

**Minutes of the Board of Directors Meeting  
of the  
Northern California Velodrome Association (NCVA)  
January 17, 2019, 7:00 PM, 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 7:05 PM.

**In Attendance:** Bill Nighan, Kira Maximovich, Mark Rodamaker, Matt Martinez, Eric Salander, Lisa Kiratsous, MaryAnn Levenson, Barbara Gicquel, Sara Stearns, Sarah Trent (calling in), Annabell Holland (calling in), Mark Keonig (visitor)

**1. Introductions were made**

**2. Board Director Reports:**

**2A: President's Report (Bill Nighan):** 2018 Board President Bill Nighan welcomed old and new Board Members to the meeting. The big event for the night was to pick the new Officers, and then define and staff the Committees. The painting had been completed, and the track boards and connex's looked great. Kira reported that the Boy Scout whom had committed to refurbishing the judges stand had affirmed his commitment. Bill reported he had asked the painting contractor to provide a quote on painting the awning ("shade structure") over the picnic tables in the infield.

- **Officers Positions for 2019:** Bill Nighan noted that we have four Officers Positions; President, Vice-President, Secretary and Treasurer. There is also a position called out by the By Laws called "PR Director". We have not been filling this position in the past, and Bill felt we needed to fill it.
- **PR Director:** the PR Director would help with the Website (Webmaster), manage outreach, be the point of contact for the track. Interface with other cycling organizations (NCNCA, USAC, etc). **Eric Salander** was nominated for the position, and he accepted the position. Board unanimously approved. Eric asked who controlled the email lists for the NCVA. He agreed to take it over, and Bill said he would work with him on doing that.
- **Treasurer and Assistant Treasurer:** **Sarah Trent** was nominated as Treasurer and accepted, pending **Lisa Kiratsous** (Assistant Treasurer) learning the position and then taking over as Treasurer. Board unanimously approved.
- **Secretary:** **Sara Stearns** was nominated as Secretary, and she accepted. Board unanimously approved.
- **Vice President:** **Annabell Holland** was nominated as Vice President, and she accepted. Board unanimously approved.
- **President:** **Bill Nighan** was nominated as President, and he accepted. Board unanimously approved.
- **See "Committees" for Committee appointments.**

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

- **Total in Accounts:** Sarah reported the Main Account closed out the year with \$66011.00, and the Junior Account had \$10599.00. Sarah said that it was possible the painting work check had not been cashed as of this date (January 17).
- **Insurance:** ATRA insurance is paid for the year 2019. Supervisors had been paid through the end of 2018. Everything else was "square", paid up.

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- **Locker renewal:** the Locker Renewal process is almost finished. One locker had opened up and Sarah contacted the winner of the locker lottery on the 16<sup>th</sup> of January, 2019, and was waiting on payment.
- **Annual passes:** went on sale mid December 2108, and 18 had been sold as of the BoD meeting. Bill asked if “this was good”, and Sarah reported that it was, because we had sold 23 for all of 2018 and we were at 18 at this date already.
- **1099:** Sarah is waiting on a 1099 tax form from one supervisor so she can file taxes for the year. The P&L statement needs to be finished. This will allow for taxes to be filed, and for the BoD to reup the nonprofit status of NCVA. The P&L also needs to be shared with Santa Clara County when it is complete. Sara Stearns, as Secretary, needs to sign the ByLaws.
- **New Treasurer:** Sarah wants to make the transition to the new Treasurer as smooth as possible. She wants to do a passoff of the day to day with Lisa Kiratsous, and wants to overlap with Lisa until the transition is complete. Mark Rodamaker suggested a motion to have co-treasurers. Annabell said, according to the By-Laws we can only have one position, so we need to appoint a treasurer, and then create an assistant treasurer position. Bill made the motion to for 2019 that Sarah Trent continue as Treasurer, simultaneously with Lisa Kiratsous be the Assistant Treasurer with the intent that Lisa would become the Treasurer “soon”, within a quarter. Seconded by Mark Rodamaker, motion approved by the Board.
- **New bank:** discussion ensued on finding a new, more accessible bank, to replace the current bank, which is located in Oakland.
- **Wheelkids:** paid for their 2018 sessions, and then asked for dates for 2019.

### 2C. Vice-President’s Report (Annabell Holland)

- No report.

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

- Sara reported that all minutes from 2018 had been completed and submitted to the Board.

