



Minutes of the FEBRUARY, 24, 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 Tompson
- Director-at-Large, Foxy's Fall Century: Dave Joshel
- Outreach director: Armando Llanos Garcia

ABSENT:

- Vice President: Paul Guttenberg
- Director-at-Large, Ultra Cycling Events: Deb Banks

Meeting Convened at Tandem Properties at 7:00 PM. Chaired by John Swann

1. Approval of February's minutes

2. Unfinished Business

A. Budget subcommittee report

a. Achieving an operating surplus for 2019

- i. Rick: The desired reserve for the club is \$150,000 (which includes \$30,000 for the Dunlap fund, a small amount that could be used to borrow against if we were in real trouble). We currently have \$85,000 in reserves. We need \$35,000 more to reach our goal. Rob: The budget sub-committee has agreed on a balanced budget for this year (\$500 surplus). The only change is that the holiday party now has its own separate budget line item with \$5,000 allotted. Rob: Makes a motion that budget be approved. Motion seconded. Unanimous passage of the budget.

b. Progress report on obtaining cancellation insurance for the DC, Foxy's, and the Crit

- i. Rick: Insurance companies can insure against earthquake, rain, flood, etc, but will not insure against fire and bad air quality. No one has modeled

smoke and the associated risks are unclear. Dick will continue to explore other options for event insurance.

- c. In the event that Foxy's or the DC are cancelled refunds are made by request
 - i. Rick: With EventBrite, event cancellation and complete refund is very easy. However, processing refunds individually is labor intensive. John: We predict that some people will not request refunds. John & Dave: We are both willing to do the work and batch process the refunds. Bill: Further, we could always explore offering discounts on future event entry for those participants who do not seek a refund (this would be a technically difficult policy to implement, but still creative).

B. Roll out of Capitol Corridor reimbursement program on web site and listserv

- a. Casey Jones will be the working name for the program. AmTrak currently offers two programs. (1) "Take Five" works only on the weekend and is very aggressive, but only runs from Dec 1 to Mar 31. (2) "Family and Friends" half price occurs all throughout the week. If you are going to use the Casey Jones program, then you will use the best program available at the time. John will continue to monitor changes in what AmTrak programs are available.

C. Necessity of wet signatures

- a. Rick: [As of two years ago] an electronic signature works as a wet signature. However, the issue is we do not have an electronic signature for every member of the club due to bundle administration. Rob: We should check with the insurance company what they actually value, and make sure that we are adhering to their requirements. Rick: Requiring a wet signature is a hassle since so many entries (for the membership and events) are all done electronically. Rob: This is especially an issue with family memberships that are created by a "bundle administrator". Wild Apricot has no method for allowing members created by a bundle administrator to check off anything; they are currently working on integrating a hard copy liability. There are some potential answers: 1) eliminate family memberships 2) mail out hard copy liability forms to all members. Bill: Liability waivers are losing efficacy in court, so it is questionable how these will continue to hold up. The biggest risk is from non-community riders doing the larger events; the waivers here are likely as good as they can be. Rick: I will look into this issue about what the insurance company is actually looking for. Further, the insurance states we can have guests (despite not having waivers for them).

3. New Business

A. Change fiscal year to March 1 – requires a change to the Bylaws

- a. This creates a transitional period that allows the new board time to work out a new budget. During the first three months the new board will be working on the old boards budget. John is willing to look at the bylaws and propose changes. Bill: The membership needs to vote on this issue. Rick: Early in the last quarter we get a budget committee together and make a proposed budget, we should still keep on this time line. John: By the next meeting, I will have some proposed language for

everyone to review. Dave: Maybe have this ready for vote by the membership in September. Rick: There are number of changes in state law that affect what bylaws need to say. John: Phil will be a good resource for this. Rick: I move that we work on the bylaws with the intention of correcting mistakes and changing the fiscal year from March 1 to the last day in Feb of the following year. Motion passes.

- B. What is the procedure for updating the website or creating an Instagram account?
 - a. Anyone on the board can go in and make changes. Hector knows WordPress and is a volunteer helping out with the website; he is a resource for learning how to make changes. Further, Simon (pixelpusher@gmail.com) has an on-call retainer with the club for website maintenance. Contact him on an as needed basis for technical or access-permissions help. Some of the headings and dropdown hyperlinks (ie. tours) lead to different locations within the site; loose-ends like this need to be fixed. Further each director has the say-so over their area, be sure to get any approvals from the affected director before making content changes. Don't leave the website "down" in an uncompleted place. Rebecka and Armando will take on the responsibility for updating the look and feel of the website.
- C. Should lifetime membership apply to the beneficiary's immediate family (spouse or kids)?
 - a. If you get a lifetime membership it covers your immediate family as well.
- D. How should physical mail delivered to B&L be distributed?
 - a. Rick (and Dave) will pick up the mail from B&L and bring it to the board meeting when possible.
- E. Documenting job descriptions for Board positions.
 - a. John: There are no job descriptions in the bylaws, and they are not written down anywhere. Phil has a document with some of these descriptions. I propose we create a public living document separate from the bylaws that is assessable by the membership. Dave: I will review the document.

1. Reports of Directors and Officers:

President Report:

John: In the event that a rider (or riders) who are signed up to participate in a tour drop out last minute (after accommodations are already paid for), tour-leader volunteers will *not* be held at personal financial risk to cover the costs. The club will cover the tour-leader for personal financial expenses.

John: Bob Bowem sent in a thank you card for the donation to the Hall of Fame showcasing the symbiotic relationship we have with the H.O.F.

Treasurer Report:

Rick: The way we have been writing checks previously needs to be updated (it can take roughly 1.5 weeks). The bank offers direct ACH deposit, which takes 2-3 days. Rick (or a third party contracted with the bank) can collect the routing and account numbers for the deposit.

Membership Report:
Outreach Report:
Vice President Report (in Absentia):
Philanthropy Report:

Adjournment: meeting adjourned at 8:30pm

Respectfully submitted,

Rebecka Sepela
 Secretary, DBC Board of Directors.

Next membership meeting: Monday, Mar 11, 7pm, Bike Hall of Fame, Davis, Ca.
 Next Board meeting: Monday, Apr 1, 7pm, Tandem Properties, 3500 Anderson Road, Davis, Ca.

Appendix 1. Board Meetings, 2019

Date
Jan 7, 2019
Feb 4, 2019
Feb 24, 2019
April 1, 2019
*May 6, 2019
June 3, 2019
July 1, 2019
August 5, 2019
September 2, 2019
October 7, 2019
November 4, 2019
December 2, 2019

Appendix 2. Membership Meetings, 2019

Date	Location	Topic	Lead person
Jan 14, 2019	H.O.F	Dutch cycling infrastructure	Bike Davis
Feb 11, 2019	H.O.F	Tour meeting, Maria Korea	Bill
March 11, 2019	H.O.F	Paris Brest Paris	Deb
April 8, 2019			
May 13, 2019			
June 10, 2019			
July 8, 2019			
August 12, 2019			
September 9, 2019			
October 14, 2019			
November 11, 2019			

December 9, 2019		Holiday Party	Paul
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