



Minutes of the JANUARY, 7, 2019 DBC Board of Directors Meeting

PRESENT:

- President: John Swann
- Treasurer: Rick Waters
- Secretary: Rebecka Sepela
- Race Team Director: Atac Tuli
- Philanthropy Director: Dick Mansfield
- Tour and Ride Director: Bill McCamy
- Membership Director: Rob Josephson
- Director-at-Large, Double Century: Stewart Thompson
- Director-at-Large, Foxy's Fall Century: Dave Joshel
- Director-at-Large, Ultra Cycling Events: Deb Banks
- Outreach director: Armando Llanos Garcia

ABSENT:

- Vice President: Paul Guttenberg

ALSO PRESENT:

- Wil Uecker (Out-going treasurer)

Meeting Convened at Tandem Properties at 7:05 PM. Chaired by John Swann

1. Self-introductions of each director

2. Review of 2018 Budget highlights report

Wil: Quicken can provide a 5-page budget report document (Appendix 1) for any date range, but based on preferences from past leaderships, budget review during board meetings is limited to just a review of the highlights (Appendix 2). Notably, during 2018, Dave Joshel's Foxy, March Madness, the Davis Double, and 4th of July Criterium all generated surpluses. Additionally, even though the race team operates out of a deficit supported by the DBC, they acquired more sponsorships which helped reduce this deficit. Looking forward the 2019 board will need to determine whether or not to continue deficit budgeting which was started in 2016 (and carried forward until 2018). Reserves (i.e. net worth) have gone down from \$129,000 (2016) to \$83,000 (2018); a reserve-basement has never been set by the board. Additionally, the board will need to consider is the amount of money accessible in Fidelity short & intermediate term bonds and Fidelity money market. Currently we have \$55,000. This amount should be reassessed for emergency purposes (for instance if Foxy's were to be cancelled last minute due to fires). The last item the board needs to address is the 2019 budget. The

current budget is short \$1,800 due to under-budgeting for membership costs associated with Wild Apricot data management subscription service (>\$1,400) and with credit card processing services (>\$400).

Rob: There will be an increase in Wild Apricot annual fees (>\$400), so a total of ~\$2,200 needs to be budgeted for.

Wil: Beyond those items, the board may want to revisit the amount of money allocated to philanthropy; currently we have (\$10,000) which is significantly increased from years past.

Rick: Based on the bylaws, the 2019 board needs to pass the budget at this current meeting.

Rob: To allow for additional time to study and analyze the budget, we can pass a temporary budget tonight that can be revised throughout the year. With respect to the budget, we need to add an additional ~\$2,200.

Rick: I motion to increase the line item membership expense from \$500 to \$2,500.

Atac: Seconded.

Board: Motion passed unanimously.

Rick: I will redo this change and send a new budget out.

Rick: Additionally, we should discuss the amount allocated for administration and meetings (\$14,000). The main items included here are the end of the year party (\$7,500), storage for the shed (\$2,000), sales tax to the state of California (\$444), and general meeting (\$1,200).

John: Since we contribute to the Bike Hall of Fame, we can use that room for meetings free of charge. Paul, in absentia, is on board for changing location to the Hall of Fame for the membership meetings.

Rob: The current amount of reserve that we have is of concern; how much of a reserve do we need? This was especially an issue when we were faced with having to decide whether or not to cancel Foxy's and return all the registration fees. The reserve that we have is composed partly of the Dunlap fund which is untouchable (by a non-legal, verbal agreement) and reserved for funding the Junior race team. If we take this amount from the total reserves (~\$80,000), then we are left only with \$55,000.

John: We should maintain a minimum amount of reserves necessary to refund all Foxy's entries if the emergency situation arises. We should come up with a target.

Dave: The DC could go down for similar reasons.

Rob: I move to make a motion that the president of the board makes a subcommittee (made up of members of this board, and other informed parties), to come up with recommendations about the amount of minimum reserves we should maintain, as well as additional recommendations on how we can bring the budget into a balance necessary to maintain this reserve.

John: The motion is that I should appoint (volunteer) a sub-committee to evaluate the budget (with a deadline of next meeting) and determine what kind of cushion we need, how we can achieve it, and how that affects the 2019 budget.

Bill: Second. Open discussion.

Wil: In years past, \$50,000 was felt to be the ideal reserve amount (we are at \$55,00-\$56,000 now). For our events, since the revenue comes in first, it is easy to reimburse entry fees. The only hit will come from unrecovered costs (food, rentals, permits, etc.).

