

**LAB BOARD MEETING**  
**June 9, 2008, 12:04-1:37 PST**  
**Via Conference Call**

**Board Attendance:** Amanda Eichstaedt , John Allen , Bruce Rosar , Bill Hoffman , Eric Swanson , Harry Brull, Mike Nix , Tim Young , Hans van Naerssen ; Jim Sheehan, Lisa Falvy

**Staff:** Andy Clarke

**Approval of minutes (3-4-08 meeting):** John suggested some small changes. Motion to approve by Bill; second by Lisa. Motion approved.

Q: Bill asked when minutes would be posted on web.

A: When Elizabeth returns in a couple of weeks.

**Financials:**

Eric reported that preliminary audit report has been given to management to give them an opportunity to respond. Final audit is awaiting evidence Trek pledge is being honored. We are now back on track regarding pledge. Also need to document any changes between April and now. Audit Committee discussion is possible within 7-10 days. That will close 2007 books.

Andy presented financials through April, 2008. we are generally ahead of budget. We are looking closely at renewals – is gap a result of timing or do we need to catch up?

Tim noted variances is renewals, clubs, major donors.

Andy said that LAB flyers are being placed in goody bags on rides supported by Bicycling Magazine. Also sending a member-recruitment E-mail to 25,000 current/former members. We will also send E-mails to lapsed members, continue to pitch corporate members. We expect to reach corporate membership target figure in May. Major donor giving is biggest unknown.

Q. Bill: How do we define major donor?

A. Andy: At least four figures

Eric – Noted that year-to-date is merely 1/12 proportional per month. Q. Do we know sequencing?

:A. Andy: Some things like renewals should be corrected.

**Eric/Andy will put this on their agenda**

Q. Hans: How is cash for 90 days?

A. Andy: We are tight due to lower renewal figure and are watching expenses.

Q. Hans: Will we hit numbers for this year?

A. Andy: At the moment, no need to make any changes in projections.

**President's Report**

Q. Bill: How often will President's Report be promulgated?

A. Andy: My intention is monthly. It didn't happen in March/April due to Summit and strategic planning session.

Bill – We need to see activities that are planned for each program area.

**Andy – I will add to future reports.**

Hans – I had recommended a higher-level report for each programs. Needed every other month or quarterly. The format should have more depth

**Hans will forward (again) proposed outline to entire board.**

Q. Lisa: what is happening re staffing? I hear Tiffany is leaving.

A. Andy: We are fortunate that LuEllen Dwyer is coming back to help us in June and July. We have interviewed candidates for Membership Director. Should have no loss of momentum. Also are interviewing for front desk/fulfillment person.

Q. John: How do we replace Tiffany? Thought she was key to database update.

A. Andy: We have candidates with experience in using our new database.

**Harry will do exit interview with Tiffany.**

Q. Tim: Where are we regarding development staff?

A. Andy: We are taking a hard look.

Q. Hans: Are we using a search firm?

A. Andy: We are using our networks in the association community  
Hans encouraged Andy to use a search firm.

**Lisa knows a search firm and will forward contact information to Andy.**

Q. Bruce: Talk on LCI Forum about performance problems at the League Store. Does front desk handle that function?

A. Andy: Yes. We are working on having one person responsible for all orders. Preston is putting in a tracking system.

Q. Bill: Do we have a back-up system for people who are on vacation or sick?

A. Amanda: Redundancy is a good thing for staff. We will look at both redundancy and succession planning.

## **Strategy and Planning**

Amanda – We need to boil down the output from the Virginia strategic planning session and create action plans.

Hans – Between now and late August, we need to review how to make the plans happen. The board reviews, Andy reviews, and the plans are incorporated into the budget.

Bill – Concern that budget needs to be in place earlier in the year preceding.

Hans – A preliminary budget will be completed in September/October

Andy - We should have program side completed by then; financial side not until October/November

**Hans will summarize the vision/strategy pages and send out to the board.**

## **Nominating Committee**

Hans – Region 1/4/6 Directors are up for re-election (John/Jim/Amanda)

8/12 have responded to the board skill assessment survey

We are thin on fund raising, light on finance and legal

We have good depth in the other areas

All elections will be electronic; we will use the website for the whole process and use the magazine to direct people to the website.

People who, for some reason, can't access the website will be able to submit ballots.

In our recruiting for nominations, we should say that certain skills would be helpful.

**Next deadline – before August 1, get something in Bicycling Magazine**

## **Executive and Personnel Committee**

Andy and Hans went to a non-profit training session. We will do a midyear update of Andy's performance appraisal process.

Q. Bruce: Are Andy's performance goals available?

**A. Amanda – Will send them out to the whole board**

Q. Bill: What is status of Exec VP of Operations? What are duties? Salary?

**A. Andy: I will send an E-mail after the meeting.**

Q. Bruce: What is timing, budget implications?

A. Amanda: It is designed to be expense neutral

Amanda - We will start a board-only closed Google group where we can post documents.

**I will set it up.** Committees can start their own groups.

Bruce – I have experience setting up these groups; I can help

Q. Bill: Can board members put information on website for members to view??

A. Amanda: Put links on website to boardmember sites if so desired.

Tim moved to table the suggestion – We don't have capability at the moment.

Amanda – Get your updated biographical information in ASAP

John – suggest links to board member sites or blogs.

Andy – Review conflict of interest policy before approval. Send suggestions to Amanda.

Bill-Old Director information still on website. Updates have not yet occurred.

Andy will check

### **September Board meeting**

Wednesday 9/24 is first day of InteBbike – board event on Wednesday evening

Thursday 9/25 – board meeting during the day

Friday AM 9/26 – Board event (2 hours)

Andy will send out info

### **Equality Statement**

Sub-committee to work on it – Harry, Bill, John, Amanda, Hans, Bruce, Andy

Bring back document early September

### **BFC Document**

Amanda will redraft as questions asking for information

Q. Eric: Has there been a BFC evaluation?

A. Andy: Not formally

Harry offered to help design criteria

Lisa – Just came from Bikes Belong board meeting. There is a research/statistical group looking at evaluation. She will talk to the advisory committee.

Andy – An external evaluation would be very powerful. Maybe Trek would help fund an evaluation.

Jim – Evaluation needed to secure grant funding. It also is a fundable project. It should be tied into the development director's position.

Amanda – Let people know our board is discussing the issue. We will look at programs and policies at the September board meeting.

### **Miscellaneous**

Hans and Andy attended non-profit training session. They will look at some of our internal processes.

Mike moved to adjourn – Bill seconded.

Adjourned at 1:37 PST

Submitted: Harry Brull, Secretary