

1.14.10 Draft Bike Kitchen Board Minutes

Present: Angel, Amar, Alon, Kearstin, Jesse, Jordan

(1) Approve prior meeting minutes

- a. Corrections:
 - i. Present list missing Alon (who was present)
 - ii. After “WTF is great” delete “,but not necessarily”
- b. Approved**

(2) Financial Update

- a. Angel: doing fine, steady increase, recently surpassed 50 000
- b. raised a lot of money in past, effort to come up with projects has not really happened
 - i. we should do something with our money
- c. 20K in CDs (but only one percent)
 - i. half in 7 month
 - ii. half in 13 month
- d. but better to spend on programming
- e. Kearstin: we should have a budget
 - i. eg if you want to make a mural you request funding, etc...
- f. Alon: we could budget a certain amount to each dept, eg 5K to volunteer cluster for VCC to do what he/she wants
- g. BK tends to be almost too frugal
- h. Jordan:
 - i. giving specific funds gives them a framework for devising a project
 - ii. eg air compressor project
 - 1. Alon: if we just gave X amount of cash for the project it may happen
 - iii. Jordan: best to keep the default frugal, to conserve funds
- i. K: empower project leader to make decisions, while certainly keeping mission in mind
- j. Al: budgeting is done with eye toward long term, existing revenues and expenses etc...
- k. Ang: she's going to put together an annual report
 - i. and can also start to hash out a prospective budget
- l. Alon: maybe will do an annual freehub report
 - i. new members, renewals, etc...
- m. K: set up a new programs budget, with a rainy day fund, etc....
- n. Jordan:
 - i. we need a specific budget if we want to request more funding, grantmakers will expect a formal budget
 - ii. he spoke with Paul Fordham who expressed interest in writing grants
 - 1. Paul says don't accumulate too much wealth as a non-profit, in theory should have zero in the bank
 - 2. do we actually need more money given that we have so much cash

- o. K:
 - i. we can focus next meeting on budgeting a bit, and perhaps youth program funding, and the freehub report
- p. Alon:
 - i. allocating finances is a good bd role

(3) Feedback and Conflict Mediation

- a. Jordan:
 - i. seems to be not much negative energy from Neal's departure
 - ii. no current mech issues, seems fairly peaceful
 - iii. there's now a comments box, approved by collective
 - iv. process:
 - 1. J checks box when he goes in, insert into a spreadsheet (anonymous)
 - 2. mails monthly to collective
 - 3. the commentor can request follow up if they want, to be contacted
- b. Alon:
 - i. seems like a trial phase, depends on how much feedback, how much follow up is requested
- c. Jordan:
 - i. start basic, then adjust the system as needed
- d. Alon:
 - i. we still don't have a process for dealing with an actual conflict
 - ii. BUT we did set some precedent with the way the last issue happened:
 - 1. we invited collective to provide input; it's optional for the board to go to the collective
 - iii. generally people appreciate that it was not a snap decision, that it was transparent
 - iv. and now w/ feedback box we can address the concern about need for "evidence"
- e. Angel:
 - i. proper role of board to step in where there's no protocol
- f. K:
 - i. feedback can help with early intervention
- g. Amar:
 - i. has heard good feedback on the Neal situation
- h. Jordan:
 - i. the feedback spreadsheet also includes positive feedback
- i. K:
 - i. volunteer of the month? maybe work w lauren on that
 - ii. Jord: vote on vol of month?
- j. Jordan:
 - i. if there are lots of negative comments about one staff, Jord will let collective know and ask how they want to handle the situation
- k. various recognition for vol of month
- l. potentially we will make Formal proposal to collective for removal policy

- i. will include comment box
- ii. and involves two one on one conversations
 - 1. maybe from board?
 - 2. to talk about comments, ways to change
 - 3. first is, we've heard complaints, what can we do
 - 4. second is similar but with a more formal warning
- iii. if situation continues, board then makes decision with collective input
- iv. and the two one on one conversations should be documented
- m. ** Jordan:
 - i. will take lead on drafting the proposal, will circulate to bd, then will present to collective

