



September 3, 2015

Update for Wheels for Kids Board - Agenda

Briefing:

Overview: We have developed our processes such that we have ample bike and financial donations. We have also developed a delivery process that ensures that available bikes go where needed and provides us with visibility of the requirements out there. We have always based all of our efforts in support of the volunteer mechanics with a pledge that we will **not** pressure them to produce. Our new processes are scalable so that we can turn it up if we get additional mechanics or additional production is achieved. We are scheduled for publicity to scale up during the Fall and anticipating the Tour de Tucson. All publicity is at no cost to the organization.

1. We have converted all our financial data to **Quickbooks**. Am working a couple of tweaks, but the data is intact in the database.
2. **“Wish List”** concept has been further developed and fully implemented. We now have the capacity to review the inventory and assign bikes from several sources. To accomplish this ability to track inventory is based on tracking bikes and Wish List requests by wheel size. All necessary forms have been modified to affect these changes.
3. Bike Inventory conducted and history has been entered into a computer database. Also conducted an inventory which indicates that 43 bikes were not recorded as distributed. My intent is to resolve whatever we can when the mechanics get back and to make sure that our procedures provide full accountability in the future.
4. Bike log has been computerized as far back as we have data, as has the Wish List. Intent is to provide weekly (?) printed updates of the bike log and wish list. Between printouts, the logs will be manually entered as in the past. The advantage is that records are easier to maintain and access.
5. We have conducted a number of deliveries over the Summer and also continued meetings with our supported charities.
6. We have developed a Wheels for Kids **Facebook** page to supplement our web site.

Agenda: When you all get back, these are some of the things we need to work.

1. **Treasurer.** Sharon has done a wonderful job as Treasurer but has proven even more effective (is there ANYTHING this gal can't do?) as a Fundraiser. She has also proven essential on the Board. I really appreciate her take on many issues and willingness to voice objections when appropriate. Our ByLaws

require that the Treasurer be a member of the Board. Sharon has been moved to the position of **Lead Fundraiser** and that we find a new Treasurer. I also propose that Sharon be selected for the Board as an individual.

2. **Specialized Positions:** Quite frankly, I need to offload some of the functions I have been covering for the past few years. I think we need:

a. **Bike Inventory Specialist.** This person would maintain all bike log and other inventory records and ensure that all bikes received are tracked. Maintain the computer logs on inventory, Bike Log and Wish List. Provide regular reports to the Board.

b. **Web Site Manager.** Paul Pomeroy has done a wonderful job setting up our Web Site and designing our logos, business cards, jersey's etc. Unfortunately for us, he has indicated that he wants to move on with his life in a different direction. He has been very helpful when something is requested, but would rather concentrate on other pursuits. I believe that we need to hire a company to maintain and update our web site. The web site is the focal point of all our efforts. Hiring a company would eliminate the concern that we've got all our eggs in one basket. The company would be able to provide backup as necessary. We have been very careful about spending money on ancillary items, but I think that this should be an exception.

c. **Records Maintenance/Systems Overview.** I have developed a number of processes and supporting forms. Yet I am concerned that these may constitute overload for those who have to make the appropriate entries. I'd like to have someone capable of looking over all of our processes and streaming wherever possible. All final records should be maintained by the **Secretary**, but he/she is not responsible for developing those records.

d. **Mechanic Lead.** I have been providing updates on Dick Swain's condition. So far things seem to be moving in a positive direction, but he is not sure when he will return to Sun City. He can certainly perform his duties as Vice President from afar, but day to day supervision and training of mechanics has to be done locally. I would be looking for someone to volunteer to take over that responsibility in the interim. Ernie Fisher?

e. **Recruiter.** These positions and other future positions need someone to take the lead. We do not need to recruit only from Vistoso Cyclists and may wish to recruit using local media, etc. We need expertise from people who are dedicated to our mission. With the possible exception of our Web Site maintenance, these will all be unpaid positions. The only incentive other than our mission that we offer is the 50% annual raise. :)

f. **Summer Skeleton Crew.** We will also need to decide how we want to handle the Summer Season. We need to reduce our level of activity, but can't ignore those contacts/donors we have sought all Winter. Can we recruit some non-snowbird personnel that can help cover the Summer workload?

g. **Team Meetings.** I am asking each Team Lead to plan to hold organizational meetings early in the season. The objective will be to brief each team member on the new procedures, seek feedback and determine specifically how each volunteer would like to participate within that team. I will be available on request of the Team Lead to attend and supplement as needed. One objective of these meetings will be to ensure that the team recognized the leadership and to ensure that the Team Leads are spreading the workload, not just doing everything themselves.

h. **Team Building Party.** I would like to have a party early in the season that will include all current volunteers and anyone interested in volunteering with spouses. The objective would be to provide people an

opportunity to get to know one another. No formal program. I am hoping that someone (Sharon/Lisa) would volunteer to organize this function.

This is where we are at the moment and where I think we need to move. We have amazing volunteers and 1,514 bikes delivered to date.

Thanks to everyone!

Rick Haupt, President

Wheels for Kids