

**Community Bikes  
Board Meeting  
Special Budget Meeting**

23 August 2009

6:00-10:00pm

Chris Ghist's home

Facilitator

Bryan Eckstein

*Community Bikes*

*Treasurer/VOP Contact*

Attending

Matteo Farveo

Will Jacobs

Thomas Canu

Chris Ghist

Bryan Eckstein

BEFORE Meeting Prep:

Agenda (Bryan)

Agenda

Old Business

None considered

New Business

1. CACF Grant Report Update
2. VOP Donation Website
  - a. Thomas will provide link from Community Bikes website
  - b. Can accept donations for raffle and t-shirt sales via VOP site
3. Improved shop security and safety
  - a. New cores for locks (James and Matteo hold keys)
  - b. At least two managers must be in shop for it to be open
  - c. More structured programs, better enforcement of policies needed
4. closure for August
  - a. Need to rework programs for shop hours before shop reopens
  - b. Need to enforce existing policies
    - i. Everyone to email existing policies to Will
    - ii. Will to compile, edit policies
    - iii. Policies:
      1. Build a Bike (Will)

- 2. Safety Checklist bikes exists shop (Thomas)
    - 3. General shop rules
  - c. Limit number of shop patrons at a given time (wait in line)
  - d. Clear signage for policies
  - e. Youth program
    - i. To address too many kids in shop given the number of volunteers that results in unmanageable and unsafe conditions, we will have pre-requisites for kids (under 18 years) to be in shop
    - ii. Once kids have passed pre-reqs, kids' names are added to wall sign of displayed kids
    - iii. Pre-reqs to include:
      - 1. Bike safety (Matteo)
      - 2. More ideas to come
  - f. Shop closed to public at least until last weekend in September to provide mechanics training and shop policy training to new volunteers from Madison House and APO
  - g. Pre-reqs before opening shop again:
    - i. Trained volunteers – both mechanic skills and policies (expectation to enforce policies) (Thomas, Will, Matteo, Chris)
    - ii. Access control during shop hours
      - 1. Physical barriers to separate work area from storage areas (Chris to budget and do work)
      - 2. Register/log-in
        - a. Need new logbook (need signature in log book as agreement to shop policies). From May 26 meeting, new log will track:
          - i. Name
          - ii. Contact information
          - iii. Youth/adult?
          - iv. Primary shop activity
          - v. Bikes out
          - vi. Bikes in
        - b. Store in waterproof location so it's not destroyed
      - 3. gate-keeper position must be staffed to prevent too many people from entering the shop at once and to prevent people from taking stuff
    - iii. Signage for policies (everyone to help develop, Chris will mount policies on wood)
- 5. New shop space (relative to budget)
  - a. Trial period in new space for 3 months
  - b. Offer \$500/month initially
  - c. Rely on volunteers for improvements instead of paying landlord

- d. New space may allow us to attract new donors, demonstrating a more controlled and better managed program supported by a new space
- e. Board to meet a possible new space within next week
- f. Bruce is pursuing funding from city for new space

Next meeting:

1. Reopening shop – check-in on above pre-reqs and determine if shop can be re-opened
2. Recruiting/Hiring Executive Director

