

Northern California Velodrome Association Board of Directors Meeting – October 2008

Location: Hobee's Restaurant, Palo Alto, CA
Date: October 16, 2008

2008 Directors present:

1. Mike Hardaway
2. Keith Rabbin
3. Rick Adams

2008 Directors absent:

1. Nikki Cranmer
2. Matt Martinez
3. Rob Jensen
4. Kevin Worley
5. John Simmons
6. Michael Hernandez

2009 Directors present:

1. Mike Hardaway
2. Keith Rabbin
3. Rick Adams
4. Brian Peterson
5. Cathy Morgan
6. Peter Bohl
7. Warren Geissert

2009 Directors absent:

1. Robin Horowitz
2. Matt Martinez

NCVA Members Present:

1. Glenn Kubacki
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Meeting called to order by Vice President Mike Hardaway at 7:05 P.M.

1. Vice President Hardaway declares a quorum present at the meeting for confirmation of 2009 election results.
2. Glenn Kubacki, NCVA Election Coordinator presents 2009 BOD election results (see Appendix A). It was noted that 38% of NCVA members voted.
3. Glenn Kubacki asks if there are any objections to the election procedures and results. None given and the results are presented to Hardaway as the senior 2008 Board member for BOD approval with unanimous approval of the Election by present 2008 BOD members.

The Board thanks Glenn for his work as Election Coordinator.

ELECTION BUSINESS:

1. 2009 Officers are elected (see Appendix B). All Officers are elected by unanimous vote.
2. Committee Programs Reviewed and appointed by President Peterson (see Appendix B).

ACTION ITEM: Update website to reflect new board, officers and committee memberships.

3. Rabbin raises the question of whether a Volunteer Committee should be established. After discussion, the consensus was to have each committee recruit volunteers for specific tasks and duties as needed.

TREASURER'S REPORT:

Adams gave new Board members an outline of the Treasurer duties and responsibilities.

a. Past-President Simmons will continue to assist with getting money from the lockbox and making deposits.

b. President Peterson will replace Simmons as the second signatory on the NCVA's checking account.

Adams explained that he produces monthly income statements and all sessions on the calendar are matched to income from that session so it is imperative that all sessions/races/events are put on the calendar, and taken off the calendar if they are cancelled. It was also noted that the calendar is the main method of communicating with the park staff.

ACTION ITEM: Rabbin will send out a notice to all supervisors that all sessions must go onto the calendar in advance and be taken off the calendar if cancelled.

Junior's fund: \$2,000 on hand
General fund: \$28,266 on hand
Liabilities: \$8,000 for container improvements

OLD BUSINESS:

1. Previous meeting's minutes.

Action item: Distribute August and September meeting minutes to 2009 board and post on NCVA website.

2. NCVA email list: The current moderators are Geissert and Simmons. Rabbin will replace Simmons as moderator.

NEW BUSINESS:

1. Background information for new Board members.

a. Lease: May 2008 meeting with the county to go over the lease. NCVA is

currently under a year-to-year operating agreement. Issues: (1) yearly renewal required; (2) marketing and advertising restrictions; (3) concerns about liability with operating agreement; (4) special use permit required if over 150 people at an event; and (5) increased insurance requirements by the county.

ACTION ITEM: Adams and Hardaway to meet with the county to clarify their insurance requirements.

- b. Meeting procedure: (1) Agenda items for Board meeting should go to President Peterson by the Monday prior to the Thursday meeting. He will then distribute an agenda prior to the meeting; (2) the President can approve items up to \$500 and items over \$500 requires Board approval; and (3) new Board members should give Rabbin the email they would like to have listed on the website.

2. Donation to juniors' program: Kubacki forwarded a request from Vance Sprock to place an advertisement on the website to sell a bike with a donation of \$300 to the juniors' program.

ACTION ITEM: Adams will follow-up with Sprock.

3. Sponsorship limits: The question was raised: Is there a level of money that requires Board approval? If we give up something for the donation, yes. But there have been very few situations like this.

4. Website content changes: Kubacki asked what the procedure is to have content changed on the website. Any changes should be sent directly to Rabbin and he will forward to the webmaster. Calendar changes should be sent to Kevin Worley.

5. NCVA membership list: Kubacki has a hard copy of the membership list with various information. This information will eventually be put into a database but for now, the binder will be locked in the Secretary's file cabinet with the other hard copy documents.

6. Future meeting locations: There was a discussion of moving the meeting location, but no final decision.

ACTION ITEM: Morgan to follow-up with Casey Kerrigan as to the system he uses for broadcasting NCNCA meetings.

7. ATRA representative and meeting: Adams relayed a request from Martinez for \$700 to cover expenses to the annual ATRA meeting in Atlanta. The Board approved the cost. Martinez is to give a report at the next NCVA meeting.

8. **ACTION ITEM:** Add NCVA Articles of Incorporation to the website.

With no other matters to discuss, the meeting was adjourned at 8:55 P.M.

Submitted by Cathy Morgan, October 16, 2008

Appendix A

Election Results – 2009 Board of Directors

| <u>Candidate</u> | <u>Member Votes</u> |
|------------------|---------------------|
| Rick Adams | 49 |
| Peter Bohl | 48 |
| Warren Geissert | 46 |
| Mike Hardaway | 46 |
| Robin Horowitz | 46 |
| Matt Martinez | 47 |
| Cathy Morgan | 46 |
| Brian Peterson | 51 |
| Keith Rabbin | 48 |

Appendix B

2009 Board Members:

Brian Peterson - President
Warren Geissert - Vice President
Rick Adams - Treasurer
Cathy Morgan - Secretary
Peter Bohl
Mike Hardaway
Robin Horowitz
Matt Martinez
Keith Rabbin

2009 Committees:

Upgrade Committee:

Rick Adams - Chair
John Simmons
open – to be named

Infrastructure Committee:

Rick Adams – Co-Chair
Mike Hardaway – Co-Chair
Glenn Kubacki
(Rob Jensen to continue?)

Marketing/Sponsorship Committee:

Rick Adams - Chair
Keith Rabbin
Warren Geissert

Racing Programs Committee:

Warren Geissert - Chair

Robin Horowitz

Brian Peterson

Communications/Information Committee:

Keith Rabbin - Chair

Cathy Morgan

Kevin Worley

Committee for Creation of Manual of Policies and Procedures:

Cathy Morgan - Chair

Kevin Worley

Mike Hardaway

With input from Michael Hernandez, Gerry Jeffs and Glenn Kubacki