

## Recycle Bicycle Harrisburg Working Board Meeting

<b>Attendees:</b> Ross Willard, Terry Turney, Jenifer Donnelly, Scott Shreve, John Reardon, Rob Shoaff, Basir Vincent, Ski Sygielski, Jim Uber, Anne Aufiero, Pam Hirschhorn, Choy-Foong (CF) Wong,		Date/Time: October 19, 2020 – 6:00 pm
		Location: 1722 Chestnut Street
<b>Guests:</b> Joey Van Scyoc and his father Charles - Bicycle Runners		Next Meeting: <b>November 16, 2020 – 7:00 pm @ 1722 Chestnut Street</b>
Topic	Recommendations/Actions	Responsible Person
<b>Presidents Report</b>	<p><b>Introduction of all attendees. Special welcome to guests.</b>            Guest Joey Van Scyoc and his father Charles. Joey is from New York City and started a business called Bicycle Runners. You can read about his business here: <a href="https://drive.google.com/file/d/1MqWlvb5PHpuAnAu_tn2mWsQFSdCEUT-P/view?fbclid=IwAR2-4cVua9oUvrq1vsut3ZxFFZIOIn4NBvFmZ4KeBX4er-jzWcl7q4tLdyg">https://drive.google.com/file/d/1MqWlvb5PHpuAnAu_tn2mWsQFSdCEUT-P/view?fbclid=IwAR2-4cVua9oUvrq1vsut3ZxFFZIOIn4NBvFmZ4KeBX4er-jzWcl7q4tLdyg</a></p> <p>As an added note; Ross gave him a dozen bikes that we would not be able to use. They were mainly step-through, low handlebar, road bikes. Suitable for women or smaller framed men. There were a couple of nicer bikes that Joey gave us a donation. You can follow his Facebook page: <a href="https://www.facebook.com/bicyclerunners">https://www.facebook.com/bicyclerunners</a></p> <p><b>Welcome New Board Members</b>            Welcome to Basir Vincent, Rob Shoaff and Dr. Ski Sygielski. These new board members will help RBH move toward a new level.</p> <p>Special thanks to outgoing board members. Terry Turney, 10 years of effort and support kept us focused on achieving our goal of owning a building. John Reardon was instrumental from the beginnings of RBH and will remain active as our tube guy and ardent supporter.</p> <p>New Activity:            - We continue to fix and give away bikes at the warehouse. About 200 bikes and parts were given to local man, Abraham, who sent them to Guinea, Africa last month.            - On October 17, Andrew Brown hosted a Recycle Bicycle pop-up with the Mechanicsburg Police. The police were giving away helmets. Andrew helped and fixed bikes.</p>	Ross

<p>President's Report continued</p>	<ul style="list-style-type: none"> <li>- There is no Tweed Ride this fall due to COVID restrictions.</li> <li>- We will continue to fix Kids Christmas bikes. Info about this will be coming.</li> </ul>	
<p><b>Treasurer's Report</b></p>	<ul style="list-style-type: none"> <li>• <b>Review</b>  As of 10-19-20 - \$36,355.57 checking - \$29,926.76 savings.  Reviewed a draft of a monthly budget for 2021. This number should remain very close to actual costs but will be reviewed again before the end of the year.</li>   <p>Questions and concerns about finances - note this is an area that will require a strong board member to lead and put together a finance committee to assist.</p> <ul style="list-style-type: none"> <li>- We recently moved to an online version of QuickBooks it's not specifically set up for a non-profit but will work fine. There may be a need to have support and training using this program. We may have up to five individuals using this program. There is certainly room for growth and improvement using the program.</li>   <li>- Question on why so much money is in checking. Terry had moved a good chunk of our money out of savings after purchasing the building because of the upgrades that were ongoing in the first year of ownership. The money in the savings account represents a reserve of money that would get us through three years of expenses if need be.</li>   <li>- Question on considering moving savings money into CDs to yield a higher interest rate. After discussion it seemed worthy of looking into. Maybe staggering CDs for maturity dates. However rates are low at this time. This would be something for a Finance Committee to review.</li>   <li>- Suggestion to ask for a \$5 donation for a bike to help with operation costs. Discussion covered the possible way to ask for the "free will" donation, whether or not it's appropriate to ask, who should ask, and using a donation box. Some customers can barely cover the cost of a lock. This could be a conversation for a strategic planning committee.</li> </ul>   <li>• <b>Audit progress</b>  Jenifer contacted Gary Dubas of McKonly &amp; Asbury for an update on our request for audit and the estimate for the service. Waiting for a reply.</li> </ul>	<p>Jenifer and Terry</p>

