

TCBC Board Meeting Minutes

December 13, 2011

Held at the Java Train Café, St. Paul

Recorder: Liesa Miller

Board Present: Richard Franco, Michele Brougher, Paul Frenz, George Hagemann, Gina McCrone, Liesa Miller, Gina Sapia, Patt Seleen.

Also Present: Paul Arsenault, Pete Hawkins, Michael McNutt, Doug Nelson, Joel Pade.

APPROVAL OF MINUTES

The minutes of the November Board meeting were approved. Also, the minutes of the Annual Meeting were reviewed and no changes were made. Liesa will have both minutes posted on the website.

TREASURER'S REPORT

Gina S. passed out copies of the financial reports. She noted that three sponsors had overdue balances and the Board discussed options for handling them, either by writing them off or offering them the option of settling their accounts with merchandise. Gina will speak with Lisa Austin more about this. Gina recommended going ahead with implementing classes in QuickBooks and will do this starting with the November records. The layout for financial reports will be different but will make breakdowns and printing more efficient. Paul added that the new format will make the tax return easier to calculate, as codes can be used for line items and referenced for tax information. Gina will continue to work with Roger on setting things up in the new format.

BUSINESS

2011 Tax Filing – Paul Arsenault

Paul passed out the tax return and went through it for the Board. He noted that the potential exists that we might have to pay a small amount in taxes in the future if our advertising income continues to grow. He will file a copy of the tax return with the Attorney General's office, and there is a fee of \$25 or \$35 to do that. Also, he renewed our registration with the Secretary of State's office. He used Richard's address for this purpose. He will pay a one-time \$35 fee to remove the old TCBC President's name from the registration and he will leave it blank so that it won't need to be changed again. There is no cost to change just the address, so in future years we will be able to update the address to match the address of the current club President.

2012 Jersey Committee Update – Michael McNutt

Michael passed out a sketch of one potential jersey design idea. The Board discussed the importance of safety and visibility in a jersey, as well as what sort of "brand" the club might wish to represent with a jersey. As many people were interested in a "classic" design, Mike will work on bringing back one or more additional ideas. If possible, it would be great to get something from him in time to discuss at the January Board retreat. Mike welcomes e-mailed comments and suggestions.

Board Vacancy -- Richard

The Board discussed possible candidates for filling Jeff Ramberg's vacant Board position. It would be great to get someone with strengths in the areas of volunteer coordination, marketing, or leadership. A few people have expressed interest in serving on the Board in the past so

George and Richard will follow up on whether they are still interested. Patt volunteered to head up the nominating committee and Gina M. will work with her. A public announcement will go out in the ENews to let club members know that there is a vacancy and to contact the Board by a certain date if interested. Patt will work on a recommendation and email Board members by the January retreat. She will contact Garry Glubka to get his spreadsheet and question material used for his nominating committee work.

Recognition Banquet

- Michele reported that all ride sheets are in except for two. Other than those, ride stats are complete for 2011.
- The Board needs to vote on a Volunteer of the Year. Richard will send out a list of who has been recognized in the past, along with a list of who the Key Volunteers have been in 2011.
- Michele presented information on potential Ride Leader/Key Volunteer gifts that she has researched. We will need about 150 – 160 gifts this year. Michele is going to look into the details of ordering the PBP safety vests and will report back.
- Also, Patt reported that Hubbub will put a TCBC logo stamp on an order of 100 helmet mirrors. She will order 100 of them to have on hand for the club to sell. She will work with Steve to provide them with a TCBC logo stamp for use on the mirrors.

Volunteer Confidentiality Agreement -- Paul

Paul emailed a draft of the agreement to Board members. The Board discussed the pros and cons of managing the paper agreements that would need to be signed each year, as well as the question of who would follow up each year with making sure they are signed and submitted. The agreements would need to be scanned and stored. It was agreed to go ahead and proceed with using the paper agreement this year as there are less than 20 people who would need to sign it. Paul will work with Michele and Mary Derks to get a list of names of people working with membership data who would need to sign the agreement. RideStats volunteers, Board members, and financial volunteers would need to sign it.

Ride Stats FAQ -- Patt

Patt emailed a draft of some FAQs for Ride Leaders describing the new RideStats system and how rides and members are validated for mileage tracking. The Board thought they looked good. Patt will add a clarification about the RideStats email addresses and when to use them.

Legal Hotline Renewal -- Richard

The hotline provides a service for the club to call for legal advice and questions. The cost was \$250 last year. The Board voted to renew our membership. Richard will take care of this.

2012 Board Meeting Locations -- Richard

We have Java Train Café for January and February. The Board members who live further west will look into finding another meeting location for future meetings.

Nature Valley Bike Festival -- Joel

- Joel reported that the Bike Festival was able to present a donation of \$23,000 to the Children's Hospital of Minnesota from the proceeds from last year's festival. The 2012 Bike Festival website will go live in January. They would very much like to collaborate with TCBC and would especially like to see us assisting with the Gran Fondo and Spectator Rides in Menomonie. Proceeds from these two events will go to the Children's Lighthouse charity.

- Patt noted that the Bike Festival should use the TCBC newsletter and ENews well in advance to promote these events and opportunities for club members to get involved.
- Pete noted that TCBC is a sponsor of the Ironman and the St. Paul Classic. We could consider being an official sponsor of the Gran Fondo.
- Gina suggested we have a tent at the Bike Festival.
- Joel will plan on being present at the Recognition Banquet and providing information. He suggested that Ride Leaders could publicize the Bike Festival by speaking about it in their ride briefings during the week of the events.

UPDATES

NEWSLETTER: Doug reported that the newsletter is done. All went well and everything fit.

Next meeting will be 6:30 to 8:30 on January 3, 2012, at Java Train Café, 1341 Pascal Street N., St. Paul.