

SVBC Board Meeting Minutes

Date: February 19, 2009
Location: Stanford University, Building 170, 2nd Floor Conference Room

Present: Jerri-Ann Meyer, Jack Miller, Paul Goldstein, Sue Young, MaryAnn Levenson, Greg McPheeters, Gary Brustin (arrived 6:42pm), Ryan Kauffman, and Mark Eliot

Absent: Lorri Lee Lown and Jim Parker

Staff: Corinne Winter

Guests: Hollis McDade Kline

Meeting called to order at 6:34pm by Jerri-Ann

Public Comments. The meeting was opened for public comments. No comments.

January Minutes. Corrections: There are two “f”s in Kauffman.

MOTION by Greg to approve minutes with above changes from the January meeting; seconded by Sue; motion passed unanimously.

Stanford Board Fellows Project. Hollis is developing a membership survey.

ACTION for Hollis to send out the draft survey within a week.

ACTION for the Board and staff to review and comment on the survey.

Annual Report Committee Report.

AGREED to create a general annual report template with an insert for last year results. Outer report cover will be a nice, glossy document similar to the 2007 report.

Finance Committee Report. Committee met to discuss current finances. Actual performance is generally on budget.

MOTION by Paul to move the budget review to the April board meeting; seconded by Jerri-Ann; motion passed unanimously.

Office Move. Staff would prefer to use Corinne’s house rather than the current office. This saves the organization money as well as being more convenient. Staff investigated the lease cost and terms. Cost savings are estimated to be \$4,000. There are potential insurance and conflict of interest issues, but these can be addressed.

MOTION by Gary to acknowledge that the board has been advised of the potential conflict of interest between the Corinne and the organization and chooses to waive that conflict; seconded by Paul; motion passed unanimously.

MOTION by Gary to approve Corinne's intent to move the office to her residence; seconded by Paul; motion passed unanimously.

MOTION by Gary that the cost of the leased office be comparable to other offices in the neighborhood and that the transaction be contingent on full insurance coverage; seconded Paul; motion passed unanimously.

AGREED that the final lease agreement will be approved by the board.

Fundraising Committee Report. Corinne and Sue presented the current draft of the fundraising plan. Plan will involve: increasing membership to 1,000; one or more major donor events to bring in \$25,000; several major donor meetings with asks per month; receiving new three grants; adding 5 new advisory board members who will focus on fundraising; developing fundraising materials to sell the organization.

MOTION by Gary to adopt the fundraising plan of 19-Feb-09 Rev 06; seconded by Paul; motion passed unanimously.

Bylaws Committee Report. Gary summarized the phone meeting between Paul, Mark, and himself.

ACTION for Gary to contact Silicon Valley Community Foundation to see if they offer a service to review non-profit corporate documents.

AGREED that we should get several bids for document reviews from attorneys before the next board meeting.

ACTION for Gary to speak with Phil Sims and Jim Parker about review.

Policy Committee Report. Paul gave a summary of policy activities. Wrote quite a few letters in the last month – see website. Plus a lot more stuff.

County Reports. Jerri-Ann and Paul will be attending VTA meetings as Mt. View and SVBC alternate (ex-officio) members. Jerri-Ann provided the meeting packet from the VTA meeting.

ACTION for Jerri-Ann to work with VTA BPAC to organize a ride in Santa Clara County that links together significant bike over and under crossing facilities. The purpose of such a ride is to showcase these facilities, raise awareness of these facilities, and to have fun.

BABC Strategic Plan. Corinne presented the draft plan and received comments from the board. Corinne will take these comments back the BABC. Final plan will come back from BABC to the board for a vote.

Staff & Membership Report. New staff member and intern for Bike to Work Day. Dirdon Station project is moving ahead. Tour of California support went well. Applied for Yahoo! grant for youth bicyclist education. Plus a lot more stuff.

ACTION for Corinne to prepare a report on how to use Salesforce for membership mining for the next board meeting.

San Jose Handmade Bike Show. Greg would like SVBC to organize and promote the show in San Jose. Could be a yearly recurring event for the organization that could be large fundraising opportunity.

ACTION for Greg to get solid financial information on previous shows.

Upcoming Calendar Items.

AGREED to tentatively set Sunday, Sept 27th for the board retreat.

ACTION for Jerri-Ann to send email to the board list to check this day.

Meeting adjourned at 9:41pm

Respectfully submitted,
Mark Eliot