

**League of American Bicyclists  
Telephonic Board Meeting  
December, 16 2008, 1:00 PM CST**

Present: Amanda Eichstaedt, Gary Brustin, Hans van Naerssen, John Allen, Bill Hoffman, Tim Young, Mike Nix, Jim Sheehan, Eric Swanson, Harry Brull, Andy Clarke  
Also on the call: Elizabeth Kiker

**Approval of 9/25 board meeting minutes**

Motion: Bill Second: Hans

Approved (10-0)

Harry will re-send latest version

**2009 Budget approval**

Andy presented budget figures based upon 9/25 meeting

Budget reflected 9% reduction in expenses

68K contribution to debt reduction

Andy thinks numbers and estimates are reasonably solid

Big items include membership renewals, the Summit, and the BFC

Eric – membership side of income is optimistic re number of renewals, new members and return on appeal

Andy – new software will make job easier. The numbers are doable with existing software.

Renewal numbers are ambitious, but achievable

We plan one more appeal in 2009 than we did in 2008

We have a fighting chance to achieve numbers

Q: Bill: How will new software help?

A: Andy: Improve customer service which, in turn, can improve

Q: Bill: What is our retention rate?

A: Andy: budget assumes 75%; traditionally we have achieved 72%-73% retention rate

Q: Bill: Budget calls for 1,300 new members?

A: Andy: We have been averaging approximately 1,000 new members/year for 2007 and 2008

Q: Hans: Cost of software is 100K?

A: Elizabeth: Lifespan of software is five years before tweaking is needed

Q: John: Additional capabilities of software, web forums, better communication?

A: Elizabeth: Enable us to move into current time, update website, keep LCI database

Q: Jim: Can board get a summary of software capabilities

Andy will provide summary.

Q: Tim: Do I see postponing hiring development director till 2010?

A: Andy: Yes, it is a relatively high cost – unless something changes such as getting proposals still out such as SRAM.

We filled some lower level positions with Elizabeth's move to VP Operations

Tim: I encourage board to look at the development director position

Andy: Development director position is in the SRAM proposal

Q: Hans: How confident are we in the EOY projections?

A: Andy: We should know membership numbers within a week.

Q: Hans: Will we need to dip into line of credit first quarter?

A: Andy: Probably not Jan-March, maybe April-May as Summit bills come due

Eric: Andy sent me a cash-flow budget. It confirms Andy's points; first quarter should be positive in terms of cash flow.

Summit/Bike Ed Conference/BFC/Life Trust are accrual budgets

We have created a cash-flow budget which reflects when we actually receive money

Hans: Recommends finance committee go through budget and recommend approval to the board

Q: Bill: Is EVP Operations position budget neutral?

A: Andy: It is budget neutral for 2008; salary line for 2009 is slightly lower than 2008 since we went without a development director and didn't have an EVP for a few months

Amanda: Consider reviving the development committee and look for a consultant or as-needed development support

Q: Jim: Do we have a schedule of foundation grants?

A: Andy: Part of Elizabeth's work schedule is a proposal/month out the door.

Eric: We need to know our fall-back position if income tanks. We need to track carefully –look at end of year-finance committee needs to have conversation

Andy: Trek and SRAM are doing OK.

Specific staff positions are tied to these funds. If funds disappear, positions get cut.

Q; Gary: Can we get a line item for debt payment?

A: Andy: I've talked to accounting firm. You will see debt retirement on a monthly basis.

I will also ask auditor if there is a clearer way to report.

Hans: Can you add cash outlook on top of that?

Q; Hans: When will we get first cut on costs necessary to achieve strategic plan?

A: Andy: Probably March

#### **Motion to approve budget: Eric Second: Gary**

Passes (9-1) Hans opposed (symbolically)

Budget will be revisited in March

#### **Equity statement approval**

Q: John: Why do we need a table of contents on a one-page document?

A: Bill: It describes who is responsible for each of the six "Es".

Eric: The header is confusing

Hans: The first section doesn't add; it confuses.

Gary: Equality means equal treatment as cyclists. Change the word "legislature" to "legal"

Suggestion to produce graphic representation of first section and possibly move to second section.

Amanda will take a stab at creating graphic piece.

Q: Hans: Why are other definitions of equality excluded?

A: Amanda: The focus of this document is equality in the legal arena.

#### **Motion to approve equity statement: Bill Second: Jim**

Pass (9-0-1) Abstained: Hans

#### **By-Laws Committee Update**

Tim: We will have a by-laws conference call on Friday, 12/19 at 9:30 AM PST

Starting agenda will be comments received.

Goal is to make proposal to full board by March Summit.

We will meet monthly via conference call. – divvy up responsibilities

Meet Monday of Summit (3-9-09)

Bring draft to full board Tuesday (3-10-09) AM at breakfast meeting

Staff will notify board of meeting schedules.

John: I will need to be replaced on committee when I leave the board.

Board members running in uncontested elections should be notified of by-laws meetings

## **2009 Meeting Schedule**

### Summit

- Tuesday mtgs. – attend partner organizations meetings
- Wednesday – Summit sessions
- Thursday – Day on Capitol Hill
- Friday – bike ride

Full board meeting – San Jose, CA June 18-20, 2009 in conjunction with Bike Ed Conference

Hans: Can we schedule session for board development training for March meeting?

Minneapolis Rally – July 31, August 1-2, 2009 Winona, Minnesota

Thanks to John, Jim for their service on the board.

### Bike Summit update

- First registrations are in. We are lining up speakers.

### League Library

- John is working on project. We need some funding to create library in one place.

## **Motion to adjourn meeting: Hans Second: Eric**

Meeting adjourned: 2:30 PM CST

Respectfully submitted,  
Harry Brull