



**Northern California Velodrome Association
Board of Directors Meeting – September 2007**

Location: Hobee's Restaurant, Palo Alto, CA
Date: 9/20/07

2007 Directors present:

1. Rob Jensen
2. Mike Hardaway
3. Kevin Worley
4. Peter Bohl
5. John Simmons

2007 Directors absent:

1. Linelle Northcott
2. Matt Martinez
3. Rick Adams
4. Mary Maroon

NCVA Members Present:

1. Glenn Kubacki (for 2008 NCVA Election presentation only)
2. Marc Franklin
3. Michael Hernandez
4. Keith Rabbin
5. Mark Rodamaker

Meeting called to order by President John Simmons at 7:04pm.

Old Business:

1. August meeting Minutes were approved by 2007 Board with no corrections.

New Business:

1. President Simmons declares a quorum present at the meeting for confirmation of 2008 Election results.
2. Glenn Kubacki, NCVA Election Coordinator presents 2008 BOD election results (please see Appendix A). Of note:

- a. Glenn estimates that 95% of the NCVA Members were contacted and requested to participate in the election. Glenn spent time sending individual emails or calling by phone those members who had not voted in attempts to increase voter turnout.
 - b. Nine (9) ballots were disallowed because submitted from non-NCVA members.
 - c. One (1) complaint was received that the election process was not anonymous.
 - d. Glenn recommends a review of the election process to find improvements to increase voter turnout, though it was noted by a number of people present that this election yielded a historically high turnout of voters. Improvements may include items such as a separate Database for NCVA Membership forms and Rider's Releases, how to respond to a tie in election tallies, etc.
3. Glenn Kubacki formally requests if any would contest the results. There is no contestation of the results and Glenn submits them for BOD approval.
 4. President Simmons moves to approve the 2008 BOD Election results, seconded by Rob Jensen, unanimous approval of the Election by present 2007 BOD members.
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2008 Directors present:

1. John Simmons
2. Rob Jensen
3. Mark Rodamaker
4. Kevin Worley
5. Mike Hardaway
6. Michael Hernandez
7. Keith Rabbin

2008 Directors absent:

1. Matt Martinez
2. Rick Adams

New Business (continued under 2008 BOD):

5. 2008 Officers are elected (please see Appendix B). All Officers are elected by unanimous vote.
6. Committee Programs Reviewed and appointed by President Simmons (please see Appendix B).
7. Two (2) new Committees are formed for 2008. The descriptions of committee responsibilities will be posted on the Hellyer website (ridethetrack.com) as soon as possible (please see Appendix C for partial list of committee responsibilities).
 - a. Communications/Information

b. Creation of Manual of Policies and Procedures

8. President Simmons introduces the following items be placed on the up-coming BOD meeting Agenda:

- a. Creation of lockers in 2nd container – President Simmons will draft a proposal regarding costs and viability of project.
- b. Rider Upgrade Review – a Beginner Racing class is under consideration and a proposal for a possible Saturday afternoon class will be drafted and submitted by the Upgrade Committee.
- c. Rider Release Review – an online/electronic version of the Rider Release forms will be considered and a proposal will be drafted and submitted by the Communications Committee.

9. NCVA list-serve

- a. NCVA member Marc Franklin graciously discusses with the 2008 BOD the current situation with the list-serve communications.

The discussion was informal and friendly, and the following is summarized as having evolved out of the conversation:

- i. The list-serve hellyervelodrome@googlegroups.com (*hellyervelodrome*) is under moderation by Jesse-Andy Mendonca. The NCVA has no ownership of the *hellyervelodrome* list-serve and the 2008 BOD recognizes the use of the list as a forum for discussion for members of the Hellyer community.
- ii. As approved by the 2007 BOD in the August meeting, the list-serve ncva@googlegroups.com (*NCVA*) is the official mode of communication for all NCVA information.

Please see Appendix D for the Official NCVA Discussion List Guidelines (also at <http://groups.google.com/group/ncva/web/ncva-discussion-list-guidelines>).

It is resolved that President Simmons will send an email to both the *hellyervelodrome* and *ncva* list-serves announcing that all official NCVA communications will be sent via the *NCVA* list-serve beginning 10/01/07, and to both list-serves for the remainder of September.

Any NCVA management personnel (promoters, officials, supervisors, etc) may post their communications to any other list they believe appropriate, but are required to announce the information to the official *NCVA* list.

Formal Vote:

1. 2008 BOD Officers elected
2. Two (2) Committees created for 2008: 1) Communications/Information and 2) Creation of Manual of Policies and Procedures.

President Simmons adjourned the meeting at 8:55pm.

