

NEBRA Board Call April 6, 2020

Note: there was no March Call as the BOD/Administrator in-person meeting was scheduled but not held due to Covid-19

Present:

Kim DuBord, Colin Reuter, Mike Rowell, Brian Wolfe, Lydia Hausle, JD Bilodeau, Alex Grabau, Joe Rodrigues

Discussion: Changes to the Operation of NEBRA and the end of the Administrator position

How did we end up here?

- USA Cycling is changing its process - even without COVID-19, the obvious/traditional roles for a full-time administrator position has been diminishing
- JD has been full-time administrator for five years. Before JD, Diane did the job earning a % of the total USA Cycling rebate
- The funding future of NEBRA is uncertain given that we successfully negotiated a good deal with USA Cycling for this year, but have no funding guarantee or guarantee that the Local Association program will exist for future years.
- In the COVID-19 world, bike racing is not viable, and thus NEBRA shall enter a period of hibernation until the COVID-19 world has passed and we can begin supporting our favorite sport once more
- Current plan is to phase out the administrator position over the next two months to provide a transition period and get ready for the next step in the NEBRA journey

How do we prepare NEBRA for June 1, 2020?

- Priority: Secure Q1 2020 LA payment from USA Cycling
 - Commitments to LAs was promised on most recent USA Cycling call
- Priority: Identify someone to cat herd/shuffle emails/be first point of contact for all NEBRA communication - could this be Shaun and Alissa?
 - Need to forward info@nebra.us - ~20 emails per year
 - Other (majority) of emails come in through jd@nebra.us
 - Officials assignments
 - Largely independent
 - History and process currently in place
 - Institutional knowledge re: crew sizes, etc.
 - Stipend for USA Cycling starting in 2020 (?) assuming that happens
 - USA Cycling LA emails
 - Calendar management
 - Event management (summit)
 - Random Emails (partnerships, sponsors etc)

- Paying someone for what work remains as part of this position feels important - do we need to put together a job description for a smaller part-time job once things do ramp back up.
- **Short-term Action Item:** Reach out to Shaun/Alissa to determine if they would be interested in taking on this role, at least in the short-term
- **Long-term Action Item:** Design a part-time position for the future (long-term task)
- **Priority:** Identify a point person for all USA Cycling communication and coordination
 - Local Association conference calls (~60 mins per month)
 - Contract negotiation, advocacy, etc.
 - Annual meeting/LA Summit (travel and expenses have been paid for by JD out of pocket in the past)
- **Priority:** Clean up official items associated with eliminating full-time position
 - **Short-term Action Item:** Contact payroll company to close loop on accounts
- **Priority:** Document important institutional knowledge to
 - Credentials and how-tos for website
 - Passwords, log ins, providers, etc. for social media, subscriptions, etc
 - Contact list for USA Cycling, merchandise vendors, sponsors, etc.
 - Quickbooks - allows for two administrators under current plan
 - **Short-term Action Item:** Transfer someone new in and JD out for quick books
 - **Short-term Action Item:** Prepare a checklist of all routine/recurring duties that are completed under the current job
 - **Short-term Action Item:** Prepare lists of contacts
- **Priority:** Find new home for physical assets
 - Kits, soft good, event supplies, USA Cycling paraphernalia, etc
 - **Short-term Action Item:** Prepare and inventory of what we currently have
 - **Long-term Action Item:** Find a physical location to be the new home for these things
- **Priority:** Be prepared for when the floodgates open and people are itching and able to get back to racing
 - There may be a moment when permits are in high demand if/when society opens back up. We also may be in a lull until the end of eternity.

Next Steps

- Action Items from this list
- Next BOD call May 18, 8PM