



BRAC Board of Directors Meeting Minutes, 02/21/2019

Agenda

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|---|---------------------|
| 1. Call to order and roll call | Michael |
| 2. Nomination and election of President | Shawn |
| 3. Nomination and election of Officers | President |
| 4. Finances | Karen |
| a. 2018 final | |
| b. January | |
| 5. BoD Paperwork | Shawn |
| 6. BoD Fiduciary Responsibility | Shawn and President |
| 7. Staff and BoD Communications | Shawn |
| 8. Women's+ Program | Jessica |
| 9. Finalize CX Cup Policy | Shawn |
| 10. ROL Support | Shawn |
| 11. Junior Track Camp | Shawn |
| 12. New Business | |
| 13. Adjourn | |

Meeting called to order at 6:33 PM

Board Members present:

Michael McGuinn (pre-election Vice President)
Lynn Taylor (pre-election Secretary)
Karen Tourian (pre-election Treasurer)
Melissa Barker
Audrey Beebe
Damon Brandt
John Haley
Andy Johnson
Jessica McWhirt
Lance Panigutti

Board Members absent:

Staff present:

Shawn Farrell (Executive Director)
Yvonne van Gent (Membership Manager)

Business Conducted between January 30, 2019 and this meeting

- A. January minutes were approved by a majority of the members in attendance



Nomination and election of Board President

- A. Nominations
 - 1. Andy Johnson (by Lynn)
 - 2. Michael McGuinn (by Audrey)
- B. Election
 - 1. Michael McGuinn (7 votes)
 - 2. Andy Johnson (3 votes)

Nomination and Election of Officers

- A. Vice President
 - 1. Andy Johnson nominated
 - 2. Unanimous approval
- B. Treasurer
 - 1. Karen Tourian volunteered to continue
 - 2. Unanimous approval
- C. Secretary
 - 1. John Haley volunteered
 - 2. Unanimous approval

Finances

- A. 2018 Final
 - 1. Finished year with \$4,782.21 profit
 - 2. Income Increases
 - a. Memberships
 - b. \$455 new member bonus; first one in 5 years
 - c. USAC rebate + new member bonus
 - d. Special event income (Erie Elves 5K running race)
 - 3. Expense Increases
 - a. Race kit equipment
 - b. Camp venue rental
 - c. Website (hosting + support + hacking)
 - 4. Expense Decreases
 - a. Officials' training
 - b. Junior race grants
 - c. Printing/postage
- B. January
 - 1. Adult memberships up, junior memberships down
 - a. 1284 adults/180 juniors in January 2018 (annual membership = \$25)
 - b. 1460 adults/166 juniors in January 2019 (annual membership = \$30)
 - 2. Changes



- a. Women+ program with line item budget of \$5,000
 - b. Depreciation on timing system is finished
 - c. New digital lap counter will start depreciating (anonymous donation of funds to BRAC specifically for lap counter)
- C. Unanimous approval of motion to approve December finances (motion by Lynn; 2nd by Lance)

Board Paperwork

- A. Conflict of Interest declaration
 1. Completed: Damon, Andy, John, Lance, Lynn, Karen
 2. To complete: Melissa, Audrey, Michael, Jessica
- B. SafeSport training
 1. Completed: Melissa, Andy, Michael, Jessica, Lance, Lynn, Karen
 2. To complete: Audrey, Damon, John
- C. CDC Concussion awareness training
 1. All have completed
- D. Background check
 1. Completed: Andy, Michael, Jessica, Lance, Lynn, Karen
 2. To complete: Melissa, Audrey, Damon, John

Board Fiduciary Responsibility

- A. Keep BRAC in good financial health

Staff and Board Communication

- A. Executive Director and Board President speak for BRAC
- B. Discussion of confidentiality vs. obligation to inform membership
 1. Meetings are open to members
 2. Members wishing to speak must be recognized on agenda (i.e. contact Executive Director prior to 3 days in advance of meeting)
 3. Board can hold a closed meeting when necessary
- C. Discussion of additional communication avenues
 1. Private Facebook group?
 2. Google Groups?
 - a. Need to transfer BRAC Google Drive from Doug Gordon to a BRAC owned drive
 - b. Motion to acquire BRAC-owned Google Drive account (John, 2nd by Lance)
 - c. Damon will spearhead this effort
- D. Shawn requests that projects for himself and Yvonne be submitted to Michael rather than directly from Board members



Women's+ Program

- A. Jessica provided Shawn with documents to begin implantation
 - 1. Women's+ page on website
 - 2. Email to membership
 - 3. Timeline
 - 4. Social media program blast
- B. Sponsorship
 - 1. To be sought
- C. Payment of coaches discussion
 - 1. Day camp
 - 2. Clinics
 - 3. Audrey to follow-up

