

PROCEDURES MANUAL OF THE RIVERSIDE BICYCLE CLUB



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PRESIDENT: DUTIES AND PROCEDURES

The president of the Bicycle Club is the chief executive officer of the corporation.

Responsibilities include being a signatory on the club bank accounts.

Facilitating board meetings including; Zoom info for virtual meetings, making an agenda for the meeting, emailing it out to board members for any suggestions, and following through with the agenda items suggested.

The president starts the club meetings and introduces any speakers.

The president is the spokesman for the Bicycle Club in all matters affecting the club.

The president establishes and maintains the club PayPal account. It is used for ONLINE purchases by club members and for event payments. Prior to every board meeting the balance of the PayPal account shall be transferred to the bank account.

The president is a single vote on the board and not the final decision maker.

- 1) Procedure to accomplish duties:
- 2) In the event the president will be unable to attend a regular meeting or meeting of the Board, the president should contact the vice president, and advise of his/her pending absence:
 - a) For regular meetings, the vice president will attend, and conduct the meeting.
 - b) For board meetings, the president will provide the vice president an agenda (if one has been produced); if no agenda has been produced the vice president will create an agenda, and forward it via email to each board member prior to the scheduled meeting. The vice president will attend and conduct the board meeting.
- 3) If the secretary cannot attend a board meeting, the president will appoint a secretary for that meeting who will take on all the responsibilities of the secretary for that month.
- 4) Upon electing a new president, the standing president will give the email password, bank account, and PayPal accounts login information for RBC to the new president.
- 5) In December, update bank signers for next year.

VICE PRESIDENT: DUTIES AND PROCEDURES

The vice president shall assist the president in the conduct of the administrative affairs of the club and perform such other duties as may reasonably be assigned by the president. The vice president shall succeed to the office of the president if the office becomes vacant. The vice president shall act for the president in the president's absence from a meeting of the members or of the board.

- 1) The vice president is responsible for club merchandise. At the board's direction, the vice president will act as the liaison between the club and vendor(s) regarding the ordering of club merchandise (arm warmers, caps, jackets, jerseys, leg warmers etc.) This includes ordering, selling, inventorying, and storing all club merchandise. In order to accomplish this, the vice president will ensure the following:
- 2) **ORDERING:** When supplies are low or the club request is high, the online Club Store will be opened. The current contact information for the club's vendors is included in the appendix.
- 3) **SELLING:** Bring a portion of merchandise (i.e. a few items of each in all available sizes) to sell to the membership, or general public, when attending club events (rides, meetings etc.),
 - a) Provide a receipt on request of each sale to purchaser.
 - b) Ensure that all funds received from sales of merchandise are either deposited in the club's bank account or provided to the club treasurer for deposit.
- 4) **INVENTORY:** Maintain an inventory of all merchandise and provide the inventory to the board at their request.
- 5) **STORAGE:** Safely store merchandise at the vice president's residence or other location designated by the board.

SECRETARY: DUTIES AND PROCEDURES

The primary duty of the Riverside Bicycle Club Secretary is to create an accurate written record of the minutes for all RBC Board Meetings.

The secretary shall attend all board and club meetings.

It is recommended that the secretary take detailed, written notes of the proceedings of the RBC board meetings. These notes should be itemized in a way that follows the agenda for that meeting.

It is recommended that the secretary create a voice recording of the RBC board meeting for review while creating the written record of the meeting.

The secretary will record votes taken on proceedings at board meetings, with the results (approved or rejected) to be noted in the minutes.

The secretary is to create an accurate, detailed written record of the board meetings, and electronically submit them to all board members for review within seven days of that month's board meeting. Upon the board member review, revisions will be made based on the secretary's notes, voice record and personal discretion so as to be as accurate as possible.

The meeting minutes will be signed by the secretary when the minutes have been finalized. Once signed, the minutes become a legal binding copy. The secretary will provide the final minutes to the Communications Coordinator who will file them as a permanent record of the Riverside Bicycle Club.

The secretary is to prepare appropriate responses to communications, inquiries and requests as directed by the Board in a timely manner.

An example of the format to be used for the board meeting minutes is included in the appendix.

TREASURER: DUTIES AND PROCEDURES

JANUARY:

Pay "Wild Apricot", our online membership management website.

Pay "League of American Bicyclist" membership. (LAB) is our Director and Officers Insurance and is through American Specialty.

(See appendix for all pricing).

Arrange for bank signature card to be updated with new board members at the bank. All of the follow members must sign the card: President, Vice President, and Treasure. Secretary – Does not have check signing rights. Process the changing bank signers' paperwork.

