

SVBC Board Meeting Minutes

Date: September 17, 2009
Location: Thai Basil Restaurant, 101 S. Murphy Ave, Sunnyvale

Present: Jerri-Ann Meyer, Jack Miller, Sue Young, Jim Parker, Greg McPheeters, Ryan Kaufman, and Mark Eliot
Absent: Gary Brustin, and Paul Goldstein
Staff: Corinne Winter
Guests: (none)

Meeting called to order at 6:30pm by Greg

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

August Minutes

MOTION by Jerri-Ann to approve the minutes from the August meeting with changes by Corinne and Jerri-Ann; seconded by Jim; motion passed unanimously.

Calendar, Retreat, Budget, Et Cetera. Greg opened by saying that we need to decide how we will create the goals for 2010. Last year we used the annual retreat to formulate the goals and we may not have the retreat this year. Jerri-Ann recalled that we had not decided to cancel the retreat this year, but instead, to have a retreat in early 2010 and determine the budget concurrently. Jim suggested that we move to a fiscal year budget of June to June. He said we might want an interim budget that extends the current budget through next June. Corinne suggested that we consider a system where goals are adjusted (potentially) on a quarterly basis. Greg and Ryan thought that a bi-annual goal adjustment might be better. Greg said we might use the October board meeting as an opportunity to go through the goals for next year and then revise them in June. Jim liked the quarter after Bike to Work Day as the start of the fiscal year because so much revenue flows from Bike to Work Day and staff time frees up a bit afterwards. Corinne mentioned that staff also tends to take time off then and that the end of June might be better. Jim suggested a fiscal budget year of July 1 to June 30. Jerri-Ann pointed out that Stanford will be reviewing our bylaws in January of next year and that many of these types of changes relate to the bylaws.

MOTION by Jim that we move our budgeting to a fiscal year July 1 to June 30; seconded by Ryan; motion passed unanimously.

MOTION by Ryan to change the goals development cycle to match the new budgeting cycle.

MOTION by Jack to cancel the regular board meeting in October and instead have a board retreat closed to regular members on the same date to develop the goals and budget through next July.

The sense of the board is that we will still have annual goals but move to a bi-annual review that allows us to change the goals if necessary and that this will concurrent with a budget review.

Board Structure and Committees. Jim thought we should reach an understanding of what the role of staff is on committees. Secondly, the committees should decide what their purposes, rules, etc. are. Jim's view was that staff's role is primarily administrative: to facilitate the conversation, send out the agenda, take the minutes and notes, make sure meetings are held, and participate in substantive discussions. There was considerable discussion by all board members about how committees should be defined.

ACTION for Mark to create a spreadsheet of committees with attributes to serve as a starting point for committee structure.

ACTION for all board members to meet in the next month on their current committees to discuss and propose the committee structure. Corinne will facilitate this process.

Event Update. Sue introduced Erin, who is consulting on the gala event implementation. Erin is a contract employee with many years experience in event planning. Erin said she is directly managing the silent auction, but she is looking for help from the board. She would like to have a single solicitation sent one time for the auction. Erin presented several approaches for board members to use in requesting auction items. She also went through a list of types of auction items that tend to sell well. Corinne reminded us that the event date has changed several times, but that the final date is Wednesday, November 18th.

Board Officers

MOTION by Mark that the board elect Jim to the office of Vice President; seconded by Ryan; motion passed unanimously.

Staff Report. Corinne presented the current state of the incident reporting system, including a handout of recent reports. A volunteer member is making technical improvements to the system. Jerri-Ann suggested that recommendations for additions and improvements to the reporting system be submitted to the Share the Road staff committee. Corinne said that staff will have only limited time for the incident reporting system this year. Corinne said that membership has grown by 70 in the last five months. We are up to 640 members again. The Bike to the Movies project is moving ahead. Location is set; date is still being worked out. Ryan suggested looking at the Stanford Theater in Palo Alto for a future event if this one is successful.

Upcoming Calendar Items. The next board meeting will start an hour and a half early: 5pm with location to be determined, but possible the SVBC office.

Meeting adjourned at 8:25pm

Respectfully submitted,
Mark Eliot