



BRAC Board of Directors

Meeting Minutes, 12/11/2014

Meeting called to order at 6:40 PM

Board Members present:

Doug Gordon (President)
Mike Beck (Vice-President)
Lynn Taylor (Secretary)
Dominic Palazzo (Treasurer)
Jeff Hammond (Director at Large)
Rip Mobus (Director at Large)
Jen Triplett (Director at Large)
Marco Vasquez (Director at Large)
Garrett White (Director at Large)

Board Members absent:

Kim Nordquist (Director at Large)

Staff present:

Shawn Farrell (Operations Manager)
Yvonne vanGent (Membership Manager)
Karen Mastie (Communications intern)

Board Goals (Doug)

1. Examine/clarify existing policies and programs
2. Identify and define BRAC role in cycling community
3. Execute and plan for future BRAC relevancy

November 2014 Minutes (Lynn)

1. Approved unanimously (motion by Doug; 2nd by Mike)
2. Discussion of process to facilitate timely delivery to membership
 - a. 48 hours for Board/staff to comment after receipt
 - b. Goal: post to website within 10 days of meeting

Financial Documents through October (Dominic)

1. Online access for Treasurer established
 - a. Examining every account for proper income/expense classification
 - b. Healthy cash balance
 - c. 2015 Membership license income to be reflected in 2015 statements instead of when received
 - d. Consider additional investments in visible products (i.e. race kit, website)
2. Vic Williams Scholarship fund (~\$8300 in donations)
 - a. Family has been consulted for input
 - b. To be distributed by December 31st, 2014 (approved unanimously: motion by Doug; 2nd by Rip)
3. Vendor refund for 2014 bib numbers
 - a. Resolution of issue transferred to Shawn
4. Documents approved unanimously (motion by Doug; 2nd by Marco)

Discussion of Sustainability and Subcommittee (Shawn)



1. *5 Pillars of Success* (see Addendum) as a guide to fulfill BRAC mission
2. Board needs to be involved in process
 - a. Reiterated from October and November meetings
 - b. Shawn as liaison to committee of former BRAC ED's and Board presidents

Staff Structure/Restructure (Shawn)

1. Role of BRAC in servicing clientele
2. 34 USAC LA's (local associations)
 - a. Only 2 compensate individuals > \$5000 for any 1 person
 - b. Other compensation ranges from \$0-\$2000 for various program administration
3. Relevant question is: What does BRAC do better than other LA's that warrants a membership fee
4. Talking to other LA's with similar demographics (TX, New England, No./So. Cal, WA)
5. Examining duties of all BRAC staff
 - a. Clearly identify who is responsible for what
 - b. Examine what duties need to be added/deleted/changed
6. Most complex areas to service:
 - a. Communication
 - b. Website
 - c. IT
7. Membership encouraged to contact Shawn (operations@coloradocycling.org) if interested this topic

BRAC Subcommittees (chair)

1. Membership encouraged to contact chair if interested in serving on a Subcommittee
2. Each Subcommittee will make an initial report at the January 15th, 2015 Board meeting
3. Subcommittees
 - a. Technical Committee → manage Officials' Program, evaluate races, assist with Policies
 - Marco Vasquez, vasquezmr@yahoo.com; Tim Madden, Lynn Taylor, Yvonne vanGent
 - b. Juniors
 - Doug Gordon, president@coloradocycling.org; Rip Mobus, Margell Abel
 - c. Women
 - Jen Triplett, jennifertriplett10@gmail.com; Kim Nordquist, Emily White
 - d. Men
 - Mike Beck, vicepresident@coloradocycling.org; Dominic Palazzo, Doug Gordon, Marco Vasquez, Jen Triplett, Rip Mobus
 - e. Fundraising/Communications
 - Garrett White, gwhite12@gmail.com; Jeff Hammond, Karen Mastie
 - communication goals and methods for reaching membership
 - develop presentations for Board members to offer to clubs
 - develop staff/Board bios/photos for website
 - coordinate/produce newsletter
 - identify and promote Athlete of the Month



- f. Technology → passwords, website (points calculations, information, calendar)
 - (to be determined)
- g. Track
 - Jen Triplett, jennifertriplett10@gmail.com; Tom Vinson (Colorado Springs Velodrome manager), Pat McDonough (Boulder Valley Velodrome manager, BRAC Track Coordinator), Marco Vasquez, Mike Beck
- h. Financial → race kit management
 - (to be determined in January)