MARCH:

By the end of month, present a proposed budget to the board for review and approval.

APRIL:

Complete e-Postcard (Form 990-N) State and Federal SI-100 form- Fee of 25.00.

DECEMBER:

PO Box payment is due at the Riverside Main Post Office on Chicago, Box #55160.

Treasurer information is added to the form.

Pay "1&1 Domain Name".

MONTHLY

Make bank deposits as soon as possible.

Collect monthly – Enter all Cash payments received into Cash Log:

50/50 collected at general club meetings.

Membership payments.

Payments of RBC clothing sold.

Club donations.

Collect expense reports for reimbursement.

Make payments for misc. expenses.

Account numbers are listed in the appendix.

WEEKLY

Retrieve mail from Riverside Main Post Office on Chicago, Box #55160 distribute as necessary.

COMMUNICATIONS COORDINATOR: DUTIES AND PROCEDURES

Responsibilities: Maintain the online membership management website known as Wild Apricot. Receive and distribute officer's submissions that they wish to be shared with the membership via the web, newsletter & Facebook. Upload minutes to Wild Apricot. Store hard copies of same minutes in club library, which is located at the communications coordinator's home. Bring the minutes book to the board meetings. Write, publish and share the newsletter.

WEB PAGE

Wild Apricot is our automated member management program that we started using in Nov. 2012. It has excellent helpful software with lots of tutorial videos and articles in the help section. Everything is done through Wild Apricot. It is easy to use and no technical knowledge is needed. As Admin, you have control of everything. Be careful, don't accidentally delete anything! You will find important information on Wild Apricot, but you must be logged in as admin to view it. Click the "ADMIN & OFFICERS" menu (+) tab to see things like; Changing bank signers, lists of club payments due, Board meeting Minutes, "How To" articles written by Vicki... As Admin, you will receive emails confirming new and renewing member's payments. Emails from E-blast replies...

UPLOADING MINUTES TO THE WEB-- After each month's board meeting the Secretary will email the approved minutes to post on the web. Minutes are restricted view "Officers Only".

1. Log in as Admin > WEBSITE tab > FILES tab, double click DOCUMENTS to open, > double click MINUTES folder of current year to open, then DRAG & DROP minutes into folder.
2. Go to, WEBSITE/SITE PAGE on menu, scroll down and click ADMIN & OFFICERS / MINUTES, click EDIT. Mouse over content box (it's to the right), area will turn gray. Click to edit. Type in; minutes, month, and year. Highlight the text you just typed. Click FILE on toolbar. Now navigate to that exact document, click on it, then click the INSERT button. It should appear as underlined blue words. Then click SAVE.
3. Test Link to be sure it functions.
4. After each board meeting file the signed minutes hardcopy in the official club minute's book.

E-BLAST-- Send E-Blast to club members at board's direction.

Each month, 2 days before the club meeting, send reminder to all. Here is how:

1. Login as Admin > Contacts tab > EMAIL CONTACTS button.
2. Double click "Club Meeting Reminder" to open it.
3. Type in the correct date and update the speaker info plus any other items needed.
4. Click PREVIEW SEND button, proofread, (back to edit) if need be,
5. Click SEND TEST EMAIL to yourself, and confirm that any/all links work.
6. Click SEND TO all RECIPIENTS. All done (:

WEB CALENDAR-- Updated each month. Repeat-events like; evening rides, weekend rides & club meetings, and special-events like; Ride of Silence & the Christmas party... should be posted on our calendar. Here is how;

1. Log in as Admin > Events tab. Click CREATE NEW EVENT button when you must make a brand-new event, otherwise it's easier to duplicate existing events.

2. While on the Events tab, scroll down to an existing event you want to duplicate and click it. The Edit button has a dropdown menu, choose DUPLICATE EVENT, then click the EDIT button. New screen opens. Where it says visible to: ADMIN ONLY click blue colored words ADMIN ONLY, > new screen opens, choose PUBLIC radio-button and SAVE. Now everyone can see it.
 3. In the title box delete the word "COPY". Scroll down to START DATE > click little black triangle to open the calendar and then select the next date this event occurs on, > SAVE.
 4. Click BACK and continue updating. I usually post events 1 or 2 months ahead.
- NOTE, look at previous months to get familiar with events.

