

Minutes BCCC Board Meeting

Date: December 14, 2021 Online via ZOOM

In attendance: Gary Parsons, President
Mario Obejas, Vice-President
Susan Callaway, Secretary
Leila Grantz, Treasurer
Laura Lohnes, Member at Large
Steve Reichlin, Youth Education Coordinator
Members: Peter Richardson

After roll call and establishment of a quorum, the meeting was called to order by President Gary Parsons at 7:01 pm.

The minutes of the November 16, 2021 Board Meeting were sent out by email. No changes or corrections were made at the meeting; they were approved, with Gary Parsons abstaining because he did not attend the meeting.

Attendee comments

None

Treasurer's Report

Leila reviewed the financial reports she sent to the Board. YTD, our revenue is \$13,355 and our operating expenses are \$8,532. We currently have \$71,985 in our bank accounts, \$9,920 of which is restricted revenue for the Youth Education Program. We are at 91 % of our budgeted revenue and 37% of our budgeted expenses.

Membership

Gary reported that we currently have 341 members, our highest number of members to date. Once we get up to 500 members, we will have to move up to a more expensive level of Wild Apricot. Mario asked that we consider letting guests have a 30 day trial, rather than a one day trial. Gary will check with our insurance company because currently guests are only covered for one ride.

Insurance Claims/Member Biking Accidents

Mario said no accidents were reported this past month.

Youth Education Program

1. Sales Agreement with Paychex: There were no questions about the Paychex sales agreement which was sent to Board Members to review. Susan made a motion: Allow Susan to sign the agreement with Paychex, Leila seconded it. The motion passed 3-1 with 1 Board member abstaining: Yes: Susan, Leila, Laura No: Mario Abstain: Gary
2. Use Good Hire for background checks of our employees: After discussion of background check options, including Good Hire and Live Scan, Mario made a motion: Ask the employment lawyer about the type/level of background check we should use. Laura seconded it. The motion passed 5-0.
3. Review and approve documents for application process and hiring employees: job descriptions, offer letter, application, employee handbook
Mario said that, per the handbook, we need to advertise the open positions. Laura and Susan will update the job descriptions (to include minimum qualifications) and reword the offer letters for the Board to review and approve via email. Then the job openings for the Youth Education Program will then be posted on our website so we can begin the hiring process.
A motion was made and seconded: Board will approve updated documents via email. The motion passed: 4 Yes, 1 No

Action Items

None

Unfinished Business

1. Status of appointment with nonprofit lawyer on issues related to nonprofit expenditure and governance:
Gary talked to one lawyer, but felt we needed pricing from other lawyers. He and Mario have identified some lawyers in the area who deal with nonprofits and will be contacting them to get estimate of time and fee structure.

Leila asked that the letter detailing our questions and concerns be sent to Board members for review. Per Susan's suggestion, we will also ask the lawyer whether the information we post on our website and in our newsletters meets the guidelines for sponsors, or would it be considered advertising.

2. Status of potential new sponsor, Sunday Insurance: Per Gary, they provide insurance for high end bikes. He is waiting for a response to see if they are still interested.
3. Options for trailer: Leila found the paperwork showing what BCCC paid for it. She will find out how it should be depreciated. She will send Mario information describing the trailer and he will try to find out its market value. Next step will probably be to see if SBBC is interested in buying it.
4. Laura contacted the city of Redondo Beach and found out that we do need a business license to rent out our bike corral equipment. She will obtain the necessary paperwork and information and apply for it. There is no fee for nonprofits.

New Business

1. EZ Clincher is a new sponsor. He demonstrated his product at Sunday's meeting and several members purchased one.
2. Donations for 2021: Leila indicated that \$400 is set aside in the budget for this category. Board agreed to donate \$100 to Bike Angels, \$100 to CA Bike Coalition and **\$100 each** to 2 other charities to be suggested by Board members.
3. Consider obtaining a credit card for BCCC so we don't have to use a debit card which exposes us to more liability. Per Gary, he won't agree to getting a credit card if it requires providing his social security number. Mario suggested that maybe we could get a shared secured card. Leila will check with the bank to see what our options are.
4. Budget for 2022: Leila presented the proposed budget for next year. She used the information/categories from our 2021 budget as a starting point. Discussion followed and changes were made; Leila will send out an updated version for comments.

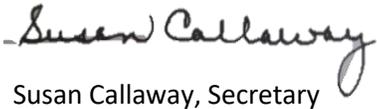
Announcements/News

Mario mentioned that around 86 people attended the Holiday Party/End of Year Meeting. He suggested that we use a PA system for our next member meeting.

Board Round Table

Next Board Meeting: January 13th at 7 pm via ZOOM

The meeting was adjourned at 9:51 pm.


Susan Callaway, Secretary