2019 CX Policy

- A. Gender equity statement added
- B. Course preview section expanded and clarified
 - 1. To be discussed at official's meeting for consistent application
 - 2. Summary statement to be included on flyers
 - 3. Email blasts to reiterate before and during season
- C. Season defined as September 1 – December 31
- D. Starts
 - 1. Start grids are mandatory
 - 2. Corral start option removed—to be left to discretion of RD and CR
- E. Cup awards to be added for Men 70+ and Women 60+ to match Road Cup
 - 1. Both are recognitions at year end only—will be pulled out of Men 60+ and Women 50+ respectively
 - 2. Both groups still accrue points in Men 60+ and Women 50+ respectively; i.e. a Women 60+ may be awarded 3rd place Women 50+ and 1st place Women 60+
- F. Race group Combo discussion
 - 1. Table in Policy is preferred combinations; RD's still free to suggest their own
 - 2. Move SSW to Women Open—they raced most of the year here in Without Limits races
 - 3. Suggest SS 4-5 start after Men 4 and in front of Men 5 as they passed most of the Men 5 in most races in 2018
 - 4. Move Women 50+ to Women 3 /Women 4 start group, to start after Women 3; will lessen the number lapped
- G. State Championships
 - 1. Collegiate A races changed to Collegiate Open –encourage more collegiate participation because there is no reason to limit to A level riders since State Championships are not used as a qualifier for Nationals (which are restricted to Level A)
 - 2. Juniors 15-18 and Collegiate Women to start in front of younger juniors
 - a. Collegiate Women closer to Collegiate Men start time so teams don't need to wait around as long
 - b. Allows easy reconfiguration of course for 9-14 yr. old juniors without having to switch it back for other groups
- H. Discussion on Cup points



1. Incentivize racing later in the season?
 - a. Explore other incentives, i.e. Winter Warrior for bad weather days
 2. Leave points the same for 2019
- I. Women P-1-2 and Men P-1-2
1. Cash payout minimum of 3 deep for both (changed from 5 for Men, 3 for Women)
 2. Amount of payout up to RD
- J. Unanimous approval of motion to present 2019 CX Policy to CX Race Directors on February 27, 2019 (Audrey, 2nd by Michael)

ROL Support at BRAC Events

- A. Program not staffed in 2018 due to lack of a mechanic
- B. Mechanic now available
- C. Generally for criteriums; Koppenberg and Roubaix are also possibilities
 1. Approximate cost of \$130-\$150/day
- D. No line item in budget for program, anticipate funding from 2018 profit
- E. Unanimous approval to fund ROL Support program for use by any BRAC Race Director (John, 2nd by Andy)

Junior Track Camp

- A. Biggest camp ever
 1. 58 kids registered
 2. Some from MTB, some from CX, most are newbies

New Business

- A. "This is Colorado Racing" video?
 1. YouTube
 2. Social media
 3. BRAC Tent
- B. Officials Stats
 1. Stable at 41 officials for 2017 and 2018
 2. Recruitment and retention are focus areas
- C. BRAC Resource Guide for Race Directors
 1. Set of clear requirements for fulfilling BRAC obligation needed
 - a. Number of members
 - b. Jobs to be performed
 2. List of clubs with upcoming races seeking volunteers or race support from another club
 3. List of clubs with members available to support other races
 4. Andy, Damon, and Lance to collaborate on guidelines and connecting Race Directors with small clubs
- D. Website updates



1. Start of new year requires documents and pages to be updated
- E. Next Board meeting
 1. March 26, 2019
 2. Louisville, Andy's office

Adjourn--Meeting adjourned at 9:20 PM (motion by Michael, 2nd by John)

Action List Summary

- A. Paperwork
 1. Melissa: complete Conflict of Interest declaration, background check
 2. Audrey: complete Conflict of Interest declaration, SafeSport training, background check
 3. Damon: complete Safesport training and background check
 4. John: complete Safesport training and background check
 5. Jessica: complete Conflict of Interest declaration
- B. Other
 1. Damon: Google Groups for communication and Google Drive for data storage
 2. Andy, Damon, Lance: Race Director / Club Resource Guide
 3. Lynn: minutes for this meeting, send template to John

Board Calendar

- A. Board of Directors' Meetings—generally every 3rd Thursday, 6:30 – 8:30
 1. February 21: Pactimo, Denver
 2. March 26: Andy's office. 922A Main Street, Louisville, CO 80025 (access via alley between Main and Front streets)
 3. April:
 4. May:
 5. June:
 6. July:
 7. August:
 8. September:
 9. October:
 10. November:
 11. December:
 12. January 30:
- B. Other Meetings/Gatherings
 - a. Officials' Meeting (February 24)
 - b. CX Race Directors Meeting (February 27)
 - c. Storage Unit clean-out (TBD)
 - d. Road Cup Awards Party (September-October, TBD)



- e. Road Race Directors Meeting (November, TBP)
- f. Annual Club Council Meeting (January-February, 2020, TBD)
- g. CX Cup Awards Party (January-February, 2020, TBD)
- C. State Championships
 - a. June 9: Senior Criterium (Ridge @ 38)
 - b. June 15: Junior/Senior/Master Time Trial (John Stenner Memorial)
 - c. July 14: Master Criterium (Longmont)
 - d. July 20: Master/Junior Road Race (Darkblade Thunderbird)
 - e. July 27: Junior/Senior/Master Hillclimb (Mt. Evans)
 - f. August 4: Junior Criterium (Bannock)
 - g. TBD: Collegiate track
 - h. TBD: Junior Track
 - i. TBD: Master Track
 - j. TBD: Sprint Track
 - k. TBD: Endurance track
 - l. TBD: Junior/Senior/Master Cyclocross

Five Pillars of Success

1. Member Experience—develop and nurture programs that focus on Race Standards, Rider Safety, Points Competitions, Camps, Clinics, Mentorship, Awards Parties, and Race Clean
2. Relationship Building—position the organization for sustainability and growth through Branding, Communication, Membership, and Media & Sponsorship
3. Customer Service—deliver great customer service with personnel and technology
4. Innovation—attract and retain athletes, event directors, and officials through online tools, social media, racer rankings, quality events, season-long points competitions, and race kit support
5. Success Stories—leverage community member success stories to show impact of organization