

**Northern California Velodrome Association
Board of Directors Meeting – November 2008**

Location: Hobee's Restaurant, Palo Alto, CA
Date: November 20, 2008

2009 Directors present:

1. Mike Hardaway
2. Keith Rabbin
3. Rick Adams
4. Brian Peterson
5. Cathy Morgan
6. Peter Bohl
7. Warren Geissert
8. Matt Martinez

2009 Directors absent:

1. Robin Horowitz

NCVA Members Present:

1. Gerry Jeffs
-

Meeting called to order by President Brian Peterson at 7:00 P.M.

TREASURER'S REPORT: (Adams)

General fund: approximately \$23,000 on hand

Liabilities: \$2,425 insurance (which is an increase in the premium of approximately \$1,000, but coverage is now \$3 million per occurrence/\$4 million aggregate). The County would like NCVA to have our own insurance policy, but this is not economically feasible, so we have increased insurance limits.)

Bank account signatures: Morgan and Peterson need to sign forms tonight.

OLD BUSINESS:

1. Robin Horowitz Resignation: Horowitz has resigned from the board, but still needs to submit a formal letter. The bylaws state that there shall be at least 3 and no more than 11 members. After discussion, it was the consensus of the board to not fill the position and continue with 8 members.

Action item: Peterson to send official announcement to the membership regarding resignation.

2. NCVA Bylaws: Adams has ordered a copy of the bylaws from the California

Secretary of State.

Action item: Peterson to contact Kevin Worley to see if he knows where original documents are. Also, look through file cabinet at track for documents. (And organize information in file cabinet.)

3. Early Bird Crits: There has been a request to donate \$200 worth of *Velo Bucks* to distribute at the Early Bird Crits. Peterson moved that NCVA do so, Adams seconded the motion. Unanimously passed.

NEW BUSINESS:

1. Membership: Hardaway proposed that everyone who completes the County and NCVA waiver also be required to become a NCVA member at the same time. After discussion of the issue, Rabbin suggested that the NCVA membership language be included on the waiver form and people could “check the box” to add NCVA membership if they wanted. The consensus was to do this.

ACTION ITEM: Rabbin to revise the waiver and distribute a draft to the Board.

2. Lease: Adams gave the background on the lease negotiations and then discussed several points in the lease. The question arose: What is the overall financial impact to the lease changes?

Current lease: Pay \$100/year; NCVA receives 15 annual parking passes. A special use permit is required if there will be +150 (riders and spectators). NCVA can add back volunteer hours as credit towards special use fees.

Proposed lease: Does not include the 15 annual parking passes, which Adams will add. Propose no special use permit fees. Maintenance—major damage clause added where County pays for any major damage. Also County to provide water, garbage service and landscaping.

ACTION ITEM: Adams will follow-up with County regarding clarification of advertising. [Not visible from parking lot and picnic area v. “not visible from outside”.] The lease will be revised and sent to the County.

3. Accident Report/Tracking Tools: Gerry Jeffs explained the background of the supervisors manual, accident form and accident tracking form. The current process is that the accident forms are available at the track and the supervisors will complete the hard copy form at the time of an accident. The question is what happens to the form after that.

After discussion, it was proposed that each supervisor will be responsible for completing the hard copy form and then entering the information into the spreadsheet on the computer at the track. Until the database project is complete,

the information will be located on the spreadsheet that Jeffs has created (or just hold the hard copy forms).

ACTION ITEM: Communicate to all supervisors that they must complete the hard copy accident form at the time of an accident. Morgan will forward the spreadsheet to Rabbin.

4. Supervisor Manual: Rabbin suggested that there be a list of instructions for general matters for all supervisors and race promoters. Specific sections to include: Saturday beginner sessions; race promoters; training sessions; accident protocol; other administrative matters; supervisor requirements.

ACTION ITEM: All Board members should review the Supervisor Manual and send any changes or comments to the email list. Morgan will collect and revise.

5. Supervisor Requirements: After discussion, it was the consensus of the Board that a requirement that all supervisors run or assist with a Saturday session once during the year (or run or assist with a night of racing).

ACTION ITEM: Review supervisor agreement and revise if needed. Follow-up with all supervisors and implement a tracking system so the Board will know who has completed the requirement.

NOTE: John Simmons, Chief Supervisor, responded that the 2007/2008 Board approved that supervisors be required to fill two Saturday sessions a year (not one as discussed above) unless the supervisor has a regular volunteer function at the velodrome.

6. ATRA Meeting Report: Martinez gave a report of the results of the ATRA meeting.

USAC v. ATRA: USAC was invited, but did not send a representative. USAC is not (and has not) made track an important part of the USAC program. They do have a track-specific juniors program, but ATRA is planning to conduct it's own juniors program.

ATRA has done the following in the past year: Incorporated in Texas; conducted quarterly meetings; provided insurance coverage to member tracks; is planning on a national race series from all the large races (Alpenrose, AVC, etc.); 14 of the 24 velodromes in the US are ATRA members, which is up from 7 in 2003.

Future considerations: Compile a national race calendar; prepare a "how to start a velodrome" information package; increase content on the ATRA website; national rider membership.

National championship events: All ATRA tracks will work together to negotiate

with USAC on events.

7. Infrastructure: Rabbin would like to work in concert with the electrical upgrade to integrate internet access and security. Adams reported there is a delay in the electrical project due to lack of electrician help.

ACTION ITEM: Adams to follow-up with Sam Milroy for an electrician contact.

8. Race Scheduling: Geissert to survey 2008 race promoters as to their plans for 2009 and will report back at the next meeting.

Adams reported Kenny Williams would like to conduct another camp in 2009.

Rabbin requested permission to conduct some winter low-key races. Permission granted.

Ride the World Cups: Does Shelley Olds plan another session in first quarter 2009? If so, she will need to re-submit the request to waive the \$5/rider fee.

With no other matters to discuss, the meeting was adjourned at 9:05 P.M.

Submitted by Cathy Morgan, November 21, 2008