

March Community Meeting Minutes

Called to order at 7:05

Presiding Board Member: Jim Tolar

Secretary: Michael Nuccio

Attending (Active Board members in **bold**): **Jim Tolar**, Christian Bowers, Steve Mooney, **Michael Nuccio**, **Brandon Imhoff**, Susan Squire, Bruce Squire, Kristian Doak, Mark Eastwood, Kenn Brobst, Joel (temporarily)

Old Business

- Approval of the February Community Meeting minutes (Jim)
 - Board unanimously approved of the previous meeting's minutes.
- Update on search for better yielding accounts for our Savings (Brandon)
 - Brandon Imhoff has been tasked for this at previous meetings, but has been unable to investigate the issue due to being without phone or internet access at his house on account of recent weather. As a reminder, we are seeking a better rate than what we are currently receiving at Landings, which is 0.05% APY.
 - **<action>** Pushed back to April meeting, as Brandon will have internet access by that time.
- Sales tax and pricing (Jim)
 - With our Arizona Joint Tax Application (JT-1) filed and our decision to pay January and February 2019 sales tax out of funds on hand, we began charging sales tax to our customers for new purchases on March 01, 2019. This meeting began at the conclusion of our first business day charging sales tax to our customers, and the transition seems to have gone smoothly according to Mike Nuccio who was present during the day.
 - At previous meeting, staff was tasked to coordinate with Kristian Doak on determining any additional recommended changes to shop policy or funds-related activities, but this has yet to occur.
- SWA travel award, suggestions for use. (Nicole)
 - Volunteer Dan, a pilot/employee with SWA, has procured two one-way SWA travel vouchers for BSBC to use. Discussions on where to go and who to send began during the February and continues with our March meeting.
 - Brandon Imhoff has suggested Bike!Bike! 2019 in Toronto (May 17-20th) as a destination, stressing the value of connecting with other bicycle collectives for advice and examples on securing funding, now that it is likely that Tour de Fat will not continue past 2019. When BSBC last sent a representative to Bike!Bike!, BSBC paid for the representative's airfare and registration for the event, but left it up to the representative to cover any other costs. Due to the fact that Bike!Bike!

has many concurrent panels and workshops, Brandon has suggested sending two representatives to maximize coverage.

- On the further subject of securing future funding for BSBC post-Tour de Fat, Christian Bowers has suggested the shop should take fundraising efforts into our own hands. Brandon has agreed, suggesting approaching San Tan Wheelie Jam for our possible involvement, as well as coming together with TBAG and the MBAA to continue the Cyclovia event we have traditionally held during Tour de Fat.
- Update on discussion re: Board Member roles and responsibilities (Brandon)
 - At our previous meeting, Brandon volunteered to begin an email conversation to discuss and define the roles and responsibilities of a board member for both the benefit of prospective members, as well as current members. The two contributions to the conversation were staff member Nicole Muratore and board member Michael Nuccio, whose emails were read aloud to the meeting.
 - Nicole's email provided questions prospective board members should ask themselves (can you commit the time, how can you benefit the board) and listed a series of expected board responsibilities, including providing direction for the organization, minding the financial aspects of it, upholding our mission, and being an ambassador to the community, all fleshed out with further bullet points. Her email also suggests defined roles for board members, namely President, Secretary and Treasurer the possibility of holding community elections for nominated board members. Present board and community members largely agreed with Nicole's suggestions of expectations of current/prospective board members.
 - Mike's email suggested to also list coordination and communication with the staff as its own responsibility or stressed among individual ones, and asking prospective staff members if they can also commit to representing the shop in legal capacities, such as being a signatory on legal and tax forms.
 - Brandon is currently our only board member with access to our Landings accounts, and it is decided that Jim should also be allowed access. In order to do this, Brandon, staff member Frank Coria and Jim will all have to go to Landings and have Frank sign the necessary documents.
 - Jim stresses the necessity of board members to be leaders for the organization, and that simply attending board meetings be viewed as a very bare minimum expectation. This would include performing necessary tasks for the shop or otherwise providing leadership for them. Kristian Doak also stresses the engagement of board members in non-shop tasks, such as volunteering/participating in events like our basic bike maintenance class, art night, etc.

- On the subject of board responsibilities, Steve Mooney inquires into the status of former shop manager Patrick Gilbery's shop key, which Patrick is still in possession of, and whether this is acceptable according to the rules of the organization. Brandon states that the organization's by-laws should provide a guideline on former staff/board members and key usage, but it is uncertain if the by-laws actually refer to keys. Brandon volunteers to forward the by-laws to meeting attendees, wherein the board will review the by-laws on keys with regard to Steve's question. Since the by-laws are technically a public document, they should also be added to our Facebook staff page.
- Mark Eastwood suggests term limits for board members that would automatically "time out" if the member doesn't actively renew.
- Kristian Doak suggests quantifying what "active board engagement" should mean, pending review of by-laws.
- **<action>** Get Jim Tolar access to organization's Landings account.
- **<action>** Forward by-laws to meeting attendees.
- **<action>** Review by-laws policy on former board/staff members and shop key possession.

