



## **NCNCA Board of Directors Meeting Agenda/Minutes - 11/20/2023**

### **Zoom Link:**

Topic: NCNCA Board of Directors Monthly Meeting

Time: 07:00 PM Pacific Time (US and Canada) Every month on the Third Mon

Join Zoom Meeting

<https://us06web.zoom.us/j/85063114241?pwd=JKeDXrpURQy7iGBvWzNk051bElFbIP.1>

Meeting ID: 850 6311 4241

Passcode: 815130

### **Meeting attendees via Zoom:**

#### **Board Members Present:**

Haley Nielsen, Jason Grefrath, Gabby Zacks, Lloyd Davies, Melissa Avery, Robert Leibold, Eran Gilat, John Marengo, Barry Padilla

#### **Board Members Absent:**

#### **Guests:**

#### **Official Start:**

7:06

### **PUBLIC SESSION**

N/A



## BOARD UPDATES

### President Update

Big Theme: Treasury needs work - Lloyd and I chatted and will present the budget in the treasury update to be ratified next meeting.

**ACTION:**

SafeSport

**ACTION:**

Update contact info sheet [here](#).

Proposal: In person board retreat day of meeting with Brandon Quirk, Dec. 16th

- Ideally at a central location for board members
- We offer quite a bit to USAC in terms of event participation and talent pipeline development

### Vice President Update

No updates

### Secretary Update

No updates

### Treasurer Update

1. 2023 Financials -
  - Started this year with \$43k, finished the year with \$32k
2. 2024 budget
  - a. Status, timeline overall comments.
  - b. Revenue.
    - i. Membership
    - ii. Promoter racer fees
    - iii. USAC racer fees.
  - c. Expenses:



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- d. Program Services
- e. Official's expenses.
- f. Admin expenses
- g. Plan to final approval at December meeting
3. 2022 tax returns with FTB and IRS were filed on 11/15/2023
4. Status of California Attorney General's Registry of Charitable Trusts Annual Registration Renewal Program (Form RRF-1). Can find no records of having filed these in recent years but looking at procedures from 10 years ago they are something we filed annually. Plan to file next week.
5. CA Sec of State filing Form SI-100. Request approval to file Form SI-100 with CA Secretary of State to update address and names of officers.
6. Approval of championship stipend payments
7. Status of 2024 USAC-NCNCA Local Association Agreement
8. Status of change of bank account signatories and obtaining documentation from previous treasurer.
9. Will formally change settings in Quickbooks to cash basis and report accordingly going forward.
10. Discuss policy/documentation for:
  - a. NCNCA unique racer fee.
  - b. USAC unique racer fee
  - c. Referee reimbursements.
11. Status of D&O insurance renewal.

Propose process: President and VP have check writing / cash out privileges, treasurer has cash in only.

At meeting:

- Proposing Lloyd doing bookkeeping tasks, to save \$4800 per year
  - We have a bookkeeper because of former treasurer stealing from NCNCA
    - wanted a neutral 3rd party
  - Proposal to avoid this in the future: the treasurer would only have cash-intake ability, president and VP would be able to write checks out
  - The 3 people who have access are not to be race promoters
- Webmaster - currently \$1200, can consider other options
  - Seems like too much for what we need
  - There may be cheaper platforms that are simpler to do



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- We need someone to transition it to a simpler platform, then Melissa can maintain
- Quickbook - proposed cut back from 5 user to 3 user
- We're facing around a \$10k deficit per year, will quickly go under at that rate
- We're in this situation because we used to get a lot more income from USAC, which we haven't been receiving nearly as much of since 2020
- We need other sources of revenue - likely sponsorship
- Equipment coordinator - a major expense for us, but the clubs/people putting on the races get to use that equipment for free
  - Could charge promoters to use it
  - That charge could be a hurdle for promoters
  - Role involves bringing equipment from storage to each of the races
  - Could we ask promoters to pick up the equipment themselves?
    - Then someone needs to check in and check out equipment every time so we make sure that it all gets back
    - When Robert has left the trailer with promoters in the past, some of the equipment goes missing - need SOMEONE to be in charge of it
    - Storage unit is in Soulsbyville
    - Could consider having non-promoting and promoting tiers for NCNCA memberships, and increase the fee for promoting clubs to cover rental fee of equipment
  - We don't currently charge NCNCA members for equipment for races
  - Not all races use NCNCA equipment - these are races that Matt Martinez puts on for Sky Express/other clubs because he has his own equipment
- 17% revenue increase if we charge ncncn fees for juniors and for each race (ie. if a racer participates in multiple events in one day)
  - Could consider charging more for juniors - that could increase income, but may be a challenge for some junior families (may be fine)
  - This is the \$1.50 per racer per day NCNCA fee
  - This surcharge would get passed on to the riders - any increase would immediately go to riders in the form of increased entry fees
- Per our LA with USAC, we can charge up to \$2 per rider fee. Currently we're charging \$1.50 per rider fee. This is standardized across the US. We can discuss this with USAC.
  - We have some bargaining power with USAC because we offer them a lot, this is absolutely worth negotiating.