NEWSLETTER

The Spoken Word-- Very briefly your duties are; fill it up, proof it, convert to PDF, post on Wild Apricot and Facebook, e-blast it to membership; five days before the first of the month ask Membership Chair for the current snail-mail list, email the newsletter PDF & current mail list to the printers (see appendix) so the newsletter can arrive in members mailboxes by the first of the month. Then do it again next month. Twelve issues per year are published.

NEWSLETTER DESIGN-- The newsletter is created each month in MS Publisher. The post office charge is, one first class stamp to deliver a six page item. Our newsletter is double sided, equaling twelve pages for you to design any way you would like, except for info pages; 9 - 12. Those need approval from the board to change.

NEWSLETTER FONTS-- Only use the most common fonts because commercial print shops may not have a specialty font and it will default to Times New Roman possibly making your work appear strangely formatted.

RECURRING ARTICLES-- President's notes, state of the club. Ride Chair, upcoming events. It is best if you ask/remind all the board each month for their articles.

PDF-- After proof reading the newsletter make it into PDF formats

NOTE: change your default printer to your color printer before making the PDF. Text now will appear in color.

- NOTE: Bob the printer will email an invoice. Print three copies; **one for Bob** when you pay him, **one for the treasurer** as receipt of payment to submit along with the Reimbursement form, and **one for your own records**.

HOW TO POST THE NEWSLETTER on the WEB:

1. Log in as Admin > WEBSITE tab > FILES tab, double click DOCUMENTS to open, if necessary. > double click NEWSLETTER folder of current year to open. Then DRAG & DROP newsletter PDF into folder from your Publisher saved files.

HELPFUL HINT; resize both open screens for ease of this Drag & Drop.

2. Go to, WEBSITE/SITE PAGE on menu, scroll down and click NEWSLETTER and click EDIT. Mouse over content box current year (it's to the right), area will turn gray. Type in; month, and year. Highlight the text you just typed. Click FILE on toolbar. Now navigate to that exact document, click on it, then click the INSERT button. It should appear as underlined blue words. Then click SAVE.

3. Test Link to be sure it functions.

NOTE: **All members** receive an e-blast saying the NEWSLETTER is ready.

NOTE: post the newsletter link from Wild Apricot on Facebook so the world can enjoy it.

HOW TO SEND NEWSLETTER in an E-BLAST

1. Click CONTACTS tab, click EMAIL CONTACTS button, double click to open NEWSLETTER Template. New screen opens, find the phrase, "click here for newsletter", delete the old link (underlined blue word) and type the new month/year issue. Highlight the text you just typed. Click FILE on toolbar. Now navigate to that exact document, click on it, then click the INSERT button. It should appear as underlined blue words.
2. Click, Preview & Send > Send Test email to yourself > try the emailed link, > send to all.

FACEBOOK

Riverside Bicycle Club Facebook was created in 2009. Here is the link;

<https://www.facebook.com/groups/riversidebicycleclub/>

You may assign others as ADMIN or as MODERATORS to help monitor the group.

DUTIES as ADMIN:

Post special events and bike news, as directed by the board. Monitor posts. Remove obscene. Remove non-bike related.

PEOPLE can join FB automatically now.

Message each NEW JOINERS. You will find the newly joined in the Admin tools top of page under **PEOPLE**. (do this once per week)... Welcome them with... *"Glad you found us and Welcome to RBC's Facebook group. Non-members are always welcome to ride with the club, but if you ride with us often please join the club, it is only \$25/yr and you get lots for you money. Check us out. Here is the link,*

<http://riversidebicycleclub41.wildapricot.org/> *We have all levels of ride speeds on Sunday mornings plus many rides during the rest of the week. Looking forward to seeing you on the bike, and again, welcome to RBC on FB."*

I.C.E.

(in case of emergency)

In a sealed envelope, provide login and account information for Wild Apricot, newsletter, Facebook, etc. to the president in case of emergency.

MEMBERSHIP CHAIRMAN: DUTIES AND PROCEDURES

Duties; collect membership from the Post Office, (4150 Chicago Ave.) each month (99% *do online*) enter those on our webpage. Give dues to the Treasurer or deposit them in the bank. Mail membership cards as needed, (*again, most folks download their membership card online*). Run membership reports for the board and create a current snail-mail list for the newsletter editor. Encourage folks to join.

Wild Apricot is our online member management program and with your help it will keep records of the membership. You will be an administrator on Wild Apricot.

There are three membership levels: Booster, Family & Individual, plus, "Saves levels" on family & individual. The "Saves levels" save \$5 by acquiring the newsletter through our website.

