

December Community Meeting Minutes  
Called to order at 7:03

**Presiding Board Member:** Jonathan McCurdy

**Secretary:** Jim Tolar

**Attending:** Jonathan, Jim, Frank, Nicole, Mike, Niko (sp?), Brandon, Joel, Patrick

**Old Business**

- Insurance Policy Investigation (Frank)

Frank made no progress on the investigation and requested he be relieved of the responsibility due to his workload with the shop. After discussion of how to proceed, Jim Tolar has taken this task over and will begin by soliciting input from other local co-ops regarding their insurance policies. Report on progress at the January meeting.

- 2018 TdF Funds update (Jim)

The two \$5k transactions earlier in the year on the Tempe Bike Events account were indeed disbursements to our partner NGOs from 2017 TdF. General discussion about TdF followed. No further action required.

**New Business**

- Shop sales and attendance report (Staff)

- 417 customer visits vs 552 (Nov. last year)
- 10 Build-a-bikes vs 22 (Nov. last year)
- 6 pre-build/As-is bikes
- 220 volunteer hours vs 146 (last month)

General discussion about the drop-off in B-a-B volume. Agreement that this bears watching as we go forward.

We need more, and more experienced, volunteers. General discussion about how to increase both.

- Financial report (Jim)

“Estimated” versions of the Balance and P&L reports presented due to the bank statements for the previous month not being available yet. The reports will be reissued via email to the Board and Staff after the accounts have been reconciled.

- I Recycle Phoenix event in January (Nicole)

Rosie's group attended, accompanied by Christian and Mike. Next event is January 5 at Christown Mall. General discussion about whether we want Rosie's group to attend this one too, resolved as “yes” with a strong recommendation that we have Bike Saviours representation to connect with people attending the event. Mike volunteered to go, if he can get some assistance getting there and back. Nicole to follow up with Rosie.

- Holiday closures (Staff)

Shop will be closed on Christmas and New Year's Day.

- Tip jar and Square tip handling (Nicole)

General discussion on how we currently use Tips & Donations (mostly on snacks for Volunteers) and how we should be using them. Since August of this year, we have received ~\$2000 in T&D and have spent ~\$300 on Volunteer Appreciation (food, for the most part). We should have some kind of a long/medium term plan in place that identifies the goals for these funds (e.g. capital improvements, new programs) so that our customers understand where this money is going. Identifying goals like this could help spur further donations. January Community Meeting to have an agenda item for setting goals for these funds.

- **Moved, Seconded, and Affirmed** that the Tip Jar be relabeled “Donations”.

- Payroll changes (Nicole)

The proposed shift from weekly to bi-weekly payroll would place a significant, short-term, financial burden on our staff due to the required lag time between paychecks. General discussion about if we still need this, if so how to implement it to minimize the impact on staff. Nicole to contact Quicken to find out just how long it would be between paychecks during the changeover and communicate to the Board ASAP. Further action dependent on this information.

- new build-a-bike poster, suggestions for new marketing materials (Jonathan)

Nicole purchased four of the new posters for \$1.51 and showed one to the assembled group to everyone's appreciation. General discussion about where to place them and how many more to get. No further action noted.

- Potential interest in a donated MacBook for shop use (Jonathan)

Jonathan offered his old MacBook to the shop. General interest in using it to improve data capture from volunteer activities etc. Bike Saviours will experiment with it for a few weeks to see if we can make productive use of the resource. If not, it will be returned.

- Date of next Community Meeting and presiding Board Member  
Sunday, January 6. Brandon will preside

## Open Forum

- Jonathan announced that he is leaving the Valley at the end of January for a new job in Seattle.

- Nicole suggested that Gilleland Middle School can use some additional Wrench help on Tuesdays. It doesn't take a Giant Wrench, just a Wrench and anyone interested should contact Nicole or Jim. You can shadow us to learn the ropes.

- Nico (sp?) announced that the Bike Saviours documentary is available for viewing on YouTube and from him. We'll have a public viewing to open the January Community Meeting.

- Patrick won't be able to continue his normal Thursday volunteer schedule due to work schedule changes, but he will be doing ad-hoc volunteering and might be available for projects on an as-needed basis. Contact him for further information.

- Joel apologized for previous actions that got him banned from the Shop and requested the ban be lifted. General discussion followed about the importance of having a Safe space at Bike Saviours and that the shop be available for everyone with disruption by anyone. The Board and Staff agreed to lift the ban for a probationary period of one month, at which time status will be reviewed.

**Moved, Seconded, and Affirmed that the meeting end at 8:44**