

WMBC Board Meeting Date: September 9, 2014

Present: Barbara, Matt, Val, Hale, Thad, Hannah, Kerry

Agenda item:	Discussion Points:	Action Taken:
Approve August meeting minutes		Hale makes a motion to approve August meeting minutes, Val seconds. All were in favor.
Brief Review Action items 5 minutes	See table at the bottom**	
Newsletter 5 minutes	Take a Kid Biking Day: 2pm at Lake Padden Ball Fields. Add Chris' contact number Budget up to \$75 for healthy snacks and beverages for TKMBD Add Supporter Program info	
Galbraith Deal Matt 30 min	Letter of Commitment to County Reviewed MOA and made adjustments to the document that will be sent back to Whatcom County Parks	
Approve Purchases 5 min	WMBC Tents (2) and decals Decal for WMBC Tool Trailer Brochures w/ QR code	Action Item: Val will arrange the purchase of 2 WMBC tents w/ decals. Kevin will look into the price of 2 decals for the tool trailer Val will get more brochures printed.

<p>Search for an Accountant</p> <p>15 min</p> <p>Barbara, Matt, Hannah</p>	<p>Accountant Job Description</p> <p>Would do books and payroll Need to keep looking for someone who can do payroll and bookkeeping.</p> <p>Cost: approximately \$90- \$150/mo</p> <p>Questions on how to keep the bookkeeper in check and to maintain transparency. Create a policy on how money is moved/deposited.</p>	<p>Action Item:</p> <p>We will continue to research our options.</p> <p>Matt will coordinate w/ Hannah to develop a procedure for working with the bookkeeper.</p>
<p>Need to fill board member position</p> <p>15 minutes</p> <p>Barbara Matt</p>	<p>Job Description for Development Director</p> <ul style="list-style-type: none"> - Do we look for someone who gets a commission to what is raised? - Do we contract a fundraiser? - Modify the job duties of our paid Trail Director? <p>Need to focus on grant writing and re-direct the job duties of the Trail Director.</p>	<p>Matt will meet w/ EB to discuss how to incorporate more fundraising type work.</p> <p>Discuss this at the next board meeting.</p>
<p>Finance/Business Plan Committee</p> <p>15 min</p>	<p>Who is responsible for managing WMBC finances? Treasure or Financial Director?</p> <p>Review job descriptions.</p>	<p>This was tabled for the next board meeting.</p>
<p>Director of Education Update</p> <p>Hale</p> <p>5 min</p>	<p>7 people were trained</p> <p>Wade King, Whatcom Middle School, and Silver Beach now have trained instructors.</p>	
<p>Questions, Comments,</p>	<p>Finish up Blanchard Trail soon. Need to let the bookkeeper know how the REI grant money was spent.</p>	

Action Items	Person(s) Responsible	Due Date	Completed?
Need to find a replacement for Hannah. Matt will contact Carla and Tina.	Matt	October	No, but making progress.
Set up an account at Hardware Sales	Eric	October	No
Set up an account at Kinkos	Barbara	October	Account Pending
Get a bulk mailing deal whenever needed for mass mailings.	Undetermined	Undetermined	No
Develop a business plan or at least get a committee put together. Will provide content for the Case for Donation document.	Barbara	October	Committee is put together. Plan is not complete, but making progress.
Put together a TAP committee in early September.	Eric	October	No
Have a list of next year's TAP businesses ready to present at STT.	Eric	October	No
Develop a "Case for Donation." Find someone to develop this.	Barbara	Undetermined	No
Val will arrange the purchase of 2 WMBC tents w/ decals	Val	October	
Kevin will look into the price of 2 decals for the tool trailer	Kevin	October	
Val will get more brochures printed.	Val	October	
Matt will coordinate w/ Hannah to develop a procedure for working with the bookkeeper.	Matt	October	
Matt will meet w/ EB to discuss how to incorporate more fundraising type work.	Matt	October	
Find all media articles related to Galbraith, mountain biking in Whatcom County and the WMBC	Kerry	October	