

**Community Bikes
Board Meeting
Special Budget Meeting
DRAFT Minutes
1 February 2009
4:00-5:30pm
115 East High Street**

Facilitator

Bryan Eckstein
*Community Bikes
Treasurer/VOP Contact*

Meeting Outcomes:

Reviewed draft of VOP Joint Plan of Work 2009 (*Accomplished*)
Draft 2009 Budget (*Rescheduled for February 4 meeting*)
Reimbursement Process documentation (*Accomplished*)
Petty Cash Process documentation (*Accomplished*)

Agenda

Old Business

Review and accept minutes from last meeting

- January 25 meeting minutes amended to reflect consensus on hiring process. Minutes adopted.

New Business

1. Relationship with Virginia Organizing Project (VOP) – Bryan/Becky
 - a. in exchange for a 3% administrative fee on all grant and donation income:
 - i. 501(c)(3) status
 - ii. payroll service
 - iii. accounting/bank account
 - iv. electronic insurance coverage
 - v. other insurance?
 1. Becky thinks this includes liability insurance. Outstanding query out to Laura at VOP.
 - b. Thomas will post documentation of VOP relationship
 - c. Bryan to confirm name VOP recognizes Community Bikes under (Transportation Alternatives)
2. VOP insurance for electronics -- Bryan
 - a. Need to provide list of equipment and following details:
 - i. Description
 - ii. serial number
 - iii. address of the physical location where the equipment is
 - b. Matteo to email Bryan with details of donated Mac
3. VOP Joint Plan of Work 2009 – Bryan

- a. Shelly submitted a letter in December 2008 that should suffice for now. Reviewed VOP Joint Plan of Work, including rules from VOP. Will revisit questions probing Community Bikes “social change” objectives.
 - b. In compliance with VOP rule, Bryan will notify VOP of two scheduled fund raising events
 - i. Bike and Bake
 - 1. Jennifer to email flyer to Bryan to share with VOP
 - ii. UVA Lawn Bike Art
4. Community Bikes Process/ Treasurer’s liability management -- Bryan
- a. What is petty cash process? Who will be responsible? – Group decided:
 - i. Really “Small Donation Accounting”
 - 1. Shop Manager receives donation
 - 2. Shop Manager enters amount and donor in ledger in lock box and daily log
 - 3. Shop Manager emails Treasurer to notify of donation (including check number, payer, and amount)
 - 4. Treasurer records and verifies cash/checks and makes entry in lock box ledger
 - 5. Shop Manager (recipient) deposits cash/check with VOP:
 - a. in person at 703 Concord, or
 - b. via mail
 - 6. Reconcile ledger with VOP end of month financial statement at each Board meeting
 - ii. Bryan will ask VOP about cash receipt for donations
 - iii. Will to place ledger in lock box (or find new ledger if current doesn’t fit)
 - b. Reimbursement (requires receipt) – Group decided:
 - 1. Preapproval of any purchase over \$50 (from Treasurer)
 - a. Reviewed at monthly meeting
 - 2. Requestor makes purchase
 - 3. Requestor submits original receipt to Treasurer
 - 4. Treasurer records reimbursement in Reimbursement Log (Bryan will keep electronically)
 - 5. Treasurer submits receipt to VOP
 - 6. Requestor reimbursed
 - c. Process for approving disbursements from VOP (postponed for discussion at meeting when paid positions are discussed for payroll; reimbursement process covers other disbursements)
 - i. Notice to Community Bikes list serve?
5. CABI and Calendar Year 2008 Budget – Becky and Bryan
- a. Bryan to provide actual amounts line-by-line on 2008 budget
6. Who will be responsible for finding/ planning future funding? -- Postponed to future meeting TBD
- a. (We don't have to decide how just yet, but who)
7. Budgeting priorities – Postponed to February 4 meeting; group to consider funding priorities in advance of meeting.

- a. What are the areas?
- b. What would be the percentage/split we are aiming for between the following areas: physical shop infrastructure/ programs/ future