

Minutes BCCC Regular Board Meeting
Date: February 9, 2023 Online via Zoom

In Attendance: Mario Obejas, President
Gary Parsons, Vice President
John Hadley, Treasurer
Krissy Lim, Secretary
Laura Lohnes, Member-at-Large
Members: None

After roll call and establishment of quorum, the meeting was called to order by President, Mario Obejas at 7:03pm. Meeting minutes from December 8, 2022 Board Meeting were approved 5-0.

Attendee Comments

Standing Reports

John reviewed the treasurer's reports and current financial position. Financials provided as of December 31, 2022. General bank account balance is \$52,887.95 and Youth Education Restricted fund account balance is \$9,920.00. \$7,500.00 was paid for the bike rodeos for January 2023. Additional discussion regarding statement of activity and expenses.

Unfinished Business

1. Status of Scheduled/Completed Youth Education Programs –
 - a. Continue to receive positive/rave reviews with the current SafeMoves organized bike rodeos, average enrollment approximately 125 students per day with over 2000 student having gone through our 15 bike rodeos. Most recent event was the ebike rodeo on February 4th.
2. SafeMoves Youth Education Class Payment – December 2022 and January 2023 invoices received for five bike rodeos completed in January 2023 for \$7,500.00. Payment already approved by the Board; John confirm payments were processed from the Youth Education Restricted Funds account and sent to Safemoves. Once the checks have cleared, the Youth Education Program Restricted Funds account can be closed given the balance will be zero.
3. 2023 Budget – Initial budget approval for 24 bike rodeos, need clarity on how many are completed and committed for 2023. Additional discussion regarding 2023 schedule with Safemoves, rainout sessions and remaining commitments.
4. Non-cash Unused Asset Donation to 501c3 Organization trailer
 - a. In 2018, Beach Cities Health District (BCHD) gave BCCC a \$5000 grant to purchase a 12' trailer for use in our then internal youth bike education program. Because of our new partnership with Safe Moves, BCCC no longer has a need for the trailer, which has only been used once by BCCC over the past five years. South Bay Bike Coalition (SBBC) was offered the trailer, but they declined. BCCC discussed the following three options with BCHD: 1) Donate the trailer back to BCHD, 2) Donate the trailer to another nonprofit within the BCHD service area, or 3) Donate the trailer to SafeMoves with the understanding that it would be used to support youth bike education in the three South Bay School Districts as well as other school districts throughout Los Angeles County. It

was BCHD's recommendation that the BCCC youth education trailer be donated to SafeMoves. BCHD requested BCCC to remove the BCHD logo off the trailer before donating it to SafeMoves. Mario made motion to donate trailer to SafeMoves conditioned on if they want it, John seconded it. Motion passed 5-0.

- b. Gary raised the question what physical assets are being tracked in QuickBooks. John advised the physical assets listed in QuickBooks were the youth trailer and Apple laptop. He stated if they were donated, they would be removed from the financial books.

Action Items

1. Close Restricted Youth Bike Education Union Bank account once checks to SafeMoves has cleared giving it a zero balance
2. Remove BCHD logo on trailer prior to donation
3. John will review QuickBooks to determine if there is a complete list of physical assets

New Business

1. PSA Video – Gary brought up discussion to authorize up to \$5,000 to create 3-5 minute PSA video on ebike safety, usable by all South Bay schools and bike shops. During the last ebike rodeo, there was an inquiry on other ways to promote ebike safety information to a greater audience. One idea is to put up scholarship money, set guidelines and have a contest for the middle or high school students to create the PSA video; another idea is to hire a professional production company to produce the PSA. These videos may be distributed via online email to customers who purchase at various bike shops. Additional comments and discussion regarding budget availability, priority, concurrence with Safemoves rodeo schedule. There was no vote to authorize the \$5,000 ebike PSA expenditure at this time.
2. Gary was contacted by Torrance Police Department for BCCC to sponsor an ebike safety education class in Torrance. Additional comments and discussion regarding the ebike safety program to improve marketing for next session and improving ebike program for next reiteration.
3. Non-cash Asset Donation –
 - a. Mechanic Tools – propose to donate unused tools from the BCHD storage closet to LA Bike Academy (EIN 86-1547741) which is an eligible 501c3 organization focused on providing and maintaining bikes in under-served areas. John made motion to donate all unused mechanic tools to LA Bike Academy, Mario seconded it. Motion passed 5-0.
 - b. All Bike Class Education Assets – propose to offer all bike class assets (street signs, cones, including trailer, etc.) to SafeMoves. Board agreed BCCC no longer has use for these items. Laura made a motion to donate these assets to eligible 501c3 organizations that can use them, Mario seconded it. Motion passed 5-0.
 - c. Older Helmets Purchased in 2017 – approximately 100+ youth helmets have been stored in the BCHD storage closet since 2017. The manufacturer's stickers on these helmets denote they were manufactured in 2017. Additional discussion regarding safety guidelines, confirm safety of these helmets and possible donation.
 - d. Other Assets –
 - i. Mario received email from Hank Granville regarding the ice chest, dolly (will continue to use until give back to Hank), and PVC cutter which were purchased by Hank and donated to BCCC to use. These items will be returned back to Hank.

- ii. Other unused assets in storage closet at BCHD – water bottles, walkie/talkie, blank forms, pop-up tent, musical instruments, etc. need to identify what can be donated and what to keep.
- iii. Boxes of “Let’s Go Riding” and “Let’s Go Walking” coloring books – possible donation to Culver City “Walk N Roller” – Gary to contact them.

Action Items

1. Mario and Gary will meet with Pat at Safemoves to review bike rodeo commitments for 2023
2. Mario and John to review 2023 budget
3. Mario will talk to Kyle (at Safety Cycle) and Robert (at Tri Lab) regarding safety of 2017 youth helmets
4. John will review QuickBooks to see if physical assets are properly itemized
5. Mario and Krissy to inventory assets in BCHD storage closet

Additional Board Comments

Announcements/News

Closing Statements

Next Board Meeting is scheduled for: April 6, 2023 at 7pm via Zoom

The meeting was adjourned at 8:34pm.

Krissy Lim

Krissy Lim, Secretary