

**Minutes of the Board of Directors Meeting
of the
Northern California Velodrome Association (NCVA)**
June 20, 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, Annabell Holland, Lisa Kiratsous, Mark Rodamaker, Sara Stearns, Erik Salander, MaryAnn Levenson (calling in), Barbara Gicquel (calling in)

Absent: Sarah Trent, Kira Maximovich, Matt Martinez

1. Introductions were made

1A. First order of business:

- Bill made a motion to approve the May Minutes. Unanimous approval.
- MaryAnn had a question regarding the Roberts Rule of Order. As a non-profit we are not bound to the Roberts Rules of Order but do follow the general meeting guidelines as a standard practice. Explanations were made as to our meeting and minutes format, as well as discussion.

2. Board Director Reports:

2A. Treasurer's Report (Lisa Kiratsous)

- The NCVA nonprofit status has been reinstated a new bank account has been opened with First Republic Bank.
- Lisa reported we are listed on the Secretary of State's website (SI 100 form), and we are current with the Office of Attorney General Registry of Charitable Trust (RRRF1), she will file the FTB 3500 form upon Sarah Trent's return from Mongolia. The 2016 P & L is required.
- Lisa will create a checklist with information that is needed in order to run the accounting for NCVA for ease of transition from one treasurer to another.
- **Total in Accounts:** \$73843.00: Main account - \$55993.86; PayPal account - \$6132.96; Junior's account - \$10603.18. The cash box, not yet deposited, contained \$1113.00; We've received revenue of \$5000.00 for sales of rail boards. We have one outstanding invoice for Jakroo for \$600.00. We have \$205.00 of other revenue.
- Total payments were \$1398.97.
- Chris Bonilla requested financial assistance for juniors attending Nationals. There was no request for an actual amount, just a request for reimbursement for registration for one junior athlete. Discussion ensued.

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

- Annabell reported that she brought new gear changing stools out to the track. They tend to disappear, so methods to identify them in order to discourage their flight from the velodrome were discussed.
- She also reported that she has lock cores coming for the hockey puck locks. She bought six of them for \$103.75 total. Discussion on lock and key control ensued. Annabell will work on the entry locks once she finishes the hockey-puck locks.
- Annabell supervised two Wheel Kids sessions. She is putting together a Wheel Kids document outlining how the session should be run, who needed to be contacted, and which forms needed to be completed. Discussion ensued about the Wheel Kids sessions.

- There was a green donation bike recently left in the container, which Annabell refurbished and will bring back to the track as a rental. She will submit a receipt for reimbursement for the parts needed to bring the bike up to standard.

2C. Secretary Report (Sara Stearns)

- Sara reported the Minutes Format had been fixed, and would remain the way they are now from here on out.

3. Committee Updates

3A. Infrastructure (Kira Maximovich, Chair)

- The Eagle Scout who worked on the judging stand was requesting reimbursement. A dollar amount for his work was suggested by him. The board agreed on a lesser dollar amount. A motion was made to reimburse \$250. The motion was approved.
- MaryAnn had a "squirrel update". Jason, the head ranger of Hellyer County Park, told MaryAnn volunteered to would work directly with Dean (contractor) (to take some strain from Kira's plate) to control or abate the squirrels. Discussion went on about the type of bender boards would work best.
- MaryAnn said she was asked by Jason if the track community could help keep an eye open for people who were flushing large items down the toilets at the Park. Annabell suggested putting out an email on the NCVA list about the subject.
- Sara reported she had J Lopez Landscaping lined up for Sunday June 30th. Discussion about how the landscaping should be conducted, and when, ensued. Bill said that Jason had given him the number for a Sergeant Hernández of the community service workers who do cleanup in the Park. Bill spoke with the person, and we may possibly coordinate with them to do landscaping at the track.

3B. Scheduling (Annabell Holland, Chair)

- Annabell reported that she had spoken with Matt Martinez and Eric Peterson about trying to "cement" the schedule for next year. The types of races, a possible number, as well as their frequency and location on the calendar was discussed. The notion of a monthly racing template was discussed. A LAVRA type format was considered.

3C. Sponsorship (Bill Nighan, Chair)

- Erik Salander reported he had three items. 1) Erik reported that we have 150 rail boards. Discussion on how to sell that space ensued. And, maintaining the total possible number of sponsors would be a full-time job, very time consuming. 2) Erik suggested comping some of the banners. Names and business were suggested and discussed. Zavvy Printing is one who should absolutely be comped. A motion was made by Bill to comp Zavvy our sign maker a free banner for however long the banner lasts. The motion was unanimously approved. 3) Erik asked about voting on the Hellyer water bottles. Lisa said that if we "sold" the water bottles, we'd have to charge sales tax. If there was donation made of "\$X", then a person would get a water bottle. Annabell made the motion for the purchase of the bottles for a fund raiser for the track. The motion was unanimously passed.
- Annabell mentioned she had spoken with the owner of Wheel Kids regarding fund raising for juniors. He said he would speak to his contacts about donating to the track to assist us when we raise money targeted for junior programs.
- Matt Martinez reported to Annabell that a deal with Castelli for apparel was "getting really close". Discussion about apparel for staff, as well as socks and T-shirts for donation, went on. Logo design was also discussed.

3D. Upgrades (Matt Martinez, Chair)

- Matt absent.

3E. Supervisors (Bill Nighan, Chair)

- Nothing to report

4. NEW or OTHER BUSINESS

- Erik suggested a board/supervisor only webpage for NCVA documents. Checklists and how to's would be "stored" on the page.

Bill Nighan made a motion to adjourn the meeting at approximately 8:40 PM, the motion was unanimously supported.

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