John: In the worst case we could have paid for everything (porta-potties, food, permit, etc.).

Dick: Evaluating the club finances from a business risk perspective, can help us keep a responsible amount of reserve that still is consistent with the ideals of running a non-profit.

John: We should determine the point at which our non-profit status is at risk.

Dave: Are there any companies that offer event insurance (like a trip-cancellation type of insurance), that would cover smoke cancellations?

Armando: Yes, I will forward the information in an email.

John: We should table this discussion and let the committee do further research.

All members agree to form budget research committee comprised of Rob, Wil, Rick, Dick, and Atac.
Motion passed.

Rob: What is the revenue for special projects (\$500)?

Wil: This is the presidents expected fund from selling scarfs, bandanas, etc.

John: This line item does not need to be there.

Armando: Selling items is a good idea, other clubs in the area are doing this. However, we need to sell a very curated assortment of (high-end) goods.

Dick: We have sold water bottles, socks, bandanas, and hats; nothing high-end.

Atac: If you purchase DBC items through Voler, 20% of the purchase goes back to the club.

Wil: From the treasurer's perspective this is the best avenue, since we do not have to worry about sales tax, it is handled by Voler directly.

Atac: The problem is that we do not advertise.

Armando: This could be a part of outreach, we just need to sell well-curated goods.

Rick: Another example of a budget oddity is the Ride of Silence with a budgeted expense of \$400 for 2018. There was an actual expense of \$0 because the police never submitted a bill. But for 2019, there is no guarantee for this, so this line item represents another potential budget surplus.

Rob: Why is the budget for this year for more money compared to last year? Administration and meetings went from \$12,500 to \$14,000 and the Race team from \$18,000 to \$24,500.

Atac: With respect to the race team, we always ask for the same amount and then return what we do not use.

Rob: Normally a budget is based on expected costs.

Atac: This is because sponsorships are not guaranteed, and we have a precedence for spending this much. Currently we are very active with the women's team, junior's team, elite team, and regular race team and all of these races are providing good representation for the club.

John: It is reasonable to pick the worst-case number.

Rob: If we need to balance this budget, the easiest way to do so it to trim money not spent last year.

Atac: But this is not taking into account the risk associated with those numbers.

Rob: Additionally, the 2016 budget ended in surplus (\$11,000) and the race team was in deficit (\$10,000), something was greatly increased.

Atac: This was because the club had a lot of money that year. Phil was in support of allocating money to the women's team and elite team.

John: If the five members of the committee come to some conclusions, we can keep in contact via email.

Deb: Moves to approve the 2019 budget.

Atac: Seconded

All members agree that the budget will be amended at next meeting

3. Reports of Directors and Officers:

President Report:

John: The bylaws currently do not have any job descriptions for the different positions. If the job descriptions are in the bylaws, then the board cannot change them without a quorum from the club (20-30 people, and a big hassle). This gives the board a lot of flexibility but leaves a lot of ambiguity. Phil is in the process of writing down the descriptions (and tasks) in a separate document. This will be a set of informational guidelines that we can change.

Wil: The roles of the president are listed in the bylaws. However, the rest of the bylaws are very flexible (no monthly or membership meeting requirement, except for the year-end election of new board members).

John: How much flexibility can we work into the meeting schedule, i.e. for planned absences? We can discuss this in future meetings. I won't be here in March, do we miss March or does Paul take over?

John: We can also discuss the Holiday party report drawn up by Phil.

Bill: Some people were interested in getting drink tickets from the club.

John: Changes in the band and/or revenue would have to be made in order to make this possible. Other notes, the dancing was a bust.

Rob: Each head was \$55, rather expensive. We can have just as much fun, but with less expense.

Rick: This party has morphed into a big thank you for club volunteers.

Deb: We should take good care of our club members and this is the one big event where the members can socialize with each other. It is a nice way to give back.

John: From the on-stage perspective, there was an exodus during the dancing section. Lesson learned. In years prior, we also got pretty vocal complaints about being too loud; if anyone says it's too loud, we need to cater to them. This is just a matter of having a designated person to communicate with the stage.

Membership Report:

Wil: The club generates \$6,369 from club membership fees and \$1,456 from race team membership fees.

Dave: \$2,200 is a huge percentage of that amount of money (seconded by many).

Rob: Further, Wild Apricot failed to automatically generate ~180 membership fee invoices, and there are people that haven't been paying dues for 2-3 years. I expect that we will have more revenue (and more drop-outs) when these invoices go out. Maybe we should do some investigation into other services providers that are more competitively priced.