<p><b>Building Update</b></p>	<ul style="list-style-type: none"> <li>• <b>Building Review</b></li> <li>- A handout with an overview of building status reveals in detail what has been accomplished to date.</li> <li>- Ann Montgomery from Hbg City came by on September 22<sup>nd</sup> to review the progress and made suggestions to help with the inspection. Almost all of the recommendations are completed. A few items remain to be complete like an ADA exit sign and fire extinguishers mounted.</li> <li>- Jim has been sending photos of upgrades to the city as he makes them to be sure we are on track to pass inspection.</li> <li>- Final inspection could be in two weeks.</li> <li>- Not needed for inspection but Jim will have completed are the removal of old conduit and lines painted on the warehouse floor of areas to keep clear.</li> <li>- Electrical inspection has been done.</li> <li>- The new roof has been inspected by the manufacturer.</li> <li>- Fire system installed and will be inspected by the city.</li> <li>- Waste oil is being removed bit by bit as per Ross.</li> <li>- For future reference we have check lists to be mounted around the warehouse to self inspect areas and systems.</li> </ul>	<p>Jim</p>
<p><b>Fundraising Update</b></p>	<ul style="list-style-type: none"> <li>• <b>Matching Fund Challenge</b></li> <li>We have deposited or committed funds from multiple donors of \$10,000 toward a matching fund challenge. This will be our fifth year for this challenge. Last year we had \$10,000 match and did very well.</li> <li>- Will post this week on Social Media to start the challenge.</li> <li>- Work on email list so we can send something out soon, probably after the election. Anne will help with merging lists.</li> <li>- Consider the possibility of sending letters to past larger donors</li> <li>- Contact local news media to get our name out for fundraising. A before and after look at the building?</li> <li>- Received recent donations in Memory of Richard Ede, Jr. - \$1,365</li> <li>- Continue to promote AmazonSmile and Recycle Bicycle as a designated charity.</li> </ul>	<p>Jenifer</p>
<p><b>Website Update</b></p>	<ul style="list-style-type: none"> <li>• <b>Redesign of website</b></li> <li>- Course Vector has volunteered to redesign our website</li> <li>- Most people use their phone to find us, the website must work well for this.</li> <li>- Focus on FAQs so we can minimize unnecessary phone calls.</li> </ul>	<p>Anne</p>

Website update continued	<ul style="list-style-type: none"> <li>- Use domain site for specific emails – donate, get a bike, volunteer – assign these emails to volunteers to manage.</li> <li>- Use website as a method to register bikes and donors.</li> <li>- A preview of the website will be available soon for all to look at before we go live.</li> </ul>	
<b>Miscellaneous</b>	<ul style="list-style-type: none"> <li>• <b>New Candidate for Board of Directors:</b>            Jake Fulton has expressed interest in becoming a board member. His resume was circulated and all were impressed with his credentials. He is a Senior Manager of International Tax Services with KPMG. He is a graduate of the Leadership Harrisburg Area Community Leadership Series class of 2018-2019. Jenifer will contact him on behalf of the Board and invite him to join.</li> <li>• <b>Thank You</b> <ul style="list-style-type: none"> <li>- We have had a number of professionals volunteer their time or materials to help us get the building renovated. Les Sechrist was our electrician, he previously assisted Habitat for Humanity. We had an estimate for an electrician that was \$60,000! A suggestion was made that we look into a way to thank and honor these people. Maybe a plaque, sign, or something on the building.</li> <li>- Board members introduced themselves, their backgrounds and interests.</li> <li>- Ross talked about the groups we work with and were we're receiving bicycles. He used his analogy of the bicycle wheel where RBH is the hub and each spoke represents an offshoot of our service.</li> </ul> </li> </ul>	
<b>Next meeting-</b> November 16, 2020 – 7pm at 1722 Chestnut Street warehouse. Wear a mask!	<p>The next meeting will be at the warehouse. This meeting we will invite our many stakeholders, we haven't met since February 2020. This will give the new board members an opportunity to meet and hear about the operations of the organization. This should help them better understand our mission and how we can move forward.</p> <p>It was suggested that stakeholder meetings be held every third Monday of the month. Going forward the Board of Directors will preset their meetings for the 2021 calendar year.</p>	

Meeting adjourned at 8:00 pm