



Date: January 16, 2018

Location: New York, NY

## **Minutes of the Joint Meeting of the Board and Council**

### **Attendees:**

1. Andrea Mercado, President
2. Allan Friedman, Vice President
3. Sarit Levy, Secretary
4. David Meltzer, Day-Trips/Rides Coordinator
5. Ed Sobin, Leadership Coordinator
6. Wendy Frank, by invitation of the Board, to be voted in as Communications Co-Coordinator
7. Alfredo Garcia, by invitation of the Board, to be voted in as Communications Co-Coordinator
8. Maureen Gaffney, Membership Co-Coordinator - attending via telephone call beginning at 6:30pm and leaving at 8:28PM
9. Doug Von Hoppe, by invitation of the Board - joined meeting at 6:47pm after voted in to Weekend-Trips Coordinator position
10. Chris DeMeo, by invitation of the Board - joined meeting at 6:48pm after voted in to Member-At-Large position
11. Steve Lyon, Co-Treasurer - attending via telephone call beginning at around 7pm and leaving at 8:28pm

### **Approval of Minutes**

The President acknowledged the presence of a quorum and called the meeting to order at 6:20pm. A revision was recommended to the approved Board minutes of the Board meeting of November 14, 2017. The revision was discussed, a motion to approve the revised minutes was made, seconded and the revised minutes were unanimously approved.

The minutes of the Board meeting of December 19, 2017 were read. A motion was made to approve the minutes, the motion was seconded and the minutes were unanimously approved.

### **Archiving/ Internal Communications:**

There was discussion on keeping, sharing and transitioning the club records and facilitating continuity from one Board to its successor.

## **Elections**

The Council Meeting was temporarily adjourned, with Wendy and Alfredo leaving the room.

The Board discussed and voted on Coordinators for this year's Council. Upon motion duly made and seconded the Coordinators were elected unanimously to serve as Council members during this Board's year 2018 term, as follows:

1. Steve Vaccaro - Advocacy Coordinator
2. Wendy Frank and Alfredo Garcia - Communications Co-Coordinators
3. Douglas Von Hoppe - Weekend-Trips Coordinator
4. Bob Moleti - Program Coordinator

The Board then discussed electing Chris DeMeo to a Member-At-Large position for this year's Board. A motion was made to elect Chris DeMeo as Member-At-Large, the motion was seconded and unanimously approved.

The Joint Board and Council Meeting resumed with Wendy and Alfredo returning to the room.

## **Website/IT Committee:**

Discussion occurred on the status of the club website's ongoing need to identify club members to help with updating it. There was a discussion on the planning for website administrative tasks in the absence of Ed Sobin later this year.

## **Leadership & Van Certification Courses:**

An announcement was made that the Van Certification course will be held in March and the Spring 2018 Ride Leadership class is being scheduled for May 2018. Upon motion duly made and seconded, it was unanimously approved that the budgets for each of the Van Certification and Leadership training courses be the same as last year's.

## **Day-Trips:**

Discussion occurred on the forthcoming Feb 8th Ride Leaders' Forum at REI, for the purpose of encouraging Leaders to lead more rides. Upon motion duly made, the Board unanimously approved an event budget of \$200 for purchase of pizza and soda. It was proposed that Spring 2018 training schedule begin March 3rd and 4th and for it to end with the Five Boro Bike Tour event at the beginning of May. There was a suggestion and discussion to create an Earth Day (Sunday, April 15th) ride with another bike group that has reached out to us with this idea.

Discussion occurred and was tabled on potential changes to the Leadership Incentive program, whereby currently a leader gets a single point for every ride they lead or sweep.

**Treasury:**

Bank signatories were changed on accounts to reflect the current Board membership.

**Membership and Communications:**

There was a continued discussion from the last Board meeting on partnering with other bike organizations to lead rides, co-sponsor rides and co-advertise rides with some outreach. The Board is reaching out to bicycle stores, such as Bicycle Habitat, to partner with them on rides.

Alfredo reported that the number of Facebook "Likes" on the club's Facebook Page is currently 2,330.

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A motion was made to adjourn the joint meeting of the Board and Council and to begin a Board-only meeting. The motion was seconded and unanimously approved. The Council meeting was adjourned at 8:15pm

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**Website/IT Committee (continued):**

Discussion ensued on using the club's website to sign up for weekend trips versus using an event registration tool and application like Eventbrite.

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The Membership Co-Coordinator and the Co-Treasurer left the meeting at 8:28pm.

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**Weekend-Trips:**

The planned Vermont Weekend trip budget was distributed prior to this meeting in an email to a number of the Board members. Upon motion made, seconded the Board approved, with one abstention, the budget for this weekend trip was approved and the trip can now be announced on the club's website. Approval to use Eventbrite as a registration tool was tabled. It was agreed that weekend trip leaders should be encouraged to debrief the Board after each weekend trip has returned.

Andrea discussed the need to publish the Statement of Values previously approved by last year's Board on the club's website. It was decided that she would reference it in her forthcoming Letter to the Membership and that the Statement would be added to one of the more permanent "pull down" tabs on the club's website.

**Day-Trips (continued):**

Upon motion duly made and seconded the Board unanimously approved a \$15 expense to demo the Meetup tool for posting day trips.

There was a motion to adjourn the meeting, it was seconded and unanimously approved. The meeting adjourned at 8:56pm.

<b><u>Summary of Approvals:</u></b>	
1.	Revised Meeting Minutes of November 14, 2017
2.	Meeting Minutes of December 19, 2017
3.	Election of Coordinators and Member-At-Large positions for 2018
4.	Budgets for 2018 Spring Leadership Course and Van Certification Course
5.	\$200 budget allocation for the Ride Leaders' Forum of Feb. 8, 2018
6.	Budget for the 2018 Vermont Weekend Trip
7.	\$15 monthly fee for a trial of a Meetup account for Day Trips

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**Meeting Agenda:**

1. Approval of the Minutes from December 19, 2017
2. New Board/Officer Transition Matters
  - auto and liability insurance policy renewals;
  - the updating of authorized bank signatories to reflect the current Board composition & issuing debit cards to the Treasurers;
  - updating paypal and dropbox account permissions; and
  - updating Club website permissions
3. Vote on the following Coordinator positions:
  1. Steve Vaccaro - Advocacy Coordinator
  2. Wendy Frank and Alfredo Garcia - Communications Coordinator
  3. Douglas Von Hoppe - Weekend-Trips Coordinator
  4. Bob Moleti - Program Coordinator
4. Discussion on Day-Trip and Weekend Trip scheduling for Spring and Summer
5. Discussion of Goals for the 2018 term
6. Other Business
7. Adjourn
8. Council Meeting