



## Board of Directors Meeting Minutes 8/16/2021

Meeting attendees: (all on zoom)

Board Members: Marc Franklin, Melissa Avery, Michael Hardaway, Andrea Tyson, Rikke Jeppesen (note taker), Keith DeFiebre, Erik Camacho

Absent: Amy Cameron, Robert Leibold,

Guests: Ryan Fu, Shawn Mehaffey

Official Start: 7:05

### **Public Session:**

No issues from the public

**President** (Cameron):

No updates this month

**Treasurer** (Jeppesen):

Notes to July financials

- \$75 paid in error to mentor coordinator, check wasn't cashed but still appears on Wells Fargo statement. Should clear once check expires.
- Storage unit in Sonora increased from \$213/month to \$228/month as of June 1st.
- QBO up to \$80/month as of August 1st, (used to be \$70/month)
- Per covid-year temporary procedure: checking in to see whether equipment coordinator pay should remain at 50% or increase for the month of August? Yes (confirmed via email)
- Having trouble getting unique rider number and NCNCA surcharge check from Tim Burgess (several emails sent, only managed to get one acknowledgement of receipt but no unique rider number and no check).
  - Marc will check in with Tim Burgess

### Committees

**Officials** (Franklin, Hardaway): Assignment process update from the officials committee.

Ryan Fu: Officials assignment process update

NCNCA assigns officials per USAC contract, first process was drafted in 2012, got refreshed with 2021 updates. Changes: clarified assignor's scope of responsibilities, all assignments are determined in January instead of every 6 months, this is still a document in review. Next steps: BoD to approve the updated process. BoD should review and approve by Sept. 2021 board meeting. Job descriptions and qualifications to be updated as well by the officials committee.



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If BoD members lack the knowledge and experience to evaluate the document then they should rely on the officials committee to inform them in preparation for the vote.

**Scheduling** (Camacho, DeFiebre): From Marc: scheduling may be challenging next year. We should evaluate our process and start soon. From an official's standpoint, we do not have enough officials to have more than one race a day. Current small pool of racers probably can't support two promoters if two races got scheduled in one day. We should encourage officials we lost over the last two years to return to officiating, even if it is just a few times.

Important to be prepared and have a fair and organized way to arrange the schedule.

Current pools of officials are small. NCNCA used to discourage promoters from scheduling races on the same day as it meant fewer riders and promoters having trouble breaking even. If races were on the same day, they should be at least 2-300 miles apart to prevent dipping into the same racers pool.

This may not be a problem for 2022, if current promoters are cooperative.

The 3-day official internship requirement seems to be an impediment to getting new officials working races, but gives them lots of experience so they start out easier?

Q: What is the training?

A: a 9-ish hour commitment for the class + safesport + buying a license + background check+ concussion and sudden cardiac arrest training.

We will need to incentivize officials to license, currently officials are licensing much later, because USAC made the official licenses, 12 month instead of good for the calendar year so natural inclination is to license only when necessary. We need to get officials licensed early next year. And have another new officials class this year if possible.

Potential officials: retiring racers, junior parents.

How to incentivise people to become officials?

Shawn: bring to the attention of possibly retiring racers that they could be officials

**Competition** (DeFiebre, Camacho, Franklin)

Nevada City - Canceled

Chowchilla replaced with Castle (championships)

Q: Any news on cyclocross so officials can be scheduled?

Yes, Marc will share the link in the chat box



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[https://docs.google.com/spreadsheets/d/1SGe3M-R3gtp8K9942\\_NHUXoay5ttUIQe5sB96wlj7nw/edit?fbclid=IwAR32ntQNaS3-MQWlf5DNIrwnKaZq4kF50LmLyQUNsWLbFzB2CmXGHJXMF-s#gid=1069862038](https://docs.google.com/spreadsheets/d/1SGe3M-R3gtp8K9942_NHUXoay5ttUIQe5sB96wlj7nw/edit?fbclid=IwAR32ntQNaS3-MQWlf5DNIrwnKaZq4kF50LmLyQUNsWLbFzB2CmXGHJXMF-s#gid=1069862038)

Marc: ask Alec to post cyclocross usac races on NCNCA calendar (with help from Erik and Keith)  
BASP currently deciding whether to be USAC or not. First race will be USAC, not sure about the rest (probably not USAC) Update: Keith made this request.

