



**Cascade Bicycle Club
Executive Committee Meeting
8 March 2016**

Present: *Catherine Hennings, Nate Glissmeyer, Sandi Navarro, Alexa Volwiler, Charles Ruthford, Elizabeth Kiker*

1. Strategic Planning

- Catherine provided an update on progress of the Strategic Planning Committee. Interviews of the individuals initially recommended by the committee have been completed, and stakeholder meetings are underway.
- The stakeholder groups cover the three major program areas (rides, advocacy and education) and other bike clubs. Statewide input will be gathered at the Bike Summit in Tacoma Mar 21-22 rather than through meetings in Spokane and Wenatchee. A stakeholder session with the board will be held at the upcoming board meeting.
- Nate requested that the committee update the board on the timeline for the strategic planning process and when the board will have opportunities for input.

2. C4 Board Selection

- Nate provided an update from the Governance Committee on the C4 board appointment process.
- The committee has generated a list of names and prioritized the candidates. A key candidate has been identified and has agreed to serve on the board. However, it has been challenging to find candidates who are interested in working on policy and strategy and also willing to be personally involved in doing the work required.
- The committee will be meeting next Monday to initiate more follow up on possible choices but will not be ready to bring a proposed slate to March board meeting.
- A recommendation was made to invite top candidates to participate in the strategic planning retreat.

3. Compliance Committee Report

- Charles presented a report prepared by the Compliance Committee that summarizes the work the committee did to assess the Club's ability to provide proper oversight of the use of CBC labor (staff) and non-labor resources (resources) in support of Washington Bikes (WA Bikes) activities. The report reflects the committee's determination that the necessary procedures and instructions are in place. The report will be presented to the board at the March meeting and should be formally accepted by the board.
- The EC discussed whether the Compliance Committee should remain active or monitoring could be done by the Finance Committee. It was agreed that Charles and Alexa will discuss and come back to the board with a recommendation on how board oversight should be continued.
- A proposal was made to the EC that the C3 and C4 boards enter into an additional agreement to cover areas of coordination not covered by the administrative services agreement, such as the joint evaluation of the shared ED. The EC concluded that an additional agreement is not needed at this time. With regards to the ED evaluation, Charles suggested that the C3 board could be primarily responsible for the review and solicit input from the C4 board.



4. Finance Committee Report

- The need to conduct an audit of WA Bikes for 2015 was discussed. Alexa pointed out that an audit may not be required, given the size of the WA Bikes budget. The cost would be approximately \$6,500 to use the same auditors that have previously audited WA Bikes. The EC concluded that an audit is not warranted unless there are specific agreements or grants that require an audit, and Elizabeth will follow up with staff to determine that.
- A Statement of Correction will be presented to the board for approval at the March meeting to correct the date of filing of the merger documents with the Secretary of State. The intent was to make the merger effective in 2016, but the documents filed made it effective at 11:59 on the last day of 2015. The Statement of Correction is permitted to correct this error.
- Alexa summarized the 2015 YE financial report, which will be shared with the board at the upcoming meeting. The main concerns are the lack of growth in income and negative net operating results. The budget will need to be considered as part of the strategic planning process, given that there will be a lot of pressure for the Club to take on even more aggressive goals.

5. Development Committee Report

- The Development Committee is meeting tonight to discuss how to encourage the board members to fill tables for the breakfast.

6. ED Review

- Nate is finalizing the ED review survey and will send out tomorrow. Results will be discussed at the April EC meeting before presentation to the full board.