

Roll Call, Introductions, Schedule next meeting (6:00-6:10 min)

July 9th 6pm?

Attendees:

Chelsea
Charlie
Meg
Aaron
Kirsten
Mike
(Jeff showed up at halftime)

Action Items

Volunteer availability survey: putting out a call for help
Member only hours: Mike on Sunday? Once a month
Pricing bike day
Organize workshop: Mike
Ask for spray nozzle
Reach out to Alex for help with class and or open shop hours
Parking Passes
Talk to Claire about Stickers
Ron: Parking Sign
Advertise Orientation Saturday 17th 5-6pm
Signs: Bike Sale and
Buy stands for workbenches

Membership

Laminated cards
Member only hours
Craft letter for a Share-A-Bike

Open Shop Hours (6:10-6:20)

- More hours, 1 shopkeeper during existing hours
 - Volunteer availability survey
- Put out a call for help: find one consistent shopkeeper for each shift
- Increase frequency and length of current shifts with new volunteers
- (Potential) motion to grant Charlie open shop duty starting as shop-keeper.

Friday Open Shop Hours

- Making

How can we optimize space to best serve the community?

(6:20-6:30 min)

- Building out bike stands for ergonomics - right now the bikes/stands block the tools & benches
 - Building another tire rack and organizing the wheel room
 - Giving everything a place: if we know where it goes & always put it away, we can find it easily
 - Storage hooks
 - Currently: mainly donated frames and bikes that need to be built, fixed or tuned up, most inactive. Some abandoned bikes being stored (action item: contact those people)
 - Idea: member/volunteer projects? Actively being worked on
 - Keeping some hooks empty on purpose for future projects
 - Keeping workstations open, put away tools and in-progress bikes to preserve the community-oriented nature of the space
 - Ideally when a volunteer comes in to open the shop up, workstations are open for members and volunteers to use
 - Observation: limited space, a lot coming in, but not a lot going out.
 - An initial assessment to decide how many bikes we want to store and the best use of the space we do have can help provide direction.
 - A process for selling, donating, or scraping as many bikes as we get in donations each week (inflow \leq outflow)
 - Filtering donations is one easy way to reduce inflow
 - Increase outflow:
 - Fixing up and selling bikes is costly in terms of volunteer hours and doesn't necessarily match the pace of inflow
 - Selling as-is bikes for cheap generates easy income and gets bikes back into community. People can learn how to fix the bike up at open shop hours
 - Potential package deal membership + fixer-upper (\$50?)
 - Sponsoring bikes:
 - Similar to kids bike drive, we could have people sponsor fixed-up bikes to be given to low-income, homeless, or needy people in general.
 - Maybe give them to Share-A-Bike?
 - Metric: for figuring out people to give bikes to
- Update: power-washing

Monday: Priming

Tuesday: reassembling the workshop

Class (7:30-7:40 min)

- Ideal class size, and instructor student ratio (4:1?), 2 instructors min?

- Scheduling Summer + Fall, finding students to sponsor
- Instructors/volunteers
 - Payment for instructors: worked into budget of grant (\$10/hr)
 - Signing up ahead of time: so instructors are prepared & we don't have to scramble
- Structure
 - Max 1 hr lecture and 1 hr hands-on workshop time to maximize learning and retaining information
 - Split students into groups of two to make hands-on time manageable
- Start Second Week of July
 - Tuesday Thursday
 - Social media: thanks to LMB for sponsoring

Build a Bike

101 & 201

201: Someone learns to be a volunteer mechanic by building a bike

Same instructors every week

Tuesday 101

Thursday 101

Certificate

Survey: gives feedback options to students, demographics etc

Selling Bikes & Refunds (7:40-7:45)

Suggestion for Refund policy:

Free repairs for any bike sold with minor defects

Exchanges for equal value bike, or pay the difference for a nicer bike

Refunds only for majorly defective or damaged products (ie cracked/bent frame)

Put refund policy on chalkboard, make clear to customers when selling the bike

Give receipts

Additional Questions, Comments, Etc (7:45-8:00)

Jeff P: I can make a Poster! :)

Are we dialed in on member-cards and membership brochure?

Doublecheck whether new front-area layout serves members best

Outreach to community groups?

Door code: reset to 0

Midway order

Tap & die set

BB

Forks