In the past, cyclocross races have been on the NCNCA calendar, USAC or not (but noted if races weren't USAC)

Cyclocross is currently considering whether District championships should be in NorCal or SoCal?

## **Championships**

Will not have jerseys for San Ardo - but Robert has medals. If any medals are left over, Keith would like them for cyclocross district championships.

San Ardo - 8/21 RR

Jerseys will arrive between san ardo and Athlone

Athlone - 9/4 TT

Castle - 9/5 Crit

Try to not schedule districts for track and road at the same time

Update on Medals: Robert has 156 sets and needs 80 sets for the championships he is running.

Matt Martinez need the remaining 76 sets for Track district champion ships. Unfortunately, there will be no leftover for cyclocross.

## **Membership** (Camacho, Jeppesen):

1 - New NCNCA Membership - Splunk

## **Safety** (Leibold, Cameron):

NCAA AQI guidelines

- Specifically, at an AQI of 100 or higher, schools should consider removing sensitive athletes from outdoor practice or competition venues and should closely monitor all athletes for respiratory difficulty.2 Reduce heavy or prolonged exertion in sensitive individuals.



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- At AQIs of over 150, outdoor activities should be shortened, and exertion should be minimized by decreasing the intensity of activity. Sensitive athletes should be moved indoors.<sup>2</sup>
- At AQIs of 200 or above, serious consideration should be given to rescheduling the activity or moving it indoors. Prolonged exposure and heavy exertion should be avoided.<sup>2</sup> Avoid all outdoor physical activity for sensitive individuals.
- At AQIs of 300 or above, outdoor activities should be moved indoors or canceled if indoor activity is not an option.

I think the big takeaway here is that action should be considered at AQI of 150+, whether that's shortening a race or adjusting in some other way.

Notes from Rikke:

[AirNow.gov guideline brochure](#)

NCNCA can provide easy access to the AQI guidelines, but ultimately, promoters and racers need to make their own informed decisions.

Promoters: hold a race or cancel it?

Racers: participate in race or not?

Air Quality Index (AQI) Values	Levels of Health Concern	Colors
<i>When the AQI is in this range:</i>	<i>...air quality conditions are:</i>	<i>...as symbolized by this color:</i>
0 to 50	Good	Green
51 to 100	Moderate	Yellow
101 to 150	Unhealthy for Sensitive Groups	Orange
151 to 200	Unhealthy	Red
201 to 300	Very Unhealthy	Purple
301 to 500	Hazardous	Maroon

From an air quality scientist:

If the poor air quality stems from a fire where lots of structures are burning (as opposed to trees and vegetation), consider lowering the acceptable AQI level for exercise down one level relative to the general levels of concern in the table above

If racing consecutive days, consider lowering the acceptable AQI level on level down

Other considerations: youth is considered a sensitive group, because breathing in particles can accumulate over a life time, and thus total load matters

Proposed action: make a 1-page "flyer" of the information above and distribute via ncnc promoters list, ncnc racers list, and post the flyer on our NCNCA website?

AI: Rikke to make flyer before sept. X and share with board (this week?)

Add disclaimer: weather conditions incl AQI do not qualify for refund or credits

At junior track nats: AQI was 175, due to a mine fire, yet USAC did not cancel the event.

It would still be up to racers and promoters to make the final decision but we can provide some information



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## **Women (Jeppesen):**

Women's series in progress. Only Athlone TT left. Going well so far Just under 50 women have participated in the series so far.

**Juniors (Avery):** Safesport for Board Members. Also working with junior teams in recruiting and coming to races. Lots of new juniors at the track. Currently 9-14 yr group is decent size, only very few older juniors and almost no jr girls. Tiene Duro no longer exists, but there are 3-4 clubs with junior teams (CBRE, SJBC, Swift). Try to recruit juniors from CX, road, track to race "everything"? Trying to get a Let's Ride Day Camp for 2022, maybe in conjunction with Early Birds and possibly Dana Williams (should probably coordinate that with Early birds promoter for logistics). Not just for kids who race but any kids that ride a bike in any way. Start preparing for the Junior Race Series next year. Was too hard to plan this year.  
Recruit junior racers from any kids that might go to races with their parents but don't necessarily race already

## **Policies and Procedures (Leibold, Hardaway):**

Nothing new

## **Marketing/Comms (Cameron):**

(Added by Rikke): Website: SJBC have asked if it's possible for NCNCA to list the BAT leader on the "main website"

SJBC to clarify before next meeting what the specific ask is

BOD Election timeline: nominations accepted early Sept, messaging beginning mid-Aug.

