

Northern California Velodrome Association (NCVA) Board of Directors Meeting

January 21, 2016

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 Sports Basement, Campbell, commencing at approximately 6:30 PM.

In Attendance: Peter Bohl, Lee Povey, Sarah Trent, Victor Tort, Bill Nighan, and guest Mark Koenig.

Absent: Bon Cronin and Stelios McDonald.

1. Approval of Minutes – The August meeting minutes were approved unanimously. A brief discussion commenced, about the availability of one additional locker, about insuring that the Board could administrate the Hellyer Velodrome Facebook page.

2. Board Director Reports

• 2A. President's Report (B Nighan)

- Bill stated that he sees the NCVA main goal as always facilitating the provision of continuously better riding experiences to present and future riders at Hellyer.
- These include doing our best to elevate the status of all racing for all classes of riders, to elevate the junior program, to increase ridership, to increase our balance in the bank account for the purpose of facilities improvements, to adjust prior ways of doing business in order to allow sustainable race promotion and sustainable coached sessions whether by professional coaches or volunteers if available, to treat volunteers very well, to get the word out via social media and web presences.
- Bill reported that he had had a conference call with two individuals that operate the Marymoor velodrome, for the purpose of understanding best practices of other successful velodromes. Marymoor has more evening racing than Hellyer, historically, Monday, Wednesday, and Friday night racing for 16 weeks, so that is 48 racing nights. A difference is that the Marymoor Board hires contractors for the purpose of operating various aspects of the velodrome, like race organization, and fees are somewhat higher than at Hellyer to support this. Additional answer is that the velodrome is situated in a popular location. However, the miles/time driven was higher than I would have expected, like 1-3 hours for many racers, even on weeknights.
- Bill reported that Mike Hernandez had notified him in early January that he would be taking a break from Wednesday night race promotion for 2016.
- Bill reported reaching out to several organizations and individuals with the intent of finding suitable Weds (or Tues) night race promoters and suitable District Championship promoters, and reported that there is interest from multiple parties.
- Bill proposes that we lift the \$100 limit presently in the 2013 race promoters handbook. This was proposed as a motion, seconded by Lee Povey, and voted upon, 5 voting for, 0 voting against. The motion carries, unanimously.
- Bill proposes that we advertise on Facebook and the NCVA mailing list that the Board is accepting proposals from potential race directors for the Weds, Tues night racing series, and also for District Championships and other races. This was proposed as a motion, seconded by Sarah Trent, and voted upon, 5 for, 0 against. The motion carries, unanimously.
- Bill asked the rest of the Board to review and edit the list of 20 questions that he had prepared as a survey for the NCVA community. Lee had provided feedback already. The goal is to get feedback from those associated with Hellyer Velodrome, for the purpose of finding ways to provide better experiences.

- **2B. Vice Presidents (L Povey)**
 - Lee reported on meeting with two potential additional Juniors coaches, and reported that Bill and Lee had a Jan 21 afternoon meeting planned with Andrew Lanier to review Juniors efforts going forward, but that Andrew had to postpone our meeting due to knee surgery.
 - Lee also had a review of the meeting January 20 2016 with representatives from the County and Parks, which he presented in detail in the Infrastructure Committee report.
- **2C. Treasurer (S Trent)**
 - Sarah reported that we have approximately \$59,000 total in the bank, with just over \$10,000 in a Junior specific account. There is also about \$2500 in a Women's specific account.
 - We discussed that in the past a Board decision had been made to merge that Women's specific funding into the general fund, but the Board asked Sarah to think about this, is there a Women's specific application that would benefit from this funding. Sarah will report at the February Board meeting.
 - Sarah proposed moving our accounts from our present Meriwest bank account to another bank, because the Meriwest branches are very inconveniently located. The bank she recommended was Metropolitan bank.
 - The Board discussed financial and cash policy issues with the intent to insure that all cash is properly accounted for and that no Board member or Board designee could have inappropriate access to the accounts.
 - Sarah made a motion that we move all NCVA accounts from our present Meriwest bank to Metropolitan bank. Bill seconded the motion. The Board voted, with 5 voting for, 0 voting against. The motion carries, unanimously.
 - Sarah proposed software for managing our finances, that would provide P&L reporting. We agreed that we need that, and we like the idea of visibility towards seeing the financials of each type of event or session. Sarah committed to thinking about that. The Board authorized Sarah to buy the software, the monthly expense was approximately \$25 per month.
- **Secretary** No report other than approving December meeting minutes. Stelios could not attend.

