

BCCC Board Meeting

Date: November 14, 2017

Location: Online

In attendance: Jim Hannon, President
Julian Katz, Vice President
Susan Callaway, Secretary
DonnaMartinez,Treasurer

The meeting was called to order at 6:03 pm by President Jim Hannon.

There were no member comments.

The minutes of the Board Meeting on October 10, 2017 were approved via email on October 24, 2017.

Treasurer's Report

Jim reported that there is an Excel spreadsheet in Dropbox indicating how money has been spent since our last Board Meeting. Donna and Jim are fine-tuning the new format for future reports.

Proposed Budget:

Jim reviewed the 2018 Budget process. A copy of the proposed budget is in Dropbox and he would like Board Members to review and comment on it. The proposed budget currently has 9 categories (budget line-items) and Dropbox folders have been set up for each line item.

In December, Jim will contact the Directors to collect their feedback on the budget, and then will return the draft to the board for final review and approval via email.

Budget Process:

New rules and metrics will be implemented in 2018 to improve the budget process and invoice tracking system.

- Invoices must now be associated with a budget line item.
 - A standard naming convention for invoices will be implemented
 - Invoice files will go into Dropbox in the associated line item folder.
 - Invoices not associated with a budget line item will be sent to the Board for review and approval.
- Jim showed board members a schematic of the new invoice processing and reporting system.

Bicycle Education Projects

-Adult Bicycle Education Program

Plans are being finalized to replace our 7 hour Adult Education Program with our soon-to-be implemented 3 hour Diversion Program. Club members will be able to attend the Diversion Program at no charge. In the future, various other learning modules such as street safety, pacelining and nutrition might be made available to club members.

-Youth Bicycle Education Program

This program has been a huge success! We've put on 18 classes so far this year and one more is scheduled at Lincoln Elementary scheduled on November 28. When this class is completed, we will have reached 5100 children in 2017.

Hawthorne, El Segundo, Manhattan Beach and Hermosa Beach have all expressed interest in our program.

We already have one class scheduled for Beryl Elementary on Jan. 22, 2018.

Sponsors and Grants

This category covers income not related to membership.

Jim gave a 2017 Status Report. Two of our sponsors will not be renewing. Also, donations from schools last year were very good but we can't depend on them. We will be applying for another grant from BCHD to help fund our education programs.

Ride Leader Program Status

Jim said no crashes were reported last month.

The CPR/First Aid/AED training program which was in the budget for 2017 did not take place, so the funds have been moved to our 2018 budget. This program for ride leaders will probably be held in late January/early February.

A new policy to clarify Club vs non-Club rides as it pertains to our Liability Insurance has not been finalized yet.

Bike Corral Status

Jim reported there are no changes to this program as we continue to transition to rentals only.

SBBC and BCC Club Merger Team

Jim and others involved feel it would be best to hold an "all-hands" meeting to collect input from our members before putting this to a vote. The meeting will be held at BCHD.

Joint Fundraiser:

This event will be in April or May. Bonnie Nixon will be our club rep for planning this event.

Diversion Program

Redondo Beach police officers and our cycling instructors attended a presentation by Chris Quint on this program and the response was very positive. We are working with the Judge to update some processes and make some minor changes. The program might be ready to roll out by December 1st.

This program will eventually be under the auspices of SBBC, but the how and when of this transition has yet to be determined.

2017 Garment Status

In Peter's absence, Jim reported that 264 of the new Voler garments were ordered by members, and the club has purchased 20 cycling caps.

A new Best Buddies garment is being designed for the WBMWD/B-4 Team

2017 Pay Instructor Policies

Although our SCI payment policy was updated in March, we still need to update our LCI policy. Jim is hopeful that will be able to pay them more for their work in the Diversion Training program.

Velofix Sponsorship

Safety Cycle, an existing sponsor, did not approve of adding Velofix as another of our sponsors.

Velofix will be able to volunteer their services at our Youth Education Programs since Safety Cycle was not interested in participating.

Holiday Party

This event is scheduled for December 17th and Jim encouraged everyone to attend. The garments ordered from Voler will be distributed at this event.

Membership Report

In October, the club added 6 members, lost 8 and had 17 renewals.

Board Meeting

Our next Board Meeting will be on Tuesday, January 16th from 6:00-7:00 pm.

Board Round Table

Board Members did not have anything additional to discuss. Jim and Donna will be getting together for further review of the budget.

No Executive Board meeting was needed.

Jim made a motion to adjourn the meeting, Susan seconded it, and the motion was approved.

The meeting adjourned at 6:48 pm.