Repurposing Keith's timeline/announcement from last year with slight edits (thank you Keith!)

**BOD MEMBERS, READ THE TIMELINE CAREFULLY:**

2022 NCNCA Board of Directors Election Timeline

**Aug 23:** Initial announcement/call for nominations (email to NCNCA Racers, post on NCNCA Facebook). Reminder that only designated representatives from NCNCA member clubs may make nominations.



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**Sept 8, 9am - Sept 15, 5pm:** Nomination period. Designated representatives from NCNCA member clubs/teams only may submit written nominations to NCNCA Secretary. Members may nominate more than one person for the NCNCA Board of Directors. Email: [secretary@ncnca.org](mailto:secretary@ncnca.org)

**Sept 16, 9am - Sept 23, 9pm:** Candidates who have been nominated will be emailed. Those who accept nomination may submit candidate statements to NCNCA Secretary. Email [secretary@ncnca.org](mailto:secretary@ncnca.org)

**Sept 24:** Candidate statements posted on [ncnca.org](http://ncnca.org). Email to NCNCA Racers/post on NCNCA Facebook once candidate statements are posted. Announce that online voting will open Monday Sept 27.

**Sept 27, 9am - Oct 3, 9pm:** Online voting period. Email/FB posts at beginning and last call near the end. Each NCNCA Member (club or organization) may cast one vote each for a maximum of nine candidates (up to nine votes total).

**Oct 5:** Election results announced via email/FB post

**Oct 18, 7pm:** The ratification of the votes and the new NCNCA Board will be seated at the October BOD meeting (via Zoom)

**\*\*The nine people with the most votes will become the new 2022 NCNCA Board of Directors. If there are fewer than ten candidates, every candidate who receives at least one vote will become a Board Member. The new Board will then commence the election of officers, and begin carrying out their business.**

**DEI (Tyson):** Changed Incident Report to be more streamlined and not as leading, and created a second version for our committee for record keeping as we review with the person submitting report

Goal to generate a list of "common incidents reported"

DEI committee trying to have fewer and more focused meetings.

This year has been a "pilot" year and next year should be more directed, and less exploratory.

Working with Ashley Nelson (interested in helping the DEI committee) and Melissa Avery to share social media duties. This is biggest impact- disseminating info, resources (having a place to point people to). Whoever is at the races can help with this (NCNCA juniors and NCNCA instagram page)

Who administers the Twitter account?



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Managing social media communication could be an overwhelming time commitment, but this may be the best way to attract younger racers, it might be a good time investment

Future action item: NCNCA to decide which communication channels to use and how to manage them.

Rider Support- still not enough volunteers, may be able to tap into Scouts and high school community service hours.

Q: How to set things up to minimize workload for committee members as it can be overwhelming. What's the required time/effort to train volunteers?

Volunteers at events, possibly 2-hr slots

Setting up a framework for future tasks so tasks are sustainable long term

Feedback to have more family friendly activities, food trucks, BEER at events to draw more participants and audience

Planning for next year starting now so can implement programs as next season ensues

Challenging to find enough volunteers

## **Banquet (Franklin, DeFiebre):**

Current thoughts for banquet options:

1. Zoom
  - a. Would need to identify hosts
  - b. Consider the format
2. Fun ride

Maybe fun ride/group (w/liability waiver) Mt. Diablo or perhaps something less challenging?

Could we name the BAR/BAT winners at the fun ride? (without it taking the usual two+ hours)

Zoom and fun ride don't have to be the same day.

Old Business (none)

New Business (none)

Closed Session (none)



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Adjourned: 8:59

Next Meeting: 7pm Monday Sept 21 on Zoom.

Meeting Notes Approval (Please date below for approval)	Date
Marc Franklin	8/19/2021
Melissa Avery	8/20/2021
Keith DeFiebre	KD Approve 8/18/21
Erik Camacho	8/23/21
Amy Cameron	Absent, but approved 8/23
Robert Leibold	Absent, but approved 8/23
Rikke Jeppesen	8/24/2021
Mike Hardaway	8/18/21
Andréa Tyson	8/20/21