

## NEBRA Board Call May 18, 2020

Present: JD, Alex Grabau, Colin Reuter, Mike Rowell, Brian Wolfe, Lydia Hausle

Absent: Joe Rodrigues, Kim DuBord

**Summary:** NEBRA is entering a holding pattern where we conserve resources, while awaiting an environment where it is viable and ethical to resume sanctioned bike racing. The full-time administrator position has been ended, and we are a volunteer-staffed organization until further notice.

A variety of tasks related to shutting down the full-time administrator position have been accomplished or are in progress:

Created a NEBRA Administrator Google account - [redacted] with access to our Twitter, Instagram, Facebook, Google Docs accounts, and documents detailing credentials to website and domain hosting. Redirected Paypal account to NEBRA administrator gmail address. Removing JD from quickbooks, adding Colin (QB account only allows 2 users)

USAC point of contact transferred to Colin

**Todo:** close loop with payroll company, get payroll company info into doc

Job description updates were done for the administrator and officials coordinator, NEBRA point of contact. Created NEBRA Administrator workflow doc encapsulating monthly/weekly/etc

Inventory of physical assets was completed in a google sheet

**Todo** transfer physical assets to the CCAP bunker

**Todo** Inquire with the Weigands (current officials coordinators) about taking on a role as a NEBRA point of contact

**Todo** post meeting minutes

USAC sends a notice when a permit is submitted - Colin will get this  
Mike will handle Facebook and Twitter for now

**Todo** give Mike admin access to our FB page

**Todo** give Mike our Twitter credentials

**Conclusion** - for now, NEBRA needs to conserve resources so that we can contribute to the scene in the future when it's possible for that scene

Next call June 15th, 8pm