



**Minutes of the Board of Directors Meeting of the  
Northern California Velodrome Association (NCVA)  
February 15, 2024 at 7:05 PM, Via Zoom Call**



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 via Zoom call, commencing at approximately 7:05 PM.

**In Attendance via conference call:** Matthew Martinez, Marissa Axell, Carla Richard, Florian Schneider, Annabell Holland, James, Alex, Fergus, Stephen Roulac, Lisa Kiratsous

**Absent:** Stephen Doll

**Guest:** none

**1. Board Director Reports:**

**1A. Approval of the previous month’s meeting minutes**

- The January month’s meeting minutes are APPROVED by a vote of 10 (unanimous)

**1B. NCVA Treasurer Report – 1/12/24 – 2/15/24**

Accounts (as of 2/25/24):

Main: \$50,690.25

Juniors: \$5,383.89

CD: \$36,651.98

PayPal: \$6,889.07

**TOTAL: \$99,615.19**

Revenue:

Donations: \$30.00

Square: \$1,374.14

**TOTAL: \$1,404.14**

Expense:

Insurance: \$ 2,100

PG&E: \$44.83

SportsEngine:\$ 132.50

Big Ink Printing (overnight shipping for insurance check): \$62.58

Efile (1099s): \$14.25

Xero: \$15.00

Refund: \$20.10

Supervisors: \$200.00

**TOTAL: \$2,589.26**

Note: Renewed CD at 4.88% for 9 months. Added \$10,000 from our Main account to the CD

Lisa and Carla are working in tandem to get Carla up to speed!

## 1C. Vice-President's Report (Stephen Doll - absent)

- Nothing to report.

## 1D. President's report -(Florian )

- Lease extension letter sent -
- Update on our email infrastructure
  - email (alias addresses) were not delivered correctly. There shouldn't be issues anymore! Reach out to Florian if you notice any are delayed.
  - Discussion about who is answering the info email address. Fergus is stepping in to help and respond to questions. Also CCing Stephen Doll.
- ATRA insurance update - Annabell and Lisa quickly renewed certificates (discussed, it was the ATRA dropping the ball, not us. Florian to remember to ping them in December)
- Discuss raffles for fundraising. Carla will dig a little deeper, but we will host "drawings" and we can't "sell tickets" to a raffle for \$\$ or it will be taxed.
- Tour/Visit Inquiry with Congressman Panetta- They reached out to talk and meet with Hellyer. James, Matt and Annabell to help Florian with the meeting

## 2. Committee Updates:

### 2A. Infrastructure (Alex Winter, Chair)

- Infrastructure updates - Alex
  - Update - Alex repaired 3 separate holes in fencing from different breakins - with Doug and Dana Ambrisko, 100% repaired.
  - Soundsystem Update: [REDACTED]  
[REDACTED]  
[REDACTED] Total \$2000.
    - Matt will flag where the junction box and conduits on the site. Proposed a vote to approve the budget.
    - Passed unanimous with Matt abstaining
  - Flagging the grounds for digging to place conduit.
  - The current ground cover material is a problem, Annabell is meeting with Jamie (County supervisor) to make sure we get an acceptable ground cover.

- Clarified that the “trenching” will be super exposed near the apron for a short time, it will be filled with material to help drainage.
  - Decomposed granite material is too loose and problematic, Annabell has asked for a full sealant. Ultimately, we are asking the county to use concrete for when the sealant inevitably fails.
  - **Update on security - Annabell.**
    - (1) Security System (for all 4 containers, the pad will be in the office) with motion detector and siren- \$1,000/then \$45.00 monthly
    - (2) Cargo Locks \$600.00 (for 3 containers)
    - (3) Security System with cameras \$1,700/ \$100.00 monthly
    - (4) Welding on expanded metal or sheets of metal to provide an added layer of security onto Rental and Bike Locker containers. Approximately \$1K-1.5K per container with Wagner’s volunteer labor. \$500-750 for welding machine rental over several weeks
- Discussion ensued about the security system ideas.

Annabell recommended item (1) (2) and (4→ One container.) The Board sent to vote and it Passed unanimously.

Timeline - within the next 30 days, more to be determined after Annabell meets with Elena and she hires the contractors.

## **2B. Sponsorship/Marketing/Publicity (Fergus Tanaka)**

- Met with Alana.
  - Website Update, refresh wasn’t delivered.
- Meeting with Kalani Hines next and discussing a website refresh
  - Will look at current needs for the website, who should be involved in the committee for updates, consensus was keep it small
  - Next step - proposing updates for the website for March meeting
- Social Media - Goals or metrics? Fergus to develop a schedule for posting
- Emails from Hellyer - posting updates and newsletters monthly or bi-monthly for the community

- Requests for sponsorship of other races / series
  - NCNCA Women's Series: Gabby reached out if we'd provide coupons for free entry in her Women/N-B track days as prizes. For example: (3 prizes x 4 categories x 8 races) + (3 random prizes x 3 track/cx races) = 105 coupons
    - Is Gabby asking to be paid by Hellyer or is she sponsoring the person and we don't charge her a \$6 fee per rider - Florian will confirm.
    - Also can we allow the rider to join a beginner session instead?- Florian to confirm.
    - Once confirmed we will vote.
  - SJBC: Diana reached out to ask if Hellyer could sponsor prizes or other prizes for the 2024 Cat's Hill?
    - Board agreed unanimously to \$250 cash for prizes to SJBC + we will hand out coupons on site to encourage a saturday session attendance.

## 2C. Racing/Scheduling (Stephen Doll, Chair)

- Scheduling updates - Stephen
  - 1) MNTT/WNTT is scheduled and on calendar
  - 2) Gabbys women's days are on the calendar
  - 3) all other session scheduling is proceeding as planned
  - 4) no word from Matt yet on his plans for WNTR this year, we are waiting on him for his flyer/plans. Once we have that, we can schedule his events. They are reserved for him on the planning calendar so nobody else will take the spot.
    - UPDATE from Matt, he is unable to run WNTR in 2024. Scheduling committee to convene to discuss future WNTR plans,
    - James scheduled a racing committee meeting for 2/29 7-8pm.
  - 5) no word from Matt yet on his 3 day weekend race plans. It's reserved for him on the calendar so nobody else will take his spot.
    - UPDATE the Kelyn Akuna Classic will happen and will be USAC in a similar format to a Grand Prix
  - 6) NCVA promoted races are in the plan for districts this year, however I have yet to finish the planning guidelines. James and I are working on a plan to be submitted after next scheduling meeting to the board.

Annabell confirmed that Wheel Kids is coming back in summer 2024, Joe Atmore to staff the sessions. Dates already on the calendar.

#### **2D. Upgrades (Matt Martinez, Chair)**

- Upgrade updates - Matt - no update. He mentioned that Hellyer seems to be able to submit upgrade as long as theres “some” usac racing in the rider's results.

#### **2E. Supervisors (Annabell Holland, Chair)**

- Supervisor status: Mark Koenig is getting all supervisors up to standards.
  - Still need two board members to be 100% in compliance

### **3. NEW or OTHER BUSINESS**

#### **3A. Other business**

none

#### **3B. New business**

none

**Next Meeting is on 3/21/24 @ 7pm**

The meeting adjourned at approximately 8:52PM.

Marissa Axell; recording the minutes of the February 2024 NCVA Board Meeting.