BRAC Documents

1. Bylaws
 - a. Amendments approved at Club Council meeting
 - b. Amended version will be filed with the State of Colorado
2. 2015 General Policy
 - a. A few formatting/grammatical details to tidy up
 - b. Ready for vote at next Board meeting
3. 2015 Road Cup Policy
 - a. Changes made the night before the Club Council meeting were not reviewed by past or current Board
 - b. Shawn + Yvonne + Doug to meet with Clint Bickmore (last Board president) to understand concepts
 - c. Board will approve final version ASAP
4. Directors and Officers Insurance
 - a. New provision requires a plan for concussion awareness
 - b. Shawn, Dominic, and Garrett to draft a short term plan to satisfy provision requirement
--Board awareness of issue will allow discussion of long term program for membership education (riders, officials, race directors, marshals)
5. General Insurance
 - a. Covers office space, equipment, and race kit
 - b. Office space coverage no longer needed
 - c. Shawn to obtain inventory of computer hardware/software
 - d. Mobile phone equipment to be located and minimized

Club Voting Issues

1. Questions received at Club Council meeting regarding accuracy of software that calculates voting strength
2. To be addressed in June with Technology Committee

Cyclocross Awards Party

1. Kim Nordquist, chair (kimnordquist@msn.com)
2. Doug to confirm location
3. Tentative date: Saturday, January 31st (to allow attendance from non-Front Range membership)

Licensing issues and e-commerce for renewing clubs/racers

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1. Renewal year glitch fixed
2. USAC "Green" Licensing—USAC not issuing hard copy licenses unless requested to do so during renewal process
 - a. Riders purchasing BRAC membership through USAC website will have BRAC membership status listed on USAC app available on Android/iOS smartphones (USAC working on app for Windows phones)
 - b. Riders purchasing BRAC membership through BRAC should bring BRAC sticker to race registration if status not listed on USAC app

Advertising—rates to remain unchanged for 2015

Status of Timing System—deferred

New Business

1. Approved unanimously: Membership Coordinator's 2014 compensation to equal 2012 compensation (motion by Doug; 2nd by Jeff)
2. Sponsorship contract with Nationwide to be signed—association with BRAC has provided steady business
3. Suggestion to have items in race kit identified with various sponsor' names—"branded" for visibility to membership
4. Suggestion to have awards backdrop in race kit

Board Calendar

1. Board of Directors' Meetings—generally every 3rd Thursday
 - a. ~~December 11: Denver, Nationwide office~~ completed
 - b. January 15: Doug to identify location
 - c. February 19: Thornton, Nationwide office?
 - d. March 19:
 - e. April 16:
 - f. May 21:
 - g. June 18:
 - h. July 16:
 - i. August 20: (Pro Challenge this week)
 - j. September 17:
 - k. October 15:
 - l. November xx: (after Club Council meeting with new Board members)
2. Other Meetings/Gatherings
 - a. January 31 (tentative): Cyclocross awards party
 - b. February 7 or 8/March 1 (tentative): Officials' annual meeting
 - c. March xx: Cyclocross race directors' meeting
 - d. April 24-26: Junior Road Camp
 - e. May 3: Womens' Road Camp
 - f.
3. State Championships
 - a. May 31: Road → Senior
 - b. June 14: Hillclimb → Master
 - c. June 20: Time Trial → Senior/Master/Junior



- d. July 1: **Track**→ Senior Scratch Race
- e. July 4: **Track**→ Senior/Master/Junior 17-18 500m TT/1K TT/Ind. Pursuit
- f. July 5: **Track**→ Senior/Master/Junior 17-18 Sprint/Scratch Race/Team Pursuit/Team Spring
- g. July 8: **Track**→ Senior Keirin
- h. July 12: **criterium**→ Senior
- i. July 15: **Track**→ Senior Points Race
- j. July 19: **Road**→ Master
- k. July 22: **Track**→ Senior Madison
- l. July 25: **Hillclimb**→ Senior/Junior 17-18
- m. July 29: **Track**→ Senior Elimination
- n. August 1: **Hillclimb**→ Junior 9-16
- o. August 2: **criterium**→ Junior
- p. August 9: **criterium**→ Master
- q. August 29: **Track**→ Junior U17 Omnium
- r. ??: **Road**→ Junior

Meeting adjourned at 9:20 PM—Approved unanimously (motion by Mike; 2nd by Dominic)

Addendum

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