

**Minutes of the Board of Directors Meeting  
of the  
Northern California Velodrome Association (NCVA)  
January 18, 2017, 7:00PM, Sports Basement Campbell**

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 in person at Sports Basement in Campbell, commencing at approximately 7:00 PM.

**In Attendance:** Bill Nighan, Kira Maximovich, Annabell Holland, Mark Rodamaker, Bob Cronin, Stelios McDonald, Sarah Trent, Sara Stearns

**1. Introductions were made**

**2. Review of minutes**

- a. Bill asked if everyone approved the minutes from the December Board meeting (minutes were prepared by Sara Stearns).
- b. Annabell noted a further edit on the previous meetings minutes (12-21-2017) which will be incorporated into those minutes prior to archiving.
- c. Annabell also noted that she is the Chair of the Upgrade Committee
- d. Annabell and Sara Stearns agreed to work together to finalize the minutes.

**2. Board Director Reports:**

**2A. President's Report (Bill Nighan)**

- Bill noted the article in the "408" about the 55<sup>th</sup> anniversary of Hellyer Park Velodrome
- Bill stated he will add to the verbal reports from Supervisor and Infrastructure Chairs.
- Bill asked Sarah to deliver her financial report.

**2B. Treasurer's Report (Sarah Trent)**

○ **Total in Accounts:**

- \$90000.00, with approximately \$9500.00 still to be deposited. Sarah reported that we may well have \$100000.00 once all of the proceeds are totaled and deposited.
- Sarah reported that the locker rentals still have a need to be resolved, related to a proposed handoff. She reported that we were handling it according to standard protocol.

**2C. Vice-President's Report (Annabell Holland)**

- Bylaws require minor changes, as an example, the Public Relations Director position is yet to be filled, loose ends along those lines. Annabell needs a copy of the ATRA insurance policy so she can determine exactly what it covers as opposed to USAC insurance. Determined that Saturday Supervisors, because they are paid, may be considered "employees" of NCVA. The velodrome dictates their schedule, so they may be technically considered to be employees, albeit part time. If so, appropriate taxes should be deducted from the compensation given the supervisors. The Board generally agreed with this analysis.
- Annabell suggested using "Square" to handle the velodrome payroll. Their cost is reasonable. Annabell agreed to provide the link to information for this to Sarah Trent and be a resource for her as this process is worked through. A report back to the Board

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will be made at the February meeting. The Board was generally in agreement of this approach.

### 2D. Secretary Report (Sara Stearns)

- Sara reported she had no comments. She is still learning the history of the Board and the workings thereof.

### 3. Committee Updates

#### 3A. Infrastructure (Kira Maximovich, Chair)

- Kira reported that she is having a meeting with members of an Eagle Scout Troop to discuss their landscaping of the front entrance area of the velodrome
- Annabell suggested involving Santa Clara County, have a discussion with them about the lease to determine their landscape and maintenance responsibilities. Kira agreed. It was discussed that the County would maintain the landscape once installed, as per a section of our lease. Annabell suggested getting in touch with Jason Gorman, a senior park maintenance person, to find out what the Park will actually do.
- Kira stated that the Scouts intended to donate material. It was asked if there was water (irrigation?) available to irrigate new foliage. This will be discussed with Jason.
- Kira noted that there were several as yet small palm trees growing between the sidewalk and velodrome surface. One in particular, located in front of the grandstand was in danger of damaging or destroying the Plexiglas board in that location, and that the tree needed urgent attention.
- Sara noted that there were other palm trees growing up through the drain grates in the infield.
- Banners on the boards were discussed. It was agreed the vinyl banners last longer, and the squirrels won't destroy them. The average life expectancy of a banner was three years, with the south facing banners being less due to sun exposure.
- The boards themselves are in need of a lot of work and preparation prior to painting.
- Bill said that we are coordinating an upcoming test of some specific LED lighting for the track, and if it works out, the current lighting would/should be replaced by it. The estimated cost to replace all of the velodrome lights with these specifically selected LEDs on our pre-existing poles was \$40,000 to \$45,000
- The cracks in the concrete surface of the track need to be addressed. Mark suggested epoxy filler for those cracks. Bill suggested finding an experienced consultant on this matter before acting.
- Kira noted that her inspection of the embankments outside of the banking caused her some surprise, because it appears to be in need of repair, and in worse shape than she realized. Again, this will be discussed with Jason
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#### 3B. Scheduling (Bill Nighan, Chair)

- It was noted that Matt Martinez wanted the 8-10 time slot on Tuesdays for a session.
- Bess Hernandez would continue with the 10-1
- The \$10 fee paid at the first, 8-10, session would cover the next session (whole day) if the rider decided to stay for it. Bill reported that the committee was working smoothly, as it has for the past 2 years.

#### 3C. Sponsorship (Sarah Trent, Chair)

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- Sell Rail Board space to sponsors! We have enough materials (a flyer) that any of us can go sell a Rail Board space.

### 3D. Upgrades (Annabell Holland)

- Some discussion on how scoring gets uploaded to USAC and if ATRA points count. There was some thought that there was a recent change to where the USAC would recognize ATRA points for upgrades. This is not clear.
- No upgrades were reported for January.

### 3E. Supervisors (Bob Cronin, Chair)

- Bob reported a good conference call with the Supervisors Committee of Bob, Bill, Mark Koenig, and John Simmons
- Supervisor qualifications were discussed. It was suggested that a Supervisor and at least one helper for a Saturday Session was a minimum, and three people in total would be preferable. More if the crowd is large, as it was for the recent Women Take Over day, that had record attendance.
- There are presently 13 qualified supervisors, but only four would cover Saturdays. There were five before Rich Allen's departure. We have a gap of the first Saturday of the month since Rich left.
- It was suggested to edit the Supervisors agreement in order to help enforce expectations.
- It was strongly suggested that NCVA solicit for new Saturday Supervisors.
- A recruitment email needed to be drafted and sent out. Bill Nighan agreed to draft it for Board review and send it out on the mailing list before the next Board meeting.
- Publishing the need for supervisors/recruitment on social media was discussed. Bill said he would start with the NCVA email list.
- It was questioned what would be better for supervisors, long time commitments or shorter time commitments to sessions, for example, splitting Saturday AMs into two. This was not resolved.

## 4. NEW or OTHER BUSINESS

- It was decided to give the Daryl Hemenway the first right of refusal for a race series, based on the popularity and success of his WNTL Series over the last two seasons, 2016 and 2017. He should still write up his plan however. Bill agreed to reach out and offer this to Daryl and Matt Martinez.
- There was some discussion over USAC registration and insurance vs ATRA insurance for the Wednesday racing. We did agree that we should encourage, , USAC registration and consider ATRA if USAC upgrade points are available under that model.
- Once again, upgrade points posted to USAC – how?
- Peter Bohl's CPR/First Aid qualification expires 31 January. He needs to be renewed. We have made it a requirement of our Supervisors that they are current in CPR/First Aid training, even though any accident requires calling County Dispatch to get a Ranger on site. It was also noted that our lease does not specify who is certified but that there must be a certified person present.

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Bill Nighan made a motion to adjourn the meeting at approximately 8:24 PM, the motion was unanimously supported.

Sara Stearns; recording the minutes of the January 2018 NCVA Board Meeting