

Recycle Bicycle Harrisburg Board Meeting

Attendees: Ross Willard, Jenifer Donnelly, Scott Shreve, Rob Shoaff, Ski Sygielski, Jake Fulton		Date/Time: December 14, 2020 – 5:30 pm
		Location: via phone conference
Absent: Basir Vincent		Next Meeting: February 8, 2021 – 5:30 pm via phone conference
Topic	Recommendations/Actions	Responsible Person
Presidents Report	<p>1. Legal Service – We were assigned a lawyer through the Dauphin County Bar Association Nonprofit Initiative. Our lawyer is Samantha Fugagli with McNeese Wallace & Nurick LLC. We’ve assigned Bob Diehl, also a lawyer and volunteer, to work with Ms. Fugagli in regard to Recycle Bicycle’s interest in selling bicycles as a source of an additional income for the group without jeopardizing the group’s 501(c)(3) status.</p> <p>2. COVID restrictions: we will limit total individuals in building to 10. However the building is big enough to have a few more cautiously if necessary. If we get to many people who want to come in we will ask them to wait in their car until we have an opening. We will still check temperatures, take information at check in on COVID questions, and practice social distancing.</p> <p>3. Donation of damaged bikes from Ingram Micro warehouse. This group gave us about 30 bikes last year. These are new bicycles that have been damaged in shipping but are still in boxes. Pam and Dan retrieved 91 bikes! We will send an official thank you.</p> <p>4. Christmas Bikes: Pam has been leading this effort. Orders are being filled, Santa Elves are fixing bikes during slow times at the shop, and on Thursday evenings. Any bikes that don’t find a home will go to The Neighborhood Center of UMC, on 3rd Street, Harrisburg.</p> <p>5. Donation of high-end tools. Glen Peterman, former board member, is donating 3 boxes of top grade bike tools that were left to him. These tools will be locked in cabinets when not needed.</p> <p>6. The Bicycle Registrations has been updated by Choy-Foong Wong (CF). Ross has this file and will forward to the City of Harrisburg Police Department.</p>	Ross

<p>President’s Report continued</p>	<p>7. Road Bikes: we have a large amount of road bikes in the shop. They are not popular with our clients. There is a group from Brooklyn Ross touched base with and they may come down to get some. There is a Baltimore group also interested and they may take the remainder.</p> <p>8. Quality Bike Products are looking for interns: Ross was contacted by QBP, a bicycle parts wholesaler based in Bloomington, MN. They have a summer internship program available. Ross forwarded this information to Dr. Ski for HACC students to consider. He will contact other schools, namely Messiah and Dickinson. Anyone can forward this information. Q Equity and Diversity Internship Quality Bicycle Products (qbp.com)</p>	
<p>Treasurer’s Report</p>	<p>Jake addressed that he will take a few weeks to dive deep into our finances and procedures. From this he will be able to make suggestions for changes and work on creating reports that are more appropriate for our non-profit status. One area of concern is the total amount of donations. Over the \$100K threshold we will have to report to the PA Bureau of Charitable Organizations.</p> <p>Other areas to look into are the Donations-In-Kind and reporting policies.</p> <p>The Matching Fund Challenge update: As of Dec. 14 we had \$6,936.80 - Deposited \$1,275.00 - Undeposited checks \$ 966.39 – Undeposited Facebook donations \$ 391.45 – Undeposited PayPal donations \$9,569.64 TOTAL</p>	<p>Jake</p>
<p>Old Business</p>	<p>Website Update Anne has been working loading content to the new website. We are very close to launching the new site.</p> <p>Off-Site Bicycle Stocking Program Dan Ellenberger’s proposal was reviewed and the board agreed that they would support this effort as long as we have no liability once the bikes are handed over to the agency/organization. It was discussed that we should have a written release of liability signed by both parties. Dan can proceed with planning the program and report back to the board on details.</p>	<p>Jenifer</p>

<p>New Business</p>	<p>Committee Organization Discussion and review of Committees. It's important to recruit committee members to assist. We can send emails to volunteers or search for possible volunteers outside of our current list of volunteers.</p> <p>Finance Committee – Jake Focus on updated financial records delivered to board of directors - Set policy and procedures on finances - Areas of concern: reports, budgets and filing for IRS</p> <p>Volunteers & Outreach – Basir In Basir's absence, Rob mentioned Basir plans to create a method of reaching out to the community and linking RBH to organizations. Such as Adopt-a-Classroom and YPOC.</p> <p>Communications and Fundraising – Dr. Ski A draft of this committee is being sent with the minutes. Dr. Ski will be looking for committee members to help finalize the draft.</p> <p>Shop Operations and Distribution – Ross and Rob A draft of the committee responsibilities is incomplete at this time. Key issues to address; safety and recording bikes coming in and bikes going out.</p> <p>Board Leadership Based on our bylaws we have four positions that need to be filled with board members. President, Vice President, Treasurer and Secretary Ross is our current president and the board encouraged him to remain. Jake has agreed to be treasurer. Jenifer offered to continue in the secretary role. The Vice President role is open. Because not all board members are present at this meeting this topic was tabled until our next meeting.</p>	
<p>Miscellaneous</p>	<p>2021 Meeting Calendar: There were no issues with the planned meeting dates and times so the calendar was adopted. It is imperative that members are punctual at the meetings so we can proceed and finish at a reasonable time. We will meet the second Monday of the month at 5:30 pm. We will meet via phone conference until it is safe to meet in person. February 8 – April 12 – June 14 – August 9 – October 11 – December 13</p>	
<p>Next meeting</p>	<p>February 8, 2021 – 5:30 pm Agenda will be sent out before the meeting.</p>	

Meeting adjourned at 6:35 pm