Submitted by Michael Hernandez 09/24/07 for BOD review

Edit submitted by Keith Rabbin 09/25/07

Reviewed by BOD with no further edits, published 10/01/07

Appendix A

2008 NCVA Board of Directors Election Results

Elected Board	Tally
Mike Hernandez	59
John Simmons	55
Rob Jensen	52
Mike Hardaway	52
Mark Rodamacher	49
Matthew Martinez	49
Rick Adams	48
Keith Rabbin	45
Kevin Worley	43

Other Candidates	
Dave McCook	40
Peter Bohl	36
Mary Maroon	36
Jim Ryan	30
Ben Dodge	26
Jeff Pallin	25

Glenn Kubacki

NCVA Volunteer - Election Coordinator

Appendix B

2008 Board Members:

- John Simmons - President
- Mike Hardaway - Vice President
- Rick Adams - Treasurer
- Michael Hernandez - Secretary
- Rob Jensen
- Mark Rodamaker
- Keith Rabbin
- Kevin Worley
- Matt Martinez

2008 Committees:

Upgrade Committee:

John Simmons - Chair
Matt Martinez
Rick Adams

Infrastructure Committee:

Rob Jensen - Chair
Mike Hardaway
Mark Rodamaker

Marketing/Sponsorship Committee:

Rick Adams - Chair
Keith Rabbin
Rob Jensen

Racing Programs Committee:

Michael Hernandez - Chair
Kevin Worley
Matt Martinez

Communications/Information Committee:

Kevin Worley - Chair
Keith Rabbin
John Simmons

Committee for Creation of Manual of Policies and Procedures:

Mike Hardaway - Chair
Kevin Worley
Michael Hernandez

Appendix C

1. Racing Programs – responsibilities include:

- Scheduling of all racing programs and events.
- Contacting all possible promoters for race info and flyers.
- Update web site liaison with any races that need to be listed on the calendar.
- Follow up on all promotion of races.
- Work with the NCNCA to schedule and promote races on the .NCNCA calendar.
- Coordinate the scheduling of State/District Championship Events.
- Coordinate the scheduling of USCF National Championship Qualifier.
- Compile and maintain all NCVA race quality guidelines.
- Ensure that race all race promoters understand and comply with NCVA race quality guidelines.
- ATRA Liason.
- Santa Clara County Liason (as it applies to racing scheduling).

2. Physical Facility Maintenance and Planning - responsibilities include:

- Rental bike and equipment maintenance.
- Keep an accurate inventory of bikes and bike parts at the track on a quarterly basis.
- Keep an updated list of all repair needs and tag each bike that needs repair.
- Coordinate with local contributing bike shop the delivery and return of bikes and parts that need repair.
- Velodrome grounds maintenance.
- Solicite and organize volunteers two to three times per year for a “Work Day” which would include a general cleaning and organization of veldrome grounds.
- Create list of tasks and prioritize what needs to be done on a given Work Day.
- Create list of tools needed to do all the tasks on the Work Day.
- Coordinate volunteers throughout the Work Day to ensure completion of highest priority items.
- Coordinate with Head Supervisor date and times of Work Days at least 30 days in advance.
- Santa Clara County Liason (as it applies to any facility upgrades or maintenance).
- Attend any Santa Clara County Board or planning meetings that affect the Velodrome or it’s operations.
- Negotiate any contracts with Santa Clara County that affect the Velodrome or it’s operations
- With the stipulation that all contracts must be approved by the full NCVA BOD.
- Schedule periodic meetings with the appropriate Santa Clara County representatives as needed to address any issue that may arise concerning Santa Clara County actions that affect the Velodrome or it’s operations.

3. Public Relations and Sponsorship - responsibilities include:

- Coordinate all media releases.
- Negotiate any contracts with potential sponsors with the stipulation that all contracts must be approved by the full NCVA BOD.
- Coordinate and approve all advertising proposed by race promoters using the Velodrome for their event(s).

Appendix D

NCVA Discussion List Guidelines

8/17/2007

I was appointed by the NCVA BOD President to manage the NCVA discussion list. It is not my list and I don't own it. These are two stipulations I requested when it was first suggested that I manage the NCVA list.

If, or when the BOD President says I should stop managing the list I will. The BOD President will have password access to the list, but for the foreseeable future the BOD will have no direct influence over discussions on the NCVA list.

Messages that are sent to the NCVA list are not currently reviewed before they're posted. ("Moderation" is turned off) At this setting the list manager can not edit or delete messages that are sent to people's email boxes, but the list manager can delete messages from the web display of messages, and from the archives.

It is unrealistic to think that we should all be in agreement, or always nice and polite when passionate people are discussing something they care deeply about. People are free to say what they want, but there should be no name-calling, profanity, vulgarity, kicking, biting, punching, head-butting, scratching, hooking, spitting or hair-pulling allowed. Please save that for the Wednesday night keirins.

I suspect that peer pressure, or people other than me will call for punitive action against people who send offensive emails to the NCVA discussion list. Offenders might get warned, relegated, or disqualified, but that won't be a discretionary choice made only by me or any other individual.

If a message you sent in doesn't appear as you'd expect, just let me know and we'll either find it or help you re-send it.

*-Warren Geissert
warrenatusvhdotcom*