(4) Parts and Inventory

- a. Alon:
 - i. one of the big issues at the shop is quality of service, and its hard to help people when you're missing parts, used and even new
 - ii. seems like the collective is taking some action on this
 - 1. new bike-stripping procedures
 - 2. new affirmative efforts to collect donations (eg note on website)
 - iii. this could be something the board could assist with, if needed
 - iv. recyclery in san Rafael has great stuff that they want to give us
 - 1. easy to get parts from them
- b. Ang:
 - i. what cluster handles this?
 - 1. operations (Jordan)
- c. jord:
 - i. maybe bd can help formalize the donation collection process
 - ii. keep track of agreements with shops etc...
 - iii. res/justin/jeremiah are setting up a good bucket system
- d. Alon:
 - i. we don't necessarily need to get involved in logistics so long as things are going fine
 - 1. Jordan: some little boring behind scenes stuff could be good, eg thank you cards etc...
 - ii. maybe at next staff mtg we can see how things are going then think about formalizing if needed
- e. we'll be sure to get this issue on the next collective meeting agenda (** Jordan will do this)
- f. Alon;
 - i. funding and empowerment could come into play here

(5) Staff Development Hours

- a. Alon:
 - i. Brian has stepped down – Geoff Horne and Rene took over
 - ii. thinks the system work really well – we should keep it going
 - iii. addresses a long standing problem of 'how do people get involved'

(6) Board Transparency

- a. Jesse:

- i. Posting board agenda items and minutes – is there a concern that we add agenda items night of
 - b. angel, amar, Jesse, Kearstin
 - i. seems like people should come
 - ii. RSVP
 - c. Jesse
 - i. concerned that if too many people come it might be hard to be productive
 - ii. could be difficult to do limited participation on some agenda items
 - d. Alon:
 - i. how do you imagine it running if it is open?
 - ii. send out agenda, open invitation, ask collective for additional agenda items, then send out the final
 - iii. support limited participation
 - e. kearstin
 - i. limited participation – comment period for anyone who shows
 - f. Jordan
 - i. for sensitive items we could have closed meetings or items
 - g. proposal
 - i. Open meetings, limited participation per item, Board has the option to close the agenda items at their discretion. Continue to post agenda and minutes to collective. request rsvp for participation. Jesse will look into whether we need to amend the bylaws on this item.
- (7) Renting other garage (if time permits)
- a. Jordan
 - i. renting space has been raised by the collective. Storage, more secure storage – rent the space across the way. Also talk of expanding BK to provide additional kinds of classes/discussions etc. Costs? Details of the finances are the main concern
 - ii. our space is hard to use for other uses, because there is so much stuff there
 - iii. sewing kitchen
 - b. Angel
 - i. worth looking into
 - ii. connect with inventory people they can manage it
 - iii. In most months we up about \$1000
 - iv. there might be a net gain from the inventory
 - c. Alon
 - i. pro additional space for storage – project bike storage and staging massive donations – processing what can be moved into useable
 - ii. classes seems incompatible with these primary uses – but could be pursued opportunistically
 - iii. our space is available during the day
 - d. Jesse
 - i. the more space we have the more crap we accumulate
 - ii. we need a specific plan to manage – ‘jordan’s part room’ janky ass huffy – ie. lockers
 - e. Amar

- i. I see the concerns about things getting stolen
 - ii. we don't currently use the space for skill share – so it doesn't make sense to expand – we should have more programming first
- f. Jordan
 - i. how much can we afford
 - ii. will talk about this at the next board meeting
- g. Kearstin
 - i. committed to calling property management – finding out the costs

Wednesday April 15th – next meeting

Proposed agenda items

1. Reviewing and approving minutes
2. PR – BK visibility, easy and high return, journalist, conferences etc.
3. Financial report
4. Membership reports
5. Budgeting and project budgets
6. New space????