3. Committee Updates

- **3A. Infrastructure (Lee Povey)**
 - Lee reported on a very successful meeting with Parks representatives and a County representative that was held on Jan 20, with Annabell Holland coordinating, Lee and Bill Nighan attending, Jayme Dickson (representing County) and Phil Hearin (Parks) and Dave (Parks) attending.
 - Covered were physical improvements issues (fence/erosion, ground squirrel damage, asphalt slurry requirement). Erosion near fence is near term, ground squirrel slightly longer term – County and Parks tentatively agreed those should be County/Park responsibility, but Jayme was reviewing the lease. The slurry is NCVA near term responsibility.
 - We do need the issues formally clarified, Bill will ask Annabell to follow up on that.
 - Discussed were fee structures that were proposed in the past. We described the need to raise fees slightly in order to generate enough income to maintain the facility, and to allow professional operated sessions and event. We discussed that we had reviewed market pricing at other velodromes, and that any change that we were making was in-line or lower than that at other velodromes. Jayme and Phil were supportive of this, and asked to see that proposal again after we reviewed it.
 - Jayme and Phil were satisfied with and supportive of the NCVA management of the velodrome activities. County or Parks does not have a mechanism in place to manage the velodrome.

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- Example: discussed was the desire by the “Bird of Prey” bicycle company and a documentary film company associated with National Geographic to use the velodrome on Saturday Jan 23. This was mistakenly arranged somehow directly with the County or Parks without NCVA involvement, but a solution was jointly agreed upon by all at this meeting. Additional information on this in Scheduling Committee report.
- **3B. Scheduling (Bill)**
 - Many early season weekend events are booked on the official calendar.
 - Additional discussion regarding finding promoters for evening races, as described in the President’s report.
 - The unusual “Bird of Prey” track use issue was described, and a solution found, as in Vice President’s report. Country or Parks had somehow been directly contacted by this bike designer and documentary filming crew, without NCVA involvement, but had no means to manage the visit safely. Lee offered to coach/host the visit for whatever standard fee the County had quoted, with Lee then donating 20% of that fee to NCVA. Jayme and Phil approved this at the meeting and were pleased that we solved this problem for them quickly. Lee asked for Board approval of that proposed solution, the Board approved this solution unanimously.
- **3D. Sponsorship (V Tort)**
 - Victor had started a list of rail board sponsors.
 - Bill asked Victor to take a visual inventory of the present sponsors on the boards, create a list, and then we can divide and conquer and ask them if they would like to renew.
- **3E. Upgrades** – Lee reported that there were no riders eligible for upgrade in this last month.
- **3F. Supervisors** – Bill read a report from Bob Cronin.
 - Reported training Mark Koenig to be a new supervisor, almost completed training.
 - Reported that Rich Allen has completed training and was now leading sessions.
 - Reported we still need a solid/regularly scheduled person for 1st Saturdays of the month.
 - Asked about paying supervisors: the Board unanimously supported paying the \$40 supervisor allowance per Saturday beginner session.
 - Asked about intermediate sessions, this is not yet scheduled.
 - Bob said he would get an edited supervisors agreement out to everyone for review

4. NEW or OTHER BUSINESS

- Volunteer plan: Sarah and Lee have a volunteer document that they will complete, and Lee will post it. The document offers benefits for volunteers, such as “velobucks” or passes to sessions, and so on. New Velobucks will be administered by the NCVA Board.
- Peter Bohl described that many rental bicycles needed repair. He also reported receiving a donation of bicycle parts. Bill agreed to contact Fergus on this topic. Bill also mentioned a contact at the Boys and Girls Club of the Peninsula to help with this (professional mechanic with young trainees interested in the track).
- Discussion about Corporate Days or Club Days or similar sessions, for both fund raising and promotion of awareness of the velodrome, this was supported by the Board. More formal proposals are needed. Discussion that this would be part of an overall fee structure proposal.

5. Adjournment

- The Board agreed unanimously to adjourn at 8:28

Bill Nighan

Recording the minutes on behalf of Secretary Stelios McDonald (who could not attend this Board meeting)