

**MEETING OF
THE BOARD OF DIRECTORS OF
NORTHERN CALIFORNIA VELODROME ASSOCIATION**

A California nonprofit corporation
June 16, 2011

Pursuant to notice duly given, a meeting of the Board of Directors (the “Board”) of the NORTHERN CALIFORNIA VELODROME ASSOCIATION, a nonprofit California corporation (the “NCVA”), was held at 2475 Hanover Street, Palo Alto CA at approximately 7:00 PM.

Board members Rick Adams, Peter Bohl, Daniel Farinha, Warren Geissert, Cathy Morgan, Brian Peterson, Jay Parkhill and Giovanni Rey were present in person. Board members Pete Billington, Lisa Hern and Beth Newell were absent. Mr. Peterson acted as Chair of the meeting and Mr. Parkhill acted as Secretary.

Approval of April 2011 Meeting Minutes

Upon motion duly made, seconded and unanimously carried, minutes of the April 28, 2011 meeting were approved.

Financial Update

Mr. Adams offered a summary of the NCVA’s financial activity during April and May. Discussion followed regarding recent income and expenses.

Online and Paper County Waivers

Mr. Peterson described the process of obtaining signed county releases from riders at each track session. Many riders have completed the online waiver that needs to be signed once each season. Copies of signed online waivers are then available to those who have access to the NCVA’s Docusign account and waiver archive. Many other riders have not signed online and are required to complete and sign a new paper waiver at each session. Signed paper waivers are available on-site at the track on the day of an event such that supervisors can easily provide them to Santa Clara county officials in the event of an accident. The Board discussed the process for session supervisors to obtain copies of online waivers to submit to the county following accidents.

Following discussion, the Board agreed to add to the supervisor manual a list of people able to obtain copies of signed waivers in the event waivers are not available at the track at the time of an accident. The list should encompass the chief supervisor, the waiver coordinator and the county liaison.

The Board further discussed the ability of supervisors to obtain emergency contact information for riders who are involved in accidents on the track. Following discussion of applicable privacy concerns as well as the administrative requirements to maintain an emergency contact database and the relative infrequency in which emergency information cannot be

obtained through other means, the Board agreed not to create an emergency contact information database.

The Board also discussed means to encourage riders at the track to become NCVA members. The opportunity to join by paying the \$5 annual fee has traditionally been presented when riders sign the county waiver. A field has been added to the online waiver to encourage online signers to join the NCVA and the Board discussed ways to provide opportunities for paper waiver signers to join the NCVA as well.

Accident Response Procedures

Mr. Peterson described an accident during Tuesday night racing on June 14 in which a substantial number of riders crashed. The Board reviewed several accounts of the events as well as the procedures listed in the supervisors manual for response to accidents. Extensive discussion followed regarding appropriate responses to accidents and the role of supervisors in assessing the severity of injuries and determining when to call county rangers and emergency response personnel.

Office Manager

Mr. Peterson then described the need for an office manager at the track who can maintain the office shed in good working order, keep supplies stocked and complete other tasks. Following discussion and on motion duly made, seconded and unanimously carried it was:

RESOLVED: that the NCVA should offer to pay an office manager \$20 per week to manage the office shed, up to a maximum of \$599 per year;

RESOLVED FURTHER: that Mr. Farinha is authorized and directed to seek a junior rider willing to serve as the office manager.

Fast Track Upgrades

Mr. Peterson then proposed the topic of fast track upgrades. Under existing NCVA policy category Pro, 1 and 2 road riders new to track racing may apply to upgrade immediately to track category 2 (for Pro and category 1 road riders) or 3 (category 2 road riders) by passing a written test and obtaining the approval of certain designated observers, who must be USAC-licensed coaches. Due to changes in attendance at the track by the current observers, it was proposed that the criteria for appointing observers be modified and that a new list of designated observers be created. Following discussion and on motion duly made, seconded and unanimously carried it was:

RESOLVED: that the fast track upgrade rules published at www.ridethetrack.com be revised as follows:

Riders who are Pro or Category 1 on the road may submit a request to be upgraded to Category 2 on the track and riders who are Category 2 on the road may submit a request to be upgraded to Category 3 on the track without first having to begin at Category 5 by:

- (1) Passing a written test before participating in a race at Hellyer; and
- (2) Obtaining the approval of an NCVA Board-Approved Observer ("BAO"). The BAO must observe the rider during a Hellyer racing session, in a race category approved by the BAO. After the rider races, the BAO can either approve their request to submit an upgrade, or ask the rider to return and race again before they are allowed to race in a categorized race.

RESOLVED FURTHER: that the following people be and hereby are approved to serve as Board-Appointed Observers:

Warren Geissert
Michael Hernandez
Andrew Lanier, Sr.
David McCook
Larry Nolan
Dan Smith

Rental Bike Repair

Discussion then turned to maintenance of the NCVA's rental bike fleet. It was noted that many of the bikes require maintenance currently and that the NCVA lacks a single point of contact for required maintenance tasks. Following discussion and on motion duly made, seconded and unanimously carried it was:

RESOLVED: that Mr. Bohl should supervise the performance of maintenance responsibilities for the rental bike fleet, including hiring a person to serve as fleet mechanic;

RESOLVED FURTHER: that Mr. Bohl be and hereby is authorized to pay such person up to \$599 in labor costs to update the NCVA's rental bike fleet at the rate of \$20 per hour;

RESOLVED FURTHER: that Mr. Bohl be and hereby is authorized to incur expenses for maintenance of rental bikes of up to \$1,500.

2011 Elections

It was noted that elections for the Board will occur in October and that the Board should begin to recruit an election coordinator to manage the nomination and ballot process.

Adjournment

There being no further business for discussion, the meeting was adjourned at approximately 9:15 PM.

Respectfully submitted,

Jay Parkhill