



Date: February 12, 2018

Location: New York, NY

Minutes of the Joint Meeting of the Board and Council

1. Andrea Mercado, President
2. Allan Friedman, Vice President
3. Sarit Levy, Secretary
4. Steve Lyon, Co-Treasurer
5. David Meltzer, Day-Trips/Rides Coordinator
6. Ed Sobin, Leadership Coordinator
7. Alfredo Garcia, Communications Co-Coordinator
8. Chris DeMeo, Member-At-Large
9. Maureen Gaffney, Membership Co-Coordinator, joined via telephone at 6:56pm

Having a quorum present, the meeting was called to order at 6:47pm.

A requested correction to the draft minutes of January 16, 2018 of the number of Facebook “Likes”, the correct number being 2,330 “Likes”. A few other revisions were expressed, therefore the approval of the minutes of January 16, 2018 is being tabled.

Discussion ensued on the club’s Ride with GPS account and the need to identify who has administrative access to the account and how the account is being used.

Prior to this meeting, the creation of the Eventbrite account and the payment of its fees were approved via email with the following understanding:

The Board unanimously approved by email on January 31, 2018 the use of an Eventbrite account for registration and payment for weekend trips, providing that the Co-Treasurers are to be administrators of the Eventbrite account and will control the parts dealing with funds. The weekend trip leaders that need Eventbrite to be set-up for their trips’ registrations will be allowed limited authority in the account and not be able to affect the movement of funds. Allan and Ed, as Board members and IT committee members, will be administrators and verify that the ongoing account set-up and user participation is correct.

A motion was made to formally approve the creation of the Eventbrite account and the payment of its fees. The motion was seconded and voted upon unanimously.

There was a discussion on roles appropriate for the Member-at-Large position and other types of roles from the membership that can be helpful to the Board as well as for the purpose of Board succession planning.

Discussion occurred on the strengths and interests of other possible Member-at-Large nominees that are being considered. There was a motion for a vote on electing Susan Brenner and Nikeisha Smothers, each to a Member-At-Large position. The motion was seconded and a vote was held with unanimous approval.

There was discussion on keeping Board meetings as Joint Board and Council meetings so that Council can be kept abreast of the issues discussed and the tasks that need to be completed.

There was a discussion on a suggestion made to plan and hold a Member Forum or Social event on February 27th. Ideas were provided on the possible presentations to be done at a social event such as presentations by international bike travelers.

A question was raised about whether or not the Board members are included in the "5bbc-council@googlegroups.com" email distribution address in addition to the Board's own "5bbc-board@googlegroups.com" email distribution address.

There was a discussion on appropriate communication responses and who should respond to inquiries received via email and discussion on how to handle paid sponsorships for the weekly newsletter.

Discussion ensued on website administrative roles and who posts and approves posts onto the club's Facebook page.

A suggestion was made for a banner to appear on the club's website to advertise our Spring training series to the membership and to Bike New York organization/Five Boro Bike Tour event riders so that they know that they have our club as a resource for training for the Five Boro Bike Tour event in May.

There was a discussion on marketing the club to new members.

Discussion on need of additional allocation of funds for the Leader Forum of Feb. 8th to cover the additional costs. The total cost for the Leader Forum event was \$205.29 for the food and drinks plus \$15.00 tip for a total of \$220.29. There was a motion to approve, it was seconded and voted upon unanimously.

It was reported that the bank account and Paypal account have been updated for access by the current club Co-Treasurers.

A discussion occurred on the Dropbox account being accessible to our Co-Treasurers and on what type of online filing tools should be used. Suggestions included: Dropbox, Google Docs, EverNote, etc. IT Committee is to discuss this and decide.

It was decided that the club will not be making any charitable donations at this time.

The Washington D.C. trip has been launched. The Montreal trip logistics are being planned and the trip will launch in 1 to 2 weeks.

The website is running as expected and discussion occurred on whether or not the club will need professional back-end maintenance as was done last year for a fee of \$3,000.

Ride-leading incentive ideas were suggested.

Discussion occurred on the need for the holiday party planning team to be formed earlier this year.

Ed Sobin reported on the number of registrants for this year's Leadership Training and Van Certification Courses. Upon motion duly made, seconded the Board unanimously approved that the Courses would take place despite each having fewer than five participants.

The meeting was adjourned at 8:16pm.

Summary of Approvals:	
1.	Creation of club's Eventbrite account, payment of its fees and usage restrictions
2.	Election of two more Member-At-Large positions for 2018
3.	Additional costs for the Feb 8th Leader Forum for a total of \$220.29
4.	Leadership Training and Van Certification Courses occur despite each having fewer than five participants

Meeting Agenda:

1. Approval of the Minutes from January 16, 2018
2. Eventbrite Report:
The Board unanimously approved by email on January 31, 2018 the use of an Eventbrite account for registration and payment for weekend trips, providing that the Co-Treasurers are to be administrators of the Eventbrite account and will control the parts dealing with funds. The weekend trip leaders that need Eventbrite to be set-up for their trips' registrations will be allowed limited authority in the account and not be able to affect the movement of funds. Allan and Ed, as board members and IT committee members, will be administrators and verify that the ongoing account set-up and user participation is correct.
3. Discussion and Vote on Appointment of Susan Brenner to be Member at Large
4. Responses to inbound inquiries coming in through email and other means
5. Discuss Product Line Initiatives (Allan)
6. New Board/Officer Transition Matters
 - status of the updating of authorized bank signatories to reflect the current Board composition & issuing debit cards to the Treasurers;
 - status of updating paypal and dropbox account permissions; and

- status of updating Club website permissions
7. Reports:
 - Treasurer: including discussion on ability to make charitable donations
 - Marketing / Communications
 - Membership
 - Day Trips: Update on Leader Forum and Start Dates of Spring Training Rides
 - Weekend Trips: including Washington DC Trip
 - Website
 8. Other Business
 9. Adjourn