New Business

- General shop report (Staff)
 - Without our staff present to provide commentary, there is little to discuss at this moment, but those present who are familiar with the day-to-day of the shop suggest that things seem to be running smoothly.
- Financial report (Jim)
 - Presented for review the February 2019 Balance Sheet and Profit and Loss statements.
 - One item of note is that our total assets reflects a decrease of ~\$7,000 between January and February on account of a \$6,600 disbursement to MBAA, their share of the proceeds from Tour de Fat 2018.
 - In December, BSBC was lucky enough to receive a \$5,000 donation from the Guy family, and was offered a dollar-for-dollar match by the donor's employer. This matching donation was received by the organization, but not in time to be included in the February 2019 report. Regardless, it is in our possession now, and as a result the organization is in good financial standing.
- 2018 Tax Return (Jim)
 - Jim has contacted the CPA who has filed our taxes for us in the past, David Frome, in order to file our taxes again for 2018. Jim has yet to hear back from Mr. Frome, but will contact him again by the end of the week of the meeting if Mr. Frome does not reach out.

- <action> Contact David Frome about 2018 tax return again, discuss further at April community meeting.
- Date of next Community Meeting and presiding Board Member
 - Sunday, April 7th. Mike Nuccio will preside, Brandon Imhoff will record the minutes.

Open Forum

- (Joel)
 - A frequent customer and former volunteer of ours, Joel, is in need of an opportunity to perform community service by court mandate, and has requested to fulfill his obligation through our organization. Joel had been previously banned from volunteering due disrupting the shop during operation, and harassing conduct towards board members. However, he has apologized for his past conduct, and in light of the circumstance he finds himself in, the board has voted to allow him to complete his community service obligation with the organization.
 - Tasks that Joel will perform will be up to the absolute discretion of the staff. Mike Nuccio has stressed that it is wise to not have Joel fulfill any public-facing roles for us.
- (Brandon)
 - Brandon moves to have Jim officially recognized as the organization's Treasurer. With all active board members in agreement, Jim is now BSBC's Treasurer.
- (Bruce)
 - We are joined by Bruce Squire, a board member for the organization Warm Showers. He has an interest in learning bike mechanics and has volunteered to offer some legal assistance, and will be present at this month's coming volunteer orientation.
- (Steve)
 - Steve Mooney has requested to become a board member.
 - Among his reasons for being interested, Steve has had one of the longest relationships with the shop among our active volunteers, and has been extremely consistent in his availability as a volunteer. By his own words, he "loves this place."
 - Steve has offered to provide technical assistance with our internet connection and provide updates for our website, in addition to his lengthy history as a bike mechanic. He also has a lengthy past history of community engagement through his parents' involvement in both the United Way and charitable work through the Catholic Diocese.

- Due to the contract-oriented nature of his occupation servicing houses and his proximity to the shop, Steve is convinced he will be quite available to the organization.
- For these reasons, the board has voted unanimously to accept Steve Mooney as a board member for BSBC.
- (Kristian)
 - Kristian Doak has also requested to become a board member.
 - Much like Steve, Kristian also has a long-running relationship with the shop and has been an extremely active volunteer both in terms of active shop duty and behind-the-scenes. In his own words, “the organization has been incredibly personally important.”
 - In addition to what he already offers the shop, Kristian also would provide assistance with our technological infrastructure (e.g. the possibility of a digital volunteer sign-in) and be able to host shop events, such as our basic bike maintenance classes.
 - As far as availability is concerned, Kristian works a 9-5 job but says that it’s quite flexible due to being project-based, and he lives extremely close by. Technically he is on call 24/7, but the last time his employer called anyone in like that was years ago, according to him.
 - For these reasons, the board has voted unanimously to accept Kristian Doak as a board member for BSBC.
- (Mike)
 - Mike has heard from a few sources some worry about whether we’re keeping enough stands open during shop hours when staffed with volunteers, and suggests the board “keep our eyes open” regarding the matter. Kristian suggests determining a way to measure stand usage and wait list efficiency. Steve has volunteered to approach Nicole about the subject.
 - <action> Coordinate with staff to determine if there is a way to monitor shop efficiency.

Moved, Seconded, and Affirmed that the meeting end at 8:26