



# South Coast Bikeway Alliance

Executive Committee Meeting Notes November 10, 2017

Via teleconference, 12:00 PM

## Attendees:

Bob Espindola, Jeff Oakes, Bonne De Sousa, Sandy Medeiros

Bonne had provided an agenda that we followed.

### 1. Official Business

#### a. Treasurers Report:

Bob will obtain the most recent Bank Statement on Monday.

#### b. Administration – Improving business management:

Bonne noted a lapse in the renewal for the non-profit status and list of officers with the Secretary of State's Office. Jeff pointed out that the SCBA no longer has a Secretary to follow up on those administrative matters and that he is willing to continue to provide meeting minutes as a scribe if that frees up a Secretary from those duties. Bonne offered to follow up with the renewals with the Secretary of State's Office.

#### c. Increasing the visibility of the SCBA among organizations offering financial grants:

Bob noted he had been contacted by Dun and Bradstreet with an offer to pay approximately \$950 a year as an advertising fee to target Grantees but recognized the need for discussion with SCBA. Bonne suggested better options would be to contact Guide Star which is a non-profit specialist and/or have a few representatives of SCBA meet with the Community Foundation of Southeastern Massachusetts that administers the Crapo Fund grant among others.

#### d. Administration – Improving business management:

Both Bob and Sandy have invoices related to the Trail Building workshops that they will e-mail to the Steering Committee for review prior to Tuesday's meeting for a vote.

### 2. Insurance

#### a. Bonne looked into insurance coverage for the SCBA Directors and Officers and for General Liability. A yearly policy for both through the League of American Bicyclists would cost:

- a. \$75 for membership
- b. \$650 for the Directors and Officers
- c. \$215 for General Liability however that does not cover trail building. That issue may be reviewed with Peter Jensen or the DNRT for a resolution.

### 3. Fundraising

- a. We will discuss the option of setting membership fees at \$10 per year to cover the insurance fees at Tuesdays Steering Committee meeting.



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- b. The continued pursuit of grants from the NBW to provide the matching funds for other grants such as the United Way and the DCR grants was discussed. The NBW grant is due within the next couple of weeks. Bob will meet with Janice to learn what the NBW will be looking for and what size grants are being offered. A general budget for the SCBA was discussed including \$200 for social media, \$200 for print media, insurance, etc. We will be hearing if we were awarded the Crapo Grant next week. The use of those funds and/or NBW funds for the feasibility study of the Scenic Greenway can be presented in our application to the NBW. Bonne will provide Bob with discussion points including achievements by the SCBA over the previous year that were made possible by last year's NBW grant.
4. **Steering Committee Meeting**
  - a. We will discuss the option of changing the meeting dates of the Steering Committee meetings to avoid conflicts with other meetings at Tuesday's Steering Committee meeting.
5. **Subcommittees/Initiatives**
  - a. We need to ensure that the Scenic Greenway Subcommittee elected officers or at least assigned a lead person, has met and understands that they are to provide status reports to the Steering Committee. They are a very visibly part of the SCBA now and should be provided with the help needed to succeed.
  - b. Other on-going initiatives need to be identified and pursued. Perhaps a lead person can be assigned who will be responsible for reporting to the Steering Committee. The Executive Committee will review the list of existing Subcommittees and discuss their current status and relevance.

The meeting concluded at 1:00 PM

Respectfully submitted

A handwritten signature in black ink that reads "Jeffrey Oakes". The signature is written in a cursive, flowing style.

Jeffrey Oakes