

**Minutes of the Board of Directors Meeting
of the
Northern California Velodrome Association (NCVA)
February 20, 2020 7:00 PM, Sports Basement Sunnyvale**

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 Sunnyvale, commencing at approximately 7:00 PM.

In Attendance: Lisa Kiratsous, Erik Salander, Annabell Holland, Joe Atmore, Mark Koenig, Sara Stearns

Absent: Matt Martinez, MaryAnn Levenson

Calling In: Kira Maximovich

1. Introductions were made

2. Board Director Reports:

2A. Secretary Report (Sara Stearns)

- See President's Report – approval of the previous month's meeting minutes.

2B. Treasurer's Report (Lisa Kiratsous)

- Lisa reported that there was \$39931.82 in the Main Account; Juniors Account has \$10703.18; our CD has \$25234.05; PayPal \$6062.74; Total \$81931.89.
- Expenses – Squirrel Abatement, PG&E, ATRA insurance, Supervisors, CPR certs, GoDaddy internet, Boy Scout Project, First Aid supplies, utilities; totaling \$4709.27.
- Revenue: \$1925.00 – cash deposit, locker rental, session fees (via PayPal), banner payment, donations, and annual passes.
- Received a letter from the FTB with regards to the status of the FTB 3500, one more form needs to be completed to explain how we promote the health and common good of the community.
- Safe has been installed in the Office Conex.
- All tax forms have been filed except for the RRF 1, which is due April 15.
- 2019 P&L has been completed, and will be submitted to the County.
- Total Revenue for 2019 was \$39749.48, the majority of that came from rail Board sponsorship (\$17650.00). Net Income for 2019 was \$24031.29

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

- Waivers for 2020 are coming along very well.

2D. President's Report (Erik Salander)

- Erik made the motion to approve the previous month's meeting minutes. Motion seconded and passed, minutes approved.
- The Board will meet in Sunnyvale again in March.
- Email etiquette was discussed.
- Properly securing entry gates was discussed.

3. Committee Updates

3A. Infrastructure (Kira Maximovich, Chair)

- Thanks to Erik Salander and Mark Rodamaker for installing the Squirrel Barrier around the base of the rail board. They put in a lot of hours, on a voluntary basis, to install the full length of barrier.
- The next step is to “train” everyone to keep the gates closed, because the squirrels will come through open gates. It might be necessary to put up signage to remind everyone to close the gates. Annabell will put a note out to supervisors list to remind everyone about the gates, along with the email list and Facebook Group.
- “Animal Damage Control” with the County was discussed.
- Installation of River Rock on the banking was discussed.
- Kira met with Target Painting and received a quote, which she emailed to the board. The quote included a 24 inch wide Cote d’Azure blue band, repainting the start/finish line (white band and black line), pressure washing and removal of loose paint, and priming and painting. The quote was \$3500.00. An additional option quote was given for completing the painting job on the Judge’s Stand, which was for \$975.00. We would repaint the measurement numbers on the track ourselves.
- A First Aid supplies inventory list was placed in the Office Conex, and Kira will check the kit each month when she checks the AED, and refill as necessary.
- An Agenda Item has been added to reflect the requirement for a 30 Day Check of the AED. Discussion ensued.
- Three new sets of keys were made, which Kira checked at the track to ensure they worked. Key sets were distributed to Erik Salander and Joe Atmore. Orchard City Lock and Safe made the keys, and did a great job. Discussion ensued on making more light keys, as well as the security of the containers at the track.
- Kira researched the garbage cans, and settled on the Toter brand cans, which are plastic and have large wheels. The 32 gallon size seemed to be the most reasonable, and they are \$60 each. The number of cans to purchase was discussed, and it was decided to purchase three cans.
- Erik talked about concrete repair of the track surface. He contacted Alex Fowler of Action Sports Construction in Aptos, who did the BMX SkatePark track at Lake Cunningham, and he seemed to be the best person to deal with so far.
- Erik suggested making the painting project a formal proposal. Discussion ensued. The motion was made to have the job done at the quote amount, motion was approved.

3B. Scheduling (Annabell Holland, Chair)

- Human Powered Vehicles are scheduled, Joe Atmore will be the supervisor.
- Confirmed all of the WheelKids events (four dates) and the Y Bikes (one date). Annabell will be the supervisor, unless someone else volunteers.
- Mark Koenig asked about conducting a Sunday afternoon intermediate session, allowing those with extensive pack riding/road racing experience to attend. Mark would conduct the session as an intro session. Discussion ensued.
- Joe Atmore requested a Saturday afternoon intermediate session. More discussion.

3C. Sponsorship/Marketing/Publicity (Erik Salander, Chair)

- Team Fremont signed up for a banner.
- Hammer Nutrition purchased a three year banner.
- Bianchi will be purchasing a banner.
- A free banner for Ritchey was offered to Fergus for the refurbishment of the rental fleet, which Ritchey is underwriting with a generous donation the in form of a parts discount.
- Erik gave the board members post cards to distribute to local bike shops and other bicycle concerns.
- Resurrecting Velobucks was discussed.
- The working up of a marketing plan was discussed, including branded merchandise.

3D. Upgrades (Matt Martinez, Chair)

- Nothing new to discuss.

3E. Supervisors (Annabell Holland, Chair)

- Some of the supervisor's first aid certs have expired, and they need to be updated.
- Joe asked what the latest time the track could remain open was. A city ordinance states 10PM.
- Mark is creating a new supervisor spreadsheet. The makeup of the supervisor spread sheet was discussed.
- Do we want to require Safesport for all of the supervisors? Discussion ensued.
- CBC renewal was discussed.
- The supervisor manual is being updated for 2020.
- Fergus sent an update as to the progress of the refurbishment of the rental fleet. Quotes from powder coaters have been solicited. Supplies will be ordered soon and reimbursement requested.

4. NEW or OTHER BUSINESS

- Mark Koenig was asked if he would be interested in formally joining the Board. He agreed, and the Board voted unanimously to make him a Board Member. Welcome, Mark!
- Joe asked about creating a contact phone number for the velodrome. Discussion ensued. Joe agreed to research the possibility of obtaining a number and staffing it.
- Erik suggested a Hellyer Expo Booth at the Cat's Hill Criterium. NCVA Board agreed to contribute \$250.00 to the Cat's Hill Crit event, \$100.00 for the Expo booth, and \$150.00 for Hellyer advertised race primes.
- Erik and Annabell suggested designing a "long term infrastructure plan" for the track. It would identify and prioritize the big ticket infrastructure work, as well as possible financing options.

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

Sara Stearns; recording the minutes of the February 2020 NCVA Board Meeting