

**Minutes of the Board of Directors Meeting  
of the  
Northern California Velodrome Association (NCVA)  
March 21, 2019 Telephonically**

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"), via member call in, commencing at approximately 7:00 PM.

**In Attendance:** Bill Nighan, Kira Maximovich, Annabell Holland, Erik Salander, MaryAnn Levenson, Barbara Gicquel, Lisa Kiratsous, Sara Stearns. **Not present:** Matt Martinez, Sarah Trent, Mark Rodamaker

**1. Introductions were made**

**2. Board Director Reports:**

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

- Bill reported that Barbara Gicquel had secured "official calendared meetings" with Sports Basement Campbell for NCVA Board Meetings for the rest of the year.

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

- Sarah Trent was not present. Lisa Kiratsous, treasurer in training, was present.
- Lisa gave an overview of the financial reports sent to the Board by Sarah Trent prior to the meeting.
- Total in accounts: \$63,661.27: \$53,053.86 Main account. \$10,601.41 Junior's account.
- Saturday supervisors have been paid through early March.
- Pending expenses: Santa Clara County billed \$192.00 for February overtime.
- Rail Boards: We received payment from Bike Flights on March 1<sup>st</sup>. Murray Engineering to be invoiced.
- The 2018 P&L Statement is attached to the information Sarah sent. It needs to be forwarded to the County per lease agreement. She will use it to file the 2018 taxes as soon as she returns from her trip.
- "FTB" (Franchise Tax Board) non-profit status lapsed due to mail notice not being received. Discussion ensued. Bill, Lisa, and Erik volunteer to complete the necessary paperwork to reinstate our status.
- Training Passes were purchased by 2 riders who assumed they could be used for Saturday Beginner Sessions. It was agreed that we would issue refunds, and review the language on the website.
- New Bank: The Board is in the process of changing banks. The Board passed the following motion, **"To direct Sarah Trent to close our accounts at Metropolitan Bank for the purpose of opening new accounts at another institution."**
  - **A motion was made by Bill to direct Sarah Trent to close our accounts at Metropolitan Bank for the purpose of opening new accounts at another institution. Annabell seconded, Board approved unanimously.**
  - To be completed: Signed letter on NCVA letterhead with above permission to close both of our bank accounts at Metropolitan Bank. A copy of the minutes that showed a passed motion giving her permission to close the accounts.
- Treasurer Transition: Upon completion of filing our taxes and closing the accounts at Metropolitan Bank, Sarah will write a letter formally resigning her role as treasurer. The Board will need to vote at that time to make Lisa Kiratsous treasurer.
- A motion to open a P.O. Box in lieu of receiving mail at Hellyer Park was put forward by Lisa. The Board approved unanimously.

- New Bank: The choices have been narrowed down to First Republic and Chase. The Board authorized Bill and Lisa to choose which of the two banks they felt best met our interests.

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

- Junior program has kicked off. The first session was rained out. Lisa, who attended the second session as a helper, reported that the session went well, and that Chris Bonilla did a good job running the session. The turnout was light, only three riders plus Lisa.
- There is a junior's race, put on by Eric Peterson, coming up on March 31<sup>st</sup>. Harry Lee Memorial is scheduled for March 23<sup>th</sup>.

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

- Sara completed the previous month's minutes and sent them to the Board. She said she'd attach the financial statements and reports that Sarah Trent sent to the board earlier in the month to the minutes for this meeting.
- Barbara Gicquel reported that she did not receive a copy of February minutes; Sara responded she'd send her a copy, and did so.
- Minutes are posted on the web after they are approved.
- Bill made a motion to approve the February minutes. One abstention, Barbara Gicquel, due to not having received the February minutes, all other present members approved

## **3. Committee Updates**

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

- Two sets of pads ordered new AED pads.
- New envelopes for session deposits.
- First Aid Kits will be restocked next month.
- The front entrance to the track was now open, the creek was NOT over the road.
- Nothing new from the Boy Scouts.
- MaryAnn reported that she had spoken to the head maintenance person at Hellyer County Park. She and he will do a walk through in the coming weeks to address the "squirrel issue" with a focus on potential infrastructure degradation.
- Bill reported that a "grading plan" for the velodrome had recently been discovered. The County Park sent the document describing a "grading plan" to Bill. Bill forwarded it to Murray Engineering, but had yet to hear back from them.
- Annabell has a four or five page document "as built" document, describing infield drainage but it does not address the banking or landscape.
- Doug Ambrisco repaired the wheel on the front railboard entrance gate. The job he did on the fence repairs was beautiful.
- Sara reported on her research into a sound system. She has a detailed list of equipment. Bill suggested that Matt and Sara should continue to collaborate on the subject, and that there was no great rush to implement a plan.

### **3B. Scheduling (Annabell Holland, Chair)**

- Annabell reported that very few dates are open to schedule at this time. This is a nice problem to have!
- Weather has caused problems, necessitating cancellations.
- Erik asked about a person wanting to do an hour record. Discussion ensued. It was decided that there is open time on the track, and Erik would contact the interested party.

### **3C. Sponsorship (Bill Nighan, Chair)**

- Bill has spoken to Eugene at Zavvy for a quote on railboard banners. The quote was \$50. Bill wanted to print two at a time for the three-year leases, because the banners wear out. Eugene told Bill it was easy for them to keep a digital file so they could just print a banner again when needed. The “grommet” type banner was the most robust style. The price was very reasonable, and the service was exceptional.
- Bill said we might want to do something along the lines of a stick on banner for the “Hellyer County Velodrome” sign, depending upon what and when the Eagle Scouts who are looking into the project of repainting the sign come up with.
- Erik asked if Bike Flights should get a logo on the website. Annabell felt it was prudent to put everyone who was a railboard sponsor on the website as well. Bill agreed, and suggested we’d make it part of the sponsorship deal. Erik clarified it should be everyone who has agreed to sponsor for this year. Bill felt the term of the railboard lease should start when the banner is actually hung at the track.

### **3D. Upgrades (Matt Martinez)**

- No upgrades.

### **3E. Supervisors (Bill Nigham, Chair)**

- No supervisor notes.

## **4. NEW or OTHER BUSINESS**

- Barbara Gicquel asked for clarification on the next meeting’s date, due to a conflict with Sports Basement in scheduling the meeting for May 16<sup>th</sup>, to either do the meeting telephonically or move the date and meet in person. May 23<sup>rd</sup> would be the following Thursday. It was agreed by a unanimous vote to move the meeting to **May 23<sup>rd</sup>**.

Bill Nighan made a motion to adjourn the meeting at approximately 8:10 PM, the motion was unanimously supported.

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

Edited 032919 Sara Stearns