## 3. Committee Updates

### 3A. New Committee Positions for 2019:

- **Scheduling Committee:** Annabell Holland was nominated as the Chair. Bill Nighan wished to remain on the Committee, Lisa Kiratsous volunteered to be on it, Bess Hernandez is on it, MaryAnn Levenson volunteered to be on it. Lisa felt that too many people on the Committee could slow it down, causing delays in approval for events to be added to the calendar. Discussion ensued on this topic. Annabell felt that the Committee needed to be “kept tight”. She pointed out that the calendar was mostly clear, and if there were no conflicts for the date of a proposed race or training session, it would be approved.
- **Upgrade Committee:** Matt Martinez was nominated as the Chair. Daryl Hemmenway, and Phil John are on the Committee. Bill asked Matt Martinez to review the upgrade process on the website to see if it is correct. Matt gave an overview of how he’d like the committee to run, and what his interface with USAC would be.
- **Supervisor Committee:** Mark Koenig agreed to continue as the Chief Supervisor. Bill Nighan agreed to remain the Board Supervisor, Chair, on the committee. Annabell Holland and John Simmons remain on the committee.

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- **Infrastructure Committee:** Kira Maximovich remains as the Chair. Discussion ensued on the committee responsibilities, and as to why it needed to be a large committee. Kira pointed out that the responsibilities for maintenance for supervising the maintenance of the velodrome was really too large for one person to manage alone. Bill Nighan noted that the NCVA Board of Directors is responsible for “everything inside the fence” of the facility, except for mowing. Kira noted everything that is coming up: the lines on the track itself need repainting; the foundation of the track, the banking, in turns one and two need to be inspected; there needs to be flashing placed at the bottom of the rail boards to keep ground squirrels out; the “as built” plans need to be found to facilitate foundation maintenance. Barbara Gicquel volunteered, Matt Martinez volunteered; MaryAnn Levenson volunteered; Sara Stearns volunteered; Mark Rodamaker volunteered.
- **Sponsorship Committee:** Matt Martinez volunteered to Chair; Bill Nighan volunteered; Eric Salander volunteered; Sarah Trent volunteered. Matt Martinez asked Annabell Holland if alcoholic beverage companies could be sponsors of the track. Annabell said there was nothing in the By Laws that prohibited alcohol sponsorship. We can’t sell alcohol at the facility. We decided to table the discussion on alcohol. Discussion ensued on how to fasten sponsorship posters/banners to the railboards.

### 3B. Infrastructure (Kira Maximovich, 2018 Chair)

- 2019 Chair is Kira Maximovich.
- Mark Rodamaker explained the process for painting the lines on the track. The most recent repaint used painters tape to mask off the lines and then the lines were painted with rollers. The lines were painted at least once using wooden jigs to mask the lines, but arcs could not be painted very well with that method. The original method required measurement posts in the infield, because the turns of the track are not continuous, but rather they have easements leading into and out of them, which means the radius of the turns changes. Because the measurement posts are no longer there, the center of the arcs are unknown.

### 3C. Scheduling (Bill Nighan, 2018 Chair)

- 2019 Chair is Annabell Holland.
- Annabell reported that the calendar is populating quite a bit. There is racing once to twice a month on the weekends already. There are Time Trials and Fergus’s Beginners, and Sprints and Fergus’s Beginners. The Time Trials and Sprints keep going. Santiago has proposed a race series to dovetail after Fergus’s, just a matter of how many times per month. District dates are on the calendar, tentatively, already. Lastly, Chris Bonia is now a Supervisor and a USAC Coach, and is working on a proposal to put on Junior races on on Sunday afternoon.

### 3D. Sponsorship (Sarah Trent, 2018 Chair)

- 2019 Chair is Matt Martinez.

### 3E. Upgrades (Annabell Holland, 2018 Chair)

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- 2019 Chair is Matt Martinez.

### 3F. Supervisors (Bill Nighan, 2018 Chair)

- 2019 Chair is Bill Nighan
- Bill Nighan announced that we have three new Supervisors. Barbara Gicquel is one of them, she is a "Session Supervisor". She has all of the qualifications completed. Chris Bonia is the second of the three, and Barry Perkins is the third.
- MaryAnn Levenson asked if supervisors are qualified to do any session, or if there were restrictions. Mark Koenig replied that supervisors, once qualified, could host any session. He pointed out that the most experienced supervisors were best in the beginners sessions, and the lesser experienced supervisors were fine in advanced sessions. Discussion ensued on how the sessions were managed, and that the number one criteria was SAFETY.

