

Board Meeting Minutes 11/6/2025

Attendees: Rico Middleton, Fred LoGalbo, Dave Baker, Radford Salas

Absent: Cezara Canlas

Minutes prepared by: Dave Baker

Decisions

Resolved: (unanimous)

The officers of the Bike Kitchen are as follows:

Chair: Radford Salas

President: Rico Middleton

Vice President: Fred LoGalbo

Secretary: Cezara Canlas

CFO: Dave Baker

Resolved: (unanimous)

The Board will meet on the first Thursday of each month from 4pm-5pm at the BIke Kitchen.

Resolved: (unanimous)

Dave and Fred will serve 1 year terms on the Board

Cezara, Radford and Rico will serve 2 year terms on the Board

Summary of Discussions

- Discussed the role of the Board:
 - Bylaws
 - Legal responsibility
 - Role of Board vs. Staff
- Discussed the Jobs / positions on the Board
 - CFO
 - Fred suggested some ways of adding safeguards to reduce the risk of a single person in complete control of the accounts
 - 1: Split responsibility into two people, one who can write checks and another who approves the spending
 - 2: Require 2 people to sign checks
 - 3: Set a transaction cap such that 2 people would need to authorize spending above this cap

- Dave couldn't remember which role was in charge of Board Elections. (In reading over the bylaws after the meeting, I don't believe it is specified.)
- Discussed when we are meeting.
 - We will start monthly and then move to quarterly at a later time
- Discussed how we are fulfilling our non-profit mission:
 - Recycling and reuse vs. education
 - Currently a lot of shop floor space is being used for storing donated bikes and parts. This is impacting our ability to use the shop for classes and increases the burden on WTFNB.
 - Discussed ideas about getting some storage space to hold donations. Radford to inquire with Adventurous Sports about renting space
- Radford has agreed to be the new contact point with our landlord / property manager.
 - Dave to introduce and send contact details
- Fred is interested in getting limited power tools back in the shop and will look into some options
 - Dave to share liability insurance policy and contact details