

February Community Meeting Minutes  
Called to order at 7:06

**Presiding Board Member:** Brandon Imhoff

**Secretary:** Jim Tolar

**Attending** (Active Board members in **bold**): Nicole Muratore, Kenn Brobst, Frank Coria, Steve Mooney, Scott Williams, **Alex Frank**, **Michael Nuccio**, Mark Eastwood, Kristian Doak, Christian Bowers, **Brandon Imhoff**, **Jim Tolar**, Lori Imhoff, Oliver Imhoff

**Old Business**

- Insurance Policy Investigation (Jim)
  - Surveyed local peer organizations to get information on their insurance coverage (BICAS, WeCycle, Heatsync Labs, STARS). Also looked through ThinkTank on the subject of liability insurance. The result of this investigation reveals that the coverage limits in our policy are set appropriately, relative to the surveyed organizations, and that the premium for our policy (~\$1,000 annually) is priced competitively. Recommend no change to our coverage.
  - Nicole will continue to communicate with our current agent to insure that we are up to date on payments and any developments that might affect us.
- I Recycle Phoenix Update (Nicole)
  - Rosie and her group attended the January event at Christown Mall. Christian Bowers attended representing BS. “A decent haul of bikes and material.” Next event is February 16 near Anthem. Christian may attend with Rosie and her group. Rosie will continue to attend these for the near future.
  - On a related note, we're looking for tasks that Rosie's group can take on to benefit BS. Please submit any ideas to the Board or Staff for discussion at the March Community meeting.

**New Business**

- General shop report (Staff)

January traffic was 530 patrons, 17 Build-a-bikes, 8 pre-build/as-is bikes.

Volunteer coverage has been light lately. This places added burden on the Staff. Emphasis during shop hours is on covering the stands and supporting patrons, which means that day-to-day Administrative tasks take a back seat. The Volunteer community and Board need to step in and help relieve this pressure. Notes from the discussion:

- **<action>** Mike Nuccio will take on social media and print shop liason tasks going forward
- **<action>** Brandon Imhoff volunteered to help teach maintenance classes
- **<action>** Kenn Brobst will take on Craigslist support
- Need Volunteers to help present the Volunteer Orientation the last Sunday of each month.

Discussion of Bike Maintenance Class and Major Taylor:

- Much discussion about what our relationship with Major Taylor is, their commitment to us and ours to them.
- **<action>** Jim Tolar will contact Patrick to find out what is what there and report to the Board and Staff. (email sent 2/11. awaiting reply)

- Financial report (Jim)
  - Presented for review the January Balance Sheet and Profit and Loss statements. Scott requested information on a May 2018 “Advertising” charge of \$218.( a one-time print job, before we started doing print business with the City of Tempe print shop).
  - We have closed the Wells Fargo “Tempe Bike Events” account and moved the funds to a Landings Credit Union “Tempe Bike Events” savings account in order to control access and reduce costs. 2018 Tour de Fat funds have been distributed. The TBE account will hold ~\$6,000 going forward as funds to be used by the organizations for 2019 TdF startup expenses.
  - We have established guidelines to be used to manage checking vs savings account balances in the Bike Saviours Landings accounts (other than the Tempe Bike Events account). We will maintain a running balance equal to approximately three weeks expenses (roughly \$6900). Jim will take responsibility to manage the accounts, transferring money from one to the other as required. The goal is to maximize the amount of money in our interest-earning Savings account.
  - **<action>** Brandon to investigate other (online) options for holding our Savings that pays better yield than the Landings account (.05% APY) Report back at the March meeting.
  
