

**Northern California Velodrome Association  
Board of Directors Meeting – April 2009**

Location: Hobee's Restaurant, Palo Alto, CA  
Date: April 23, 2009

2009 Directors present:

1. Rick Adams
2. Mike Hardaway
3. Matt Martinez
4. Cathy Morgan
5. Keith Rabbin
6. Brian Peterson

2009 Directors absent:

1. Peter Bohl
2. Warren Geissert

NCVA Members Present:

None

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Meeting called to order by President Brian Peterson at 7:15 P.M.

**COUNTY LEASE:**

Adams reported that the County's Subcommittee review process will begin in May and then to the Board of Supervisors in June.

**TREASURER'S REPORT:**

Adams: Income--Three more annual passes have been sold, plus the Tuesday and Wednesday night race income. Expense items include electrician fees, race numbers purchase and printing costs for the 2009 releases.

**MARCH 26, 2009 MINUTES:**

The Board approved the March 26, 2009 minutes.

**OLD BUSINESS:**

None.

**WORK PARTY:**

Hardaway said supplies are on order. Then followed a discussion of to-do items. There was also a discussion of what could be done to the area near turn 3-4. Regarding the kiosk idea, Hardaway still needs to follow up with Annabel Holland and will also review the lease requirements on maintaining information.

### **SPEAKER PURCHASE:**

Adams said a second set of speakers are needed for various races and there is the opportunity to purchase speakers from Rob Evans for \$600, plus \$100 for the stand. The cost to rent similar speakers last year for AVC was \$200. Martinez moved to purchase Evans' speakers, with Peterson seconding the motion. Passed unanimously.

### **CHIEF SUPERVISOR RESPONSIBILITIES**

John Simmons has requested that the Chief Supervisor responsibilities be delineated. Issues include: the job duties need to be clarified; does the Chief Supervisor have the authority to add or remove supervisors; are there specific criteria to remain a supervisor?

After discussion, the following was agreed upon:

- Supervisor dismissal—The Chief Supervisor recommends dismissal and the Board must approve.
- Supervisor additions—The Chief Supervisor must notify the Board of any new supervisors. No Board approval required.
- Facility keys—The Chief Supervisor must maintain a list of all facility keys issued and should keep the Board notified as to changes to the list.
- Denial of supervisor approval—The Chief Supervisor must notify the Board of any denial of supervisor approvals and the reason for the denial.
- Approval and coverage of beginner and regular training sessions (Saturday mornings; Tuesday, Thursday and Sundays)—The Chief Supervisor shall be in charge of maintaining the list of coverage for the above sessions.

Peterson will set up a supervisor information/contact list for Simmons to use.

### **FIRST AID/CPR**

Peterson reported that the options were a full day class (7 hours) or split over two weekday evenings. The NCVA will pay for the course for all current supervisors if they attend the group session. If anyone is unable to attend, they will need to make their own arrangements. The deadline for certification is June 30<sup>th</sup>.

There will also be a meeting of all supervisors to go over a number of items. Peterson will discuss details with Simmons.

Accident process should be written down and kept in a binder in the office. In the event of an accident, a copy of the injured rider's release form must be provided to the rangers within 24 hours. The original releases are kept at Kevin Worley's house, but the list of all signed releases is always available online (which now can be accessed from the office). Adams will draft an email for Simmons' to send to all supervisors regarding the protocol for releases, checking the list and accident report process. Morgan will provide a file in the office for accident report forms.

**LOCKERS:**

Morgan reported that there are currently 8 locker requests.

**DATABASE PROGRAMMING:**

Rabbin reported he will write specs and a proposal to the Board and will then solicit bids from programmers to build a database.

**FRIDAY NIGHT RACING AND USA CYCLING INSURANCE REQUIREMENT:**

Michael Hernandez will be running the Friday Night Race Series under USAC license. The Tuesday and Wednesday night races will not be USAC races and the Hellyer upgrade process will not change.

**THANK YOU**

Chris Springer spent 40 hours of unpaid work on the lockers and the Board would like to give him a token of appreciation. Adams will talk to Simmons to see what might be appropriate.

With no other matters to discuss, the meeting was adjourned at 8:45 P.M.

Submitted by Cathy Morgan,  
May --, 2009