Velo Club Monterey DRAFT Board Meeting Minutes
1/13/21 Via Zoom Conference Call

Those Present: President, Chris Swainson; Vice-President, Tom Rolander; Treasurer, Jack McKenna; Secretary, Keely Clifford; and Members-at-Large, Suzanne Kroeze and Patrick Tregenza.

Pre-Session.
Chris made a somber announcement that Ernest Chung, an avid VCM cyclist for many years before his debilitating 2015 cycling accident, recently passed away. 1 minute silence held by Board.

1. Call to Order - Chris called the meeting to order at 7:13pm
2. Announcements
   - 2.1. The New Board and Roles: Suzanne will be Events Committee Chairperson. Patrick Tregenza was formally welcomed to the Board.
   - 2.2. President's Foci for 2021/2022: Chris's foci: Inclusivity; Board Transparency; Club Communications.
     - 2.2.1. Inclusivity - reinforced club ethos of providing a club open to all levels of interest in cycling; also, that any club member should be empowered to seek a Board Position
     - 2.2.2. Board Transparency – reinforce Board operation as a single unit where possible
     - 2.2.3. Club Communications – Chris would like to concentrate on improving club communication – between club members and the Board, and the club as a whole with club sponsors and the greater community. (see also Item 8.1.1)
3. Minutes of last meeting
   - 3.1. Minutes from Nov 18th, 2020 to be circulated to the Board for review, amendment and approval before January 20, 2021.
4. Treasurer's Report. – Jack
   - 4.1. The Treasurer's Reports for the months of November and December 2020 were presented in final draft form for acceptance. It was moved and seconded (Mckenna/Swainson) that they be accepted for inclusion in the minutes of the current meeting. The motion was unanimously passed.
5. Membership Report – Chris
   - 5.1. Membership Total 107 – Family: 66 Individual:41 Junior:0
   - 5.2. Chris to continue with membership administration as previous years
6. TAMC Report – Chris provided an update
   - 6.1. No TAMC Representative present - Representative due to attend next Board meeting
   - 6.2. Potential for secondary TAMC Representative, Jeff Wallace, to support current representative Vera Noghera who will be continuing.
7. Ongoing Business – Items for 2021 Agenda
   - 7.1. Membership Renewal Incentives
     - 7.1.1. More Buffs required due to membership numbers – Tom actioned with pricing/procurement and delivery to Winning Wheels for collection by members.
     - 7.1.2. Motion made, seconded and unanimously approved to procure 75 additional buffs
     - 7.1.3. Chris actioned to implement email campaigns: generate 2021 renewals, member buff collection and membership card distribution.
   - 7.2. Strava Club Update
     - 7.2.1. The Strava VCM Club has 55 members
     - 7.2.2. There are also 3 pending requests to join, they have been informed that they must join the VCM to be in the Strava VCM Club
   - 7.3. Electronic Signatures
     - 7.3.1. Board discussion around ramifications/challenges of electronic signatures
     - 7.3.2. Motion proposed by Tom to hold implementation to Calendar Year Q3 to allow for more thorough investigation of the surrounding issues.
     - 7.3.3. Motion approved - unanimously
   - 7.4. Policy Manual Development – held for future sessions
   - 7.5. Committee Development – held for future sessions
   - 7.6. Succession Plan & Board Member Timescales – held for future sessions
8. New Business – Items for 2021 Agenda
   - 8.1. Improve club/membership communications - Chris expanded on this focus for 2021.
     - 8.1.1. Chris led a discussion around selecting a number of club members to act as club ambassadors who would circulate club activities to their respective peer membership groups. If successful – could be expanded to include club sponsors. Board agreed in principle.

8.1.2. Chris actioned with compiling a list of suitable members.

8.2. Century Rides

8.2.1. Board agreed the overall feedback from club members to the December 2020 Century Rides was positive enough to look launching something similar in the Spring.

8.2.2. Patrick actioned with investigating further, reporting at next meeting.

8.3. Events Knowledge

8.3.1. Board recognized the need for central knowledge base for club events information.

8.3.1.1. Board members actioned to provide Suzanne with as much event information as possible

8.3.1.2. Suzanne actioned with accumulating event information – no timescales given.

8.4. Create a 3/5-year plan for the club – held for future sessions.

8.5. Membership Waiver Form

8.5.1. Tom introduced the discussion.

8.5.2. Chris proposed the issue required more space for the Board to discuss, suggesting the issue be held over to the next session – Board agreed

8.5.3. Tom tasked with preparing more details for the next meeting

8.6. Website issues – held over for future sessions

8.7. Club Assets - held over for future sessions

8.8. Club Kit - held over for future sessions

8.9. Litter Collection - held over for future sessions

9. Next Board Meeting Dates

9.1. Chris Proposed Board meeting schedule for 2021

9.1.1. 7 x Scheduled Board Meetings: Feb 10 + Apr 14 + May 12 + July 14 + Nov 10 + Dec 8

9.1.2. 3 x Reserve Meetings – to be held if necessary: Mar 10 + June 9 + Oct 13

9.1.3. No meetings in Aug or Sep

9.1.4. Next Meeting – February 10 via ZOOM

10. AOB (Note: What is this?)

1.1. Chris added Club Flyers/Advertising Pamphlets to News Business Agenda Items for 2021

11. Meeting Adjourned 10pm

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