suggested decreasing the font size of the Mechanic's Checklist and adding a table for mechanics to log their time spent with patrons or initials next to sections they've worked on.
 - Brandon: This would help with training.
- Nicole/Alex: Suggestion to start by understanding fixed expenses, then looking at inventory, cash flow, goal-setting, and budgeting.
- Mark: Raffle: What's the verdict?
 - Nicole: Sales were low
 - Brandon: We did a poor job of marketing it.
 - No decision to continue/discontinue made.
 - Sue: Suggested free raffles for volunteers. Example: For each volunteer shift, you get a raffle ticket for monthly volunteer appreciation gift drawings.
- Nicole: HeatSync Labs – reminder of the mill and lathe training offered.
- Bike!Bike!
 - Brandon proposed sending someone to Bike!Bike! Given our finances talk, perhaps not?
 - Nicole: Suggestion to research cost and propose to the board for discussion.
 - Brandon will research costs for next meeting.
 - Mark: Will be traveling near Canada and may be able to help reduce costs by attending
- Mark: FYI: iPad support ends in September
- Bishop's resignation from The Board effective June 5, 2017

Next Meeting

Upon Brandon's request, The Board agreed to meet again July 9, 2017.

Next Meeting Agenda Items

- Costs to send someone to Bike!Bike! - Brandon
 - Confirm vacation travel dates - Mark
- Board recruitment – Alex
- Ready-to-Rides built to sell for August rush - Alex