



Working Bikes Annual Meeting Minutes

April 8, 2020

1. Call to order

Trevor Clarke called the meeting to order at 7:20PM via videoconference.

a. Introductions/In attendance

Trevor Clarke, Devon Snyder, Anna Henschel, Amy Little, Lee Ravenscroft, Dave Gorman, Jim Lindsey, Mike Santomauro, Steve Irwin, Derek Villanueva, Mark Dabrowski, Nikki Patino, David Williams, Josh Korby, Michael (& Clementine) Young, Frank Richardson, and Taylor Jones.

2. Approval of February 5, 2020 minutes

The minutes were approved as presented and originally emailed. (Josh-1, Nikki-2, unanimous)

3. Taylor Jones of Bikes for the World

Taylor discussed the operational changes due to Covid-19. They sent 27 shipments last year, which was very busy for their full-time staff of 3. They also rely on many volunteers. Currently not taking donations or doing any shipping. Program updates were provided for Sierra Leone, Ghana, El Salvador, Barbados, Burkina Faso, Costa Rica, Kenya, Madagascar, Philippines, and Rwanda. Shipping will not be possible until harbors reopen and commerce resumes, but will likely also be more costly due to build up of demand. Also have a concern of continuation of major donations, especially in heavily subsidized programs such as in Rwanda.

4. COVID - 19 Response

Trevor summarized that bike shops were declared essential service, and therefore are allowed to remain open. Goal is to reopen doors to the extent possible with appropriate safety measures after the shelter order is eventually lifted. Maybe cordon off parts area to limit customers to only be able to purchase bikes.

a. Safety Measures

Following CDC guidance. Nikki volunteered to advise on PPE and other measures for staff and customers to follow as the situation changes.

b. Webstore

Goal is to simulate storefront sales floor online, with a diversity of prices and types of bikes, and currently have 160 bikes listed. License allows placing up to 250 items, and will look into how much it would cost to increase this number if necessary. Jim asked about doing additional advertising and adding Google search words to improve prioritization in results. Thought will be given to both.

- c. Service Department
Scheduled appointments and online payment are working well, but concern that the most in-need population will be underserved due to lack of computer and/or credit card. Donations set up for \$50 bike repairs and \$10 flat fixes.
 - d. Volunteers
No volunteers are currently allowed in the shop. Allowing bikes to be picked up for home repair, and Anna would appreciate any other ideas on how to keep volunteers involved. There's a Zoom happy hour each Tuesday at 7PM.
 - e. Collections
No collections will be done until after the shelter order is lifted. At that point will assess the ability to collect based on need for sales and local/international donations.
5. New website!
Is running well, and many compliments given to Devon.
 6. Storefront / Staffing update
Have applied for the federal Payroll Protection Program with Chase Bank.
 7. International Donation Updates
No shipments planned at this time.
 8. Cycle of Power/Peace
Partners have been informed that donations have ceased with exception of immediate needs for individual essential workers, such as a nurse that recently obtained a bike and some food delivery workers from longstanding referral partners (eg VA). 100 bikes are prepped in the basement.
 9. Brandon's & Kitchen Crew Updates
 10. Founders Facilities Fund
Board is working on these items. More details will be provided when available.
 - a. Tuck-pointing
 - b. Roof improvement & solar installation
 - c. Fundraising in a crisis
 11. Other Committee Updates
 12. Additional Business
Derek suggested a tent or umbrellas when raining shelter customers waiting for their bikes. We have a canopy tent that could be used for that as warranted.
 13. Adjourn
The meeting was adjourned at 9:36. (Amy-1, Trevor-2)