- Sales tax and pricing (Jim)
  - Beginning 1/1/2019, Bike Saviours will owe sales tax (8.1%) on “new” items sold. Based on analysis of Aug-Nov 2018 sales, we anticipate a tax bill of approximately \$3000 annually, paid in quarterly installments.
  - After much discussion on how BSBC should cover this tax bill (change prices?, just pay it out of funds on hand?, etc.), we have decided to turn on Sales Tax pricing in Square on all the “new” items that will be subject to Sales Tax. Sales Tax will be turned on March 1. BSBC will pay Sales Taxes due on sales in January and February out of funds on hand.
  - **<action>** Staff (Nicole and Frank) to report to the Board within a week on recommended changes to daily policies and funds-related activities required by the new Sales Tax.
  - **<action>** Jim to submit the filled out and signed the Arizona Joint Tax Application (JT-1).
  
- SWA travel award (Nicole)
  - Volunteer Dan, a pilot/employee of SWA, had procured two one-way SWA travel vouchers for BSBC use. Discussion on how, who, and where to use these. Community suggestions are hereby solicited. Readdress in March Community meeting.
  
- TdF funds distribution update and next year rumors (Nicole)
  - Nicole met with MBAA and TBAG to discuss funds disbursement from 2018 TdF. They decided to split the funds equally between the participating organizations and to hold back \$6000 for startup expenses at the 2019 TdF.
  - It is reliably reported that 2019 TdF will be the last one and BSBC (and others) will likely have to find another way to raise funds going forward.
  - Some discussion about potential local candidates to sponsor a fund-raising bike-related

event (e.g. Four Peaks, San Tan Brewing). Readdress in March Community meeting.

- Takeaways from Growing Cooperative Businesses in Arizona workshop (Nicole)
  - Nicole attended the workshop and her takeaway was “We aren't operating as a co-op.”
  - Sean Alevy, ASU Housing Staff Member and Doctoral student spoke to the meeting attendees about cooperatives (shared governance, shared benefits, shared workspaces, community membership). He welcomes our participation in the next workshop in April and will forward details via email.
  - Readdress in the March Community meeting.
- Begin discussions re: distribution of labor amongst shrinking board and staff (Nicole)
  - **Alex Frank** tendered his resignation from the Board which was accepted. The Board and Staff thank Alex for his years of service to BSBC and welcome his continued participation as a Volunteer and community member.
  - Much discussion on the need for Board members who are active, able, and willing to take on the tasks required to lead the organization. Our current Board consists of three Active members (Brandon, Jim, Mike) and one Inactive member (Lori). We need more Active Board members.
  - **<action>** Brandon will organize a group (initially an email group) to discuss and define the roles, responsibilities, and benefits expected of a Board member to help community members evaluate whether or not they're able to take on the role. Report back to the Board and Community at the March meeting.
- Establish policy for individual Build-a-Bike program utilization (Jim)
  - Some discussion about concerns that the Build-a-bike program might be abused by individuals who cherry-pick bikes and build them out over and over. Because we have no policy limiting frequency, the Staff has no real tools to prevent or halt abuse.
  - Moved, seconded, and approved that the Build-a-bike program be limited to four bikes a year, per individual. This limit may be exceeded on a case by case basis upon explicit approval of Staff. This is meant to allow for exceptional circumstances (e.g. documented theft, etc.)
- Date of next Community Meeting and presiding Board Member
  - Sunday, March 3. Jim Tolar will preside, Mike Nuccio will record the minutes.

## Open Forum

- (Kristian)
  - Web-site needs updating (handbook, bylaws)
  - Lori was the last one updating the handbook. Need to find out the status and get a clean copy up on the web-site.
- (Scott)
  - We need to keep as many stands open as possible to reduce the use of a wait-list.
  - Concerned that Dee's dog (or really, any dog) in the shop should be under the owner's control at all times.
  - Can we look into a review of item pricing in the shop? (This was also suggested by

Christian) Prices have been unchanged for many used parts in ten years. Discussion tabled for future review.

- (Alex)
  - Should we get a camera and monitor for the back room to help prevent theft and other mischief? Discussion tabled for further review in the future.
- (Frank)
  - Discussion about Chris Trask and whether his banishment from BSBC community should continue. No change in status as a result of the discussion.

**Moved, Seconded, and Affirmed that the meeting end at 9:18**