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- USAC charges \$5 per rider fee - which is supposed to go entirely for insurance
- We should ask USAC for a portion of the district USAC license fees. The LA's got a portion of the license fees prior to 2019.
- Per rider fee may be increasing slightly for 2024 (60c per rider?)
- We need to vote on a budget at the December meeting
- Need to consider long term impacts of internalizing responsibilities and relying on sponsorships - what does this mean for the financial health of the board in 1, 2, 5, 10 years?
- Approved championship stipend:
  - \$2000 to Velo Promo
  - \$250 to Team Fremont

## **ACTION:**

- Melissa will ask Jen Steele if she's willing to do results coordinator as a volunteer position again

## **ACTION:**

- Haley will create a sponsorship packet to bring to companies/potential donors/sponsors

## **ACTION:**

- Haley will look into 7 clubs besides Velo Promo to see what their membership level was and see if this is a potential space for more income if we charge them for equipment in their membership

## **ACTION:**

- Melissa will put out a social media call for a webmaster volunteer position

## **ACTION:**

- Haley/Lloyd will send out an email vote on:
  - Removing bookkeeper as a paid position
  - Treasurer has power/responsibility to take in income
  - President and VP have power/responsibility to pay expenses
  - None of these money-handling roles can be held by race promoters
  - Needs unanimous email vote to pass, otherwise goes to next Board meeting



## COMMITTEE UPDATES

### Officials Committee

Haley will attend the next meeting, hoping to come out of that with an officials liaison to attend BOD meetings with updates

### Scheduling/Competition Committee

2024 NCNCA road schedule is up-to-date on the NCNCA calendar with some races have already been permitted on USAC.

2024 USAC National Championship dates and locations have been announced and are [here](#).

- Much earlier announcement than usual

Chico Stage Race moved dates from April 20-21 (would conflict with Sea Otter) to March 9-10.

- Will be a USAC race this year - put on by Chico Corsa

Some racers are wondering if the BAR/BAT categories can be changed, change men's 35+ 3/4 to 40+ 3/4 and adding a 65+ category.

- We revisit this topic every year - a lot of headache to change at the request of a few riders
- Changing BAR/BAT categories tends to add burden for promoters and NCNCA to explain to racers, change flyers, etc.

Sea Otter is not USAC, we don't make any money off of it. Bummer!

- Could consider trying to collaborate with Lifetime on it, but it would be a fair amount of work.
- Keith Defiebre is heavily involved with the organization of this event

We will be asking race promoters for volunteers to host the 2024 NCNCA District Championships. Hopefully, the championships can be finalized prior to Jan 2024.

- Stipends aren't fully figured out yet



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## **ACTION:**

- Jason to discuss/propose other options for championships/stipends at next meeting (or a separate committee meeting)

## **Fundraising/Membership Committee**

### **ACTION:**

- Haley will open 2024 Club Membership on BikeReg soon - including a BOD vote over email

Opportunity to sell an NCNCA member kit on Pactimo for more \$\$\$

## **Rider Support Committee**

Former BOD member Helen to lead Rider Support incident report process

- Google form for riders who have comments/incidents at events

## **Women/DEI Committee**

No plans for 2024 women's series as of yet - would need someone to volunteer to put this on

### **ACTION:**

- Haley and Gabby to post in slack

### **ACTION:**

- Melissa to post social media call

## **Juniors Committee**

## **District Events/Community Outreach**

## **Marketing/Communications Committee**

November Newsletter went out - Melissa is doing these 1x per month for now, maybe 2x per month during race season

- Each newsletter edition has a positive impact on overall subscribers to the newsletter and social media engagement



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**ACTION:**

- Anyone interested in helping with newsletter content let Melissa and Haley know

## CLOSED SESSION

N/A

### Meeting Notes Approval

<i>Please date below for approval</i>	Date
Haley Nielsen	11/21/23
Jason Grefrath	11/21/23
Gabby Zacks	11/20/23
Lloyd Davies	
Melissa Avery	11/23/23
Robert Leibold	11/20/23
Eran Gilat	11/20/23
John Marengo	11/21/2023
Barry Padilla	11/21/2023