ONLINE SIGNUPS-- 99% of members will signup ONLINE. Some may not complete the process and Wild Apricot will put a large exclamation mark on their membership saying "NEEDS ATTENTION". You should contact them to help solve their problem. Most will do just fine. Wild Apricot will email you with new/renewing members automatically.

NEWSLETTER ADDRESS LIST (snail-mail)-- Booster, Family & Individual members pay five dollars extra for home delivery of the newsletter. All members with the letter (S), *short for snail-mail*, in their info will receive a newsletter. The letter (W) means, the member will acquire the newsletter via the web, ANY membership level may have a (W), but "SAVER" members never get the newsletter mailed to them.

Here is how to calculate (snail-mail) address list:

1. Login as Admin, click contacts, click advanced search tab.
"Match ALL criteria" should be selected. There are 3 "criteria".
MEMBERSHIP LEVEL, it should say, IS NOT "sample-primary membership"
NEWSLETTER, it should say, CONTAINS "S".
MEMBER STATUS, it should say, IS, "ACTIVE".
2. Click SEARCH button. New screen opens listing, example; (20 records found).
3. Click EXPORT. New window opens, choose Excel (or your favorite file type)
4. In, Contact-Related checkboxes use; first name, last name, street, city, state, zip, membership status, & renewal due.
5. Click Export button at bottom. New window opens,
6. Choose Open With, Microsoft Office Excel, click OK button. Excel will automatically open the file.
7. Read through list to see there are no duplicate addresses.
8. Look at column "MEMBERSHIP STATUS" each should say "ACTIVE". Delete any others.
9. Delete the column; MEMBERSHIP STATUS before saving. DO include; full name, full address & renewal date and SAVE file as Excel Workbook.
10. Email this current list to the Editor.

MEMBERSHIP REPORT FOR BOARD MEETING

To see current membership head count:

1. Log into website as admin.

2. Go to Admin page.
3. Click on Members tab.
4. Click on Summary tab.
5. Use "Print screen" to get a printable version.

MEMBERSHIP DRIVES-- Usually the club easy-up aka, The Booth, is set up on the Santa Ana River Trail several times per year near Bonaminio Park to inform bicycle rides of our existence and the benefits of joining. The Booth goes to other local events like: Citrus Classic, community functions and some of the Mayor's events.

MEMBERS ONLY EVENTS-- these types of events really encourages our members to renew in order to participate. Club Anniversary Party/Ride, and the Christmas Party are the biggies!

ADDING A NEW MEMBER, MANUALLY-- Not everyone will signup ONLINE. When you receive a paper membership form; you must enter all their information onto the web for them, and then give the cash/check payment to the treasurer, or deposit in club bank account. (The Treasurer may give you a bank deposit card to make deposits).

- NOTE: you must enter folks into Wild Apricot as a CONTACT before you can enter them as a MEMBER.
- NOTE: if folks want FAMILY or BOOSTER memberships, they may want people added to their bundle. Total in a bundle is 6.

Here is how to manually add a new member:

1. Login as Admin > you must first add them as a CONTACT. Click CONTACT tab > ADD NEW > enter their first & last name, email & phone. Do Not enter password, Wild Apricot will send them a temporary one. Click SAVE.
2. The "NEW CONTACTS" screen opens, click their membership tab, (it is in the middle of the page, not the one at the top of the page) and then click the ASSIGN MEMBERSHIP button. Choose their membership level, and finish filling in all their information from their form, then SAVE. Notice that Wild Apricot is showing a big yellow warning box and exclamation mark MEMBERSHIP APP. PENDING! needs invoice. Click GENERATE INVOICE.
3. A new screen opens, in the INTERNAL NOTES box, type briefly, when/where/who received the form and add your initials, No Taxes charged. Scroll down **VERY IMPORTANT**-- put check mark in box called PAYMENT RECEIVED IN FULL, select payment tendered... cash/check ... and SAVE. Glance at INVOICE DETAILS to see that all is correct.
4. If they want people added to their bundle, remember, you must make those people contacts first. If so, click CONTACT tab > LIST > ADD NEW > enter their first & last name. Email & phone, not necessary for bundled members. Click SAVE. Now you can add them to his bundle.
5. Click his MEMBERSHIP tab. Look to the far right and click ADD MEMBER > select contacts to add to his bundle. Click SAVE. On his membership paper form, bottom right corner where it says "Office Use", fill in the blanks and then file that paper membership form in the Membership notebook. (you may shred last year's membership form)
 - NOTE, you will see a star next to the bundle administrator's name.
 - NOTE, be sure to enter an amount in the AMT box, use this info to notice level changes that the member may make later.