Dick: This may be a recurring problem with Wild Apricot, Brian has tried to address it in years past.

Deb: There are other venues that are less expensive, but the question is if they are worth the headache associated with the transfer of 4-5 years of data.

Atac: Wild Apricot was chosen after a substantial investigation carried by Scott and John Steggall when subscription services were first coming to market. Wild Apricot was identified because of its editing flexibility (items can be added without the software administrator) and because of its competitive introductory pricing (at that time). However, now Wild Apricot may be taking advantage of our large group and captive data situation.

Rob: I will look into other alternatives.

Rob: Also with the sign up process, I have added an emergency contact section. The question is if someone goes down, who should have access to this list so we know who to call? Just me? Others?

Deb: For our rides, we have a non-rider volunteer with a list of all riders and emergency contact information so we can give out that call.

John: Maybe it should be you and a backup, but not everyone needs access.

Bill: Why doesn't everyone wear RoadID bracelets?

John: Can we promote this and get a discount? Let's investigate offering RoadID.

Atac: Previously we have gotten 20% discount, I can investigate this.

Outreach Report:

Armando: The club should start an Instagram in response to the "ageing-out" of Facebook. This is a free source for advertising and all we would need are pretty pictures, and I am happy to do that.

Rob: I am interested in working with this idea and also setting up a rest stop during the summer along Putah Creek Rd. with goodies and pamphlets to advertise for the club, which would require additional funds.

John: We should discuss this further in the next meeting.

Deb: Something we should also discuss is the Tour de Fritter, a point-to-point ride between bakeries and the winners get different colored donuts on ribbons. This could be done through outreach.

Armando: For setting up the Instagram account, which email do I use?

Atac: Use the outreach email address so that it can be transferred to other board members in the future.

Vice President Report (in Absentia):

John: The membership meeting should be combined with Bike Davis, who is bringing in a Dutch infrastructure designer to discuss approaches to making cities more bike conscious. I have cleared this with Bike Davis and with Paul ahead of time, all are interested in this joint venture. I will normally send out meeting announcements.

Deb: Will Paul be putting out an email with all the dates for different membership meetings?

Rob: Some people still go to the website.

John: Paul is a pilot and will not exactly know ahead of time when he will be here and when he won't be. He should be in charge of putting out the dates and inviting the speakers.

Stewart: We can help Paul fill out some of the content for the membership meetings.

Deb: This would be great and help take the burden off of Paul; I already know that I want a couple of meetings to present on items such as the Paris Brest Paris.

John: Last year there was a round robin style for setting up meetings. This year, if anyone wants to or has an idea, then I think Paul would be absolutely willing to have other board members lead for meetings.

Bill: February will likely be the tour meeting. Maria also wants to present on the trip to Korea, this could be combined in the tour meeting. There was a point a couple years ago where everyone showed up, 5-6 tours and leaders were already decided and it was first come, first serve, frantic sign up. Last year things were more tentative, and this year we are looking for more tour organizers. Additionally, there are a group of riders coming from Korea around Picnic Day and we need to have host homes sorted.

John: Before the next board meeting, it would be great for Paul to lay out the dates for the meetings for the rest of the year. Will it be every month including the summers? And additionally, if anyone would like to run a meeting, they should figure that out.

Philanthropy Report:

Dave: Is March madness going to happen?

Deb: We should sunset March madness. (Many others agreed.) What if we had a Davis Bike Club swap meet and the proceeds would be donated (much like March Madness).

Adjournment: meeting adjourned at 9:14 pm

Respectfully submitted,

Rebecka Sepela
Secretary, DBC Board of Directors.

Next membership meeting: Monday, Jan 14, 7pm, Bike Hall of Fame, Davis, Ca.
Next Board meeting: Monday, Feb 4, 7pm, Tandem Properties, 3500 Anderson Road, Davis, Ca.
Next membership meeting: Monday, Feb 11, 7pm, Bike Hall of Fame, Davis, Ca.

Appendix 1. Board Meetings, 2019

Date
Jan 7, 2019
Feb 4, 2019
March
April
May
June
July
August
September
October
November
December

Appendix 2. Membership Meetings, 2019

Date	Location	Topic	Lead person
Jan 14, 2019	H.O.F	Dutch cycling infrastructure	
Feb 11, 2019	H.O.F	Tour meeting, Maria Korea	Bill
March			Deb
April			
May			
June			
July			
August			
September			
October			
November			
December		Holiday Party	Paul

