

July Community Meeting Minutes

Attending: Mike, Patrick, Alex, Brandon, Jim, Nicole, Lori, Scott, Jonathan, Mark

Old Business (June Community Meeting minutes)

- (Patrick) Handbook
 - Mostly done, will print out.

New Business

- (Staff) Bike Shop status report
 - Slow month
 - 401 patrons
 - 160 volunteer hours
 - 109 staff sign ins
 - 7,181 in sales
 - Need to even out mechanic coverage
 - Close to breaking even
- (Patrick, Nicole) Bike Sales
 - Offering some as-is bikes for those who do not want to do a full BAB.
 - Keep work trade bikes as BAB
 - Price all bikes with as-is and BAB prices
 - Jim moves to accept proposal, Alex seconds- Approved
- (Mike) Stickers
 - Cheapest quote from City of Tempe, only have to pay material costs
 - Script stickers: 77.00 for 500
 - “Bike Bell Sticker”: 15.18 for 1000
 - Same for economical brochures

- Black and White: 61.10 for 1000
- Jonathan to tweak brochure for B/W printing

Voted to print “Bike Bell Sticker”- Approved

- (Patrick/Jonathan) Partnership program
 - Reaching out to establish relationships with local businesses
 - Displaying list of “sponsors” who donate or host events
 - Jonathan will investigate formalizing relationships
 - Vote to move forward-Approved
- (Patrick) Relocation funding update
 - Met with Landings for possibility of getting funding for new building.
 - Books have to be in order
 - Meeting with SCORE and Landings next week
- (Jim) Review of Dave Frome's observations and recommendations
 - Even though a non-profit, sales tax should be charged and collected on all retail sales. You will need to obtain a city and state sales tax license and start charging – we can help with this.
 - You presently pay weekly; with plenty of advanced notice to your wonderful employees, I suggest going to every other week. It takes half the work out of payroll.
 - You presently use QuickBooks for your payroll. We have received a quote from Paychex for semi-weekly payroll, fully turnkey where they make all payroll tax deposits and file all forms, for \$61/pay period. This would also include direct deposit of paychecks. You would just go online and submit hours worked each pay period. Very simple posting into QuickBooks also.

- A quick look at your QuickBooks files and reports found bad balances in multiple accounts both on the balance sheet and the income statement. Any information produced from the QuickBooks records is likely inaccurate. The Board needs reliable reports to be able to review past operations and make good financial decisions going forward. I propose the following:
 - Change from QuickBooks online to the desktop version
 - House your QuickBooks on my firm's terminal server – this allows access to the file from anywhere. I will underwrite the \$50/month cost for at least a year.
 - I will dedicate the weekend of 7/6-7 to clean up QuickBooks as best I can. At a minimum this would include:
 - revising the chart of accounts so your reports tell a better story
 - correcting the balance sheet as of 12/31/17 and reconciling accounts
 - making sure the book reflect balances reported on the 2016 tax return
 - readying the books for preparation of the 2017 tax return
 - updating all 2018 accounting to date
 - reconciling all balances as of 6/30/18
- In order to do #4 I would need access to all banking and payroll activity from 1/1/16 through 6/30/18. For old bank accounts used in this period that would mean printed copies of bank statements; for existing accounts

that would mean online access. You can set me up as a user with just read-only rights – I certainly do not want the ability to make transactions. If you have used QBO payroll for this period, the details I need should be available within the program. I would also need the 2015 and 2016 tax returns.

- I hope you have had a chance to look at the qualifications and application to be allowed to accept donations that qualify for Arizona tax credits. Even with a modest outreach to the cycling community I think this could be a great source of funds.
- Vote to approve moving forward with Dave and move on with recommendations as they come up- Approved
- Open Forum
 - Spirit Cigarette community service project
 - Team coming in on Tuesday to build beach cruisers.
 - Want to hire a contractor to insulate the garage door and install shelving.

Figuring out who should be on the Landings account

- Confirm date of next meeting
 - August 5th