### 4. NEW or OTHER BUSINESS

- Email addresses. Sarah Trent asked if the @ridethetrack.com email addresses would continue into perpetuity or if they'll disappear at some point. Eric Salander said he thought they were gone already, and Sarah expressed concern that all of our financial accounts were tied to the @ridethetrack.com email. Annabell and Eric said that the "old" email addresses still worked. Sarah stressed that treasurer@ridethetrack needed to remain active, it was very import. She said that a new email address, treasurer@hellyervelodrome, be created so she could switch everything financial over to it. Eric said duplicates existed for all of the email addresses, however, he would work on them to see if they were active and then report back to the board.
- Kira Maximovich reminded the Board that we had discussed in a previous meeting that we needed to find a new PO Box. Where would the best location be? Right now it goes to the Hellyer Park Rangers and we don't get all of our mail. We need to find a reasonable location, close to the track, that could be easily assessed by any Board member to retrieve our mail.
- Annabell asked if we had approved the minutes that she had sent out via email for approval in early January.
- Annabell said she had found the information on alcoholic beverages vis a vis the County in the By Laws, and that advertising for alcohol on County Property was prohibited. She sent the information to Eric and Bill via email.
- Bill talked about tires that had been donated through Fergus Liam. Fergus said there were a number of clincher tires available at \$10.00 each which would be good for our rental bikes, and he recommended that NCVA buy 50 of them. Mark said the tires were 120 TPI tires, but they would be fine for rental bikes. Annabell agreed. We have 30 rental bikes. A motion was advanced to buy the 50 tires, Bill seconded the motion. The Board unanimously approved.
- Bill noted that someone had donated 80 Specialized tubular tires through Larry Nolan. Bill wondered what we should do with them. Annabell said she had Hellyer Women bikes that needed tubular tires. Eric pointed out they'd make good prizes. Sarah said they'd make good junior's prizes. Annabell said Larry wanted a 501 tax donation letter for the donor, which would make the tires NCVA property and we could do what we pleased with them. Bill said we'd ask what the value was, and then write a letter to the

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- donor expressing thanks and the donation amount. Sarah said she has a copy of the receipt we use for donations, and Bill said he would put the donor in touch with Sarah.
- Bill said the rangers contacted him about the entrance bridge being flooded and the road was closed. This would be short term. Entrance would be through the rear entrance of the park.
  - Kira asked about 2019 Board Member parking passes. Annabell said she had contacted the Park and was waiting for a response.
  - Matt said he received an email from Kyle Knott, who used to run Giordana in South Carolina. He is now works for USAC in Tom Mahoney's old position. He asked what it would take for tracks to use USAC for one or more of our events per year. He had specific questions for local organizations (LAVRA, NCNCA), concerning a better permitting process, and overcoming other hurdles to make it worth the velodrome's time and money to use USAC permits. He is also working on the idea of a National Track Calendar, allowing participating tracks to have an event on it. He doesn't want every event to be a UCI type event. He aims to have coverage from the USAC media team, a year long standing, and other incentives to make it worth our while. He is seeking input in order to earn our business. Discussion ensued. Bill said there was no promotion on what the advantages might be. Matt said USAC is losing a lot races. There are not a lot of riders coming into USAC, and those who are are dropping out. They are looking for ideas to promote cycling. Matt said that USAC owns the National Championship events and nothing else. They are an insurance company. Everything they do is contracted, except for the National Championships. Compared to ATRA, they are "way more" expensive. They raised their prices this year by 25 cents per rider. They do offer medical coverage, which ATRA does not. ATRA meets all of the other criteria. Matt was not sure if they wanted to cover all of our events, including training sessions. Bill asked what else USAC provided that ATRA did not. USAC does publish results. ATRA does not. USAC does provide officials. USAC is reaching out. Matt suggested that they allow us to publish results on their site, which would give them the numbers they seem to need. Eric pointed out that it would be nice to have results from all of the tracks across the country in one place where they could be accessed. Matt said he would respond to USAC on our behest.

Bill Nighan made a motion to adjourn the meeting at approximately 8:44 PM, the motion was unanimously supported.

Sara Stearns; recording the minutes of the January 2019 NCVA Board Meeting