

Meeting date: April 9, 2012

Meeting time: 5:15 pm at Vision Technology Group's office

Directors present were Jason Burch, Ben Sandel, Basil Hangemanole, Travis Layman, Rich Harrison, Kyle Lawrence, and Jennifer Edwards.

There was a quick review of the SWOT analysis that we participated in several weeks ago. We reviewed that the purpose of tonight's meeting was to further work on the major priorities identified by the SWOT analysis and not to do typical business. We would reserve typical business for the next month's meeting.

Ben started by reviewing a working agreements document that he had prepared. This document was created to help solve our unanimous SWOT analysis priority of "board and organizational structure." Ben explained that the document he put together was only a starting point but covers about everything that a working agreement needs to have. He explained that everything is completely open to change and is meant only as a starting point. He pulled all of this from prior experiences with other organizations.

The discussion moved to some action items and how to start solving some of the problems. A couple of easy places to help format the board structure are the person taking minutes and the treasury reports. It was noted that a more formal treasurer's report would be nice to work towards with a copy of the report going to each board member during the board meeting. It was also noted that we should get someone who is not a board member to help take minutes at each meeting so that we can unload the secretarial duties off of the directors so that they can all participate during the meeting. We also need to pick up board insurance as well as clearly define our annual meeting.

1. Financial software - Quickbooks, Quicken, etc...
2. Scribe for board meetings to specifically take minutes
3. Get board insurance
4. Clearly define our annual meeting.

The board agreed that Ben and Rich will get together to re-hash the by-laws. They will get an email authorization from the rest of the board and contact our club's lawyer to finalize the verbiage. Then, at the May meeting, we will present the updated by-laws to the regular membership and have them approved.

The board agreed that we will also talk to Marcia regarding all of our insurance coverage: ride insurance, board insurance everything. The board would like to get our coverage reviewed by a separate insurance agent to make sure we are fully covered. The discussion on the insurance centered around our group rides and the responsibilities associated with leading a ride. We also talked about Massanutten trail passes and some of our events. Ben is going to get our current information from Marcia and giving it to the third party insurance for review. Kyle is going to discuss the ride situation with the League of American Bicyclists' lawyer.

The group agreed that our approach is to tackle the small problems (low hanging fruit) and solve them completely and then move into more complex organizational issues as

we complete them. Discussion then moved into the committee structure going forward. A general thought is that a board member is a member of every committee ideally but it is not necessary. The board decided to move forward with defining the committees instead of detailing the inner workings of the committees. We started by identifying what committees we needed:

1. Membership
  - a. Communicate what membership is; define what you pay and what you get
  - b. Assess existing membership tracking system at regular intervals and identify and recommend to the board a range of options for improvements
  - c. Take in membership fees and acknowledge receipt
  - d. Keep track of membership expirations, status, etc.
  - e. Work with finance committee to create a recommendation for an annual membership committee
  - f. Prepare an annual calendar for membership and community outreach events either to be run by the coalition or that the coalition should take part in. These events may be specifically to increase membership or generally to promote the coalition and community involvement and the annual meeting should be included on this calendar.
  - g. Work with the board and other committees on planning and executing the annual membership meeting.
  - h. Qualities for a candidate would be self motivated, good communication, likes people, friendly, good with data, and organized.
2. Finance
3. Communication
  - a. Update the content of the website regularly. Keeping it current and accurate.
  - b. Update the SVBC newsletter
  - c. Restructuring the website completely
  - d. Helping the communication committee create a new membership packet.
  - e. Provide the necessary ability to issue press releases and position papers
4. Events
5. Rides
6. Advocacy
  - a. City and County advocacy groups that have been developed are now under the control of the local governments. Potentially take a few people from those committees ask them to form up a committee within the SVBC.
  - b. Link with other community groups that have similar goals and objectives to accomplish task.

The meeting was adjourned at 19:20.