BCCC Special Board Meeting

Date: February 15, 2017
Location: Online

In attendance: Jim Hannon, President
                 Susan Callaway, Secretary
                 Peter Richardson, Member-at-Large
                 Steve Reichlin
                 Randy Ross
                 Jack Bauer
                 Sam Gengo

                 (Julian Katz, Vice President, and Lori Wade, Treasurer, were unable to attend. Both sent emails indicating they had reviewed the BCCC/Wild Apricot website and video information. They were both in favor of purchasing the new software.)

The meeting was called to order at 6:35 pm by President Jim Hannon.
Since the meeting was to review the Wild Apricot software, Jim turned the meeting over to Peter Richardson who has been working with Randy Ross to set up our new website and try out the various features and functions of the program.

Peter stated that one of the main reasons Wild Apricot is appealing is because it gives us a way to manage our membership with a minimum of manual entry required. We have a free subscription until February 28th. After that, it will cost $70/month for up to 500 members. The next level would be $130/month and would accommodate 2000 members. Currently, we have about 350 active members. The system allows us to archive inactive members so they don't count against our membership total. (However, their member information can be easily retrieved if they become active again.)

The membership system provides a variety of search capabilities such as searches by renewal dates, overdue accounts and lapsed memberships as well as searches by category that we can define such as Board Members, LCIs and Ride Leaders.

Randy pointed out that since their program is linked to PayPal, it automatically updates our membership information when a payment is made.

Peter explained that the system is set up to automatically send out renewal notices 30 days in advance, 15 days in advance and on the date payment is due. Then it sends out a notice that a membership is out of date and reminds the person to please pay. If a person chooses to pay by check rather than through PayPal, then they have to print out an invoice and mail it with their payment, and their information will have to be entered into the system manually. The system requires a person to click on/sign the waiver form the first time they register with the system. But it does not require signing the waiver to renew membership. Peter said the way to work around this would be for our system administrator to "uncheck" the signed waiver box on the memberships right before they come up for renewal so they would have to sign it again when they make their renewal payment.

Peter then reviewed the information that the system collects on each member and explained what can or cannot be publicly viewed, as well as which information members can choose not to have visible. Certain information must remain public such as name, phone # and emergency contact information so ride leaders have access to that information in case of an accident. Another benefit of this system is that members will now be able to update their own information, for example, if their address or phone number changes.

Randy pointed out that the payment page indicates how to pay by PayPal or check, and once you access that page, if you don't make a payment, it will remind you that you haven't paid yet.

Peter reviewed the member registration form, sign-in process and privacy settings and explained that each member would have their own user ID and password. He also explained which information members vs non-members are able to see.

Next, Peter walked us through the various pages and features of the system and our website. There is a special announcements page which will allow ride leaders to announce changes in rides due to bad weather, road conditions, etc. Wild Apricot also provides us with a newsletter template and the ability to send out email blasts. We could also use the system to recruit and keep track of members who volunteer for an event.   In addition, the system will keep track of our store inventory since the payments are via PayPal.

Randy said that in his opinion Wild Apricot is a very robust system that is easy to use. He says it would be a good investment and he would vote for it if he were a Board Member.

Steve agreed that it looks like a wonderful system with many capabilities.

Peter explained that Wild Apricot allows for 10 administrators and they can have different levels of access. For example, this will allow the Ride Leaders to update the information for the Saturday rides, even though they don't have access to other areas of the program.

Mailing the newsletter to non-members and/or sponsors was discussed. Since they would have to be added as contacts, they would count against our total. However, they would still be able to go to our website and access the newsletter there.

Since Jim is listed as the account owner, he and Peter will work together on a transition plan. They will also decide on payment plan guidelines and deadlines.

Jim made a motion to sign up for the Wild Apricot system and Susan seconded it.
Peter also agreed, so the motion passed unanimously.

The meeting adjourned at 7:57 pm.

Minutes submitted by:
Susan Callaway
Secretary