MEMBERSHIP CARDS-- Each member has access to download their membership card onto their phone. Wild Apricot updates any changes in their status and this appears automatically on their profile page. (Won't update card already on their phone)

PRINT INDIVIDUAL CARD MANUALLY-- Some members will request a physical card. Use a color printer to make their cards, as needed.

1. Login as Admin > click CONTACTS tab > type their name in the SEARCH box.
2. Click their name and click their MEMBER tab, scroll down to see their card.
3. Click "Printable PDF" and choose SAVE FILE to download to your computer.
4. Print and mail their card. Include the "Welcome Letter" (explaining about the club and their discounts). Find Welcome Letter; settings/files/documents/welcome letter.

The club treasurer will reimburse you for envelopes, cardstock and postage stamps...

PRINT ALL CARDS-- You **probably won't ever** need to, but... Here is how to get the info to fill out the cards you will print. Use Avery 8871 Clean Edge business cards. Go to Wild Apricot /Website/ settings/files/documents/welcome letter. Include welcome letter with cards mailed.

1. Login as Admin > Finance, tab > Payments & Refunds, tab > Select Range – use drop-down box or choose DATE range in calendars, ie. 9, April 2013 - 23, April 2013... Click, APPLY, results appear. Sometimes there are only a few needing card. In Family Bundles, and Booster Bundles, be sure to make cards for both adults.
2. Click on the first CONTACT record (anywhere).
3. Click Name-link on payment details, their records page will open.
4. Click their Membership tab. Use info shown to fill-out their membership cards in your handwriting and address envelope. Make notes on their “Welcome New/Renewing Member” paper, of anything they need to do, i.e.; add a picture of their face, add a bio, and/or add people to their bundle.
5. Type in info on their Wild Apricot records page; number of cards mailed & date... make certain SAVER MEMBERS do have a letter "W" in their form, then click SAVE.
6. Click “BACK” then "NEXT contact record", and repeat until all done.
7. Write out membership card; first & last name, their email address, level of membership, renewal due date, and membership chair initials.
8. Mail envelopes, use RBC return address stamp.

The club treasurer will reimburse you for envelopes, cardstock and postage stamps...

- NOTE: if they are listed as "BALANCE DUE" contact them by email or phone to resolve issue.
- NOTE: Wild Apricot only recognizes email addresses, not names.
- NOTE: I keep a record in membership notebook of last date cards sent out.
- NOTE: The club treasurer will reimburse you for envelopes, cardstock and postage stamps.

PUBLIC RELATIONS: DUTIES AND PROCEDURES

The Public Relations Board Member is expected to attend all board and club meetings. He/she shall interface with the media, elected officials, advocacy groups, and other related clubs or organizations in the collaboration of events, clubs rides, and items of interest.

The Public Relations Board Member will advocate for better riding culture and conditions with agency officials to promote the wellbeing of all people on bicycles. He/she will potentially assist in the organization of volunteers for special projects relating to the promotion of improving the community relating to cycling.

The Public Relations Board Member will reach out to different organizations and/or individuals for speaking engagements at the monthly club meeting. If no speakers are available, he or she shall attempt to bring items of interest (relating to cycling in general) to the regular club meeting to foster member and non-member engagement. He or she shall promote the club to potential new members.

ROAD RIDE CHAIR: DUTIES AND PROCEDURES

Plan regular rides and ride associated activities for the Club. Post them on Facebook in advance of the ride date. Provide details of Club riding activities and schedules to the Editor of the Club's newsletter by the 20th of each month. Recurring Rides: Rose Parade Ride -- January, Ladies Ride--May, Ride of Silence--May, Club Birthday Ride--June, Queen Mary Ride--July, Smog to Surf--September, Burn Off the Turkey--after Thanksgiving, Christmas Light Ride--December.

Sunday Morning Club Rides; identify new riders and welcome them, give general announcements for assembled riders, call on Ride Leaders to inform their intended routes for that Sunday Morning. (if not available, this will be accomplished by the senior board member/ride leader present).

Has the authority to appoint ride leaders for each club activity.
Attend the monthly Board meetings and General Club Meetings.

MOUNTAIN BIKE RIDE CHAIR: DUTIES AND PROCEDURES

Act as liaison between Team Dirty Works and the Riverside Bicycle Club. Plan regular rides and ride associated activities for the members of Team Dirty Works when required.

Provide details of riding activities to the newsletter Editor by the 20th of each month.
Attend the monthly Board meetings and General Club Meetings.

APPENDIX:

Our mailing address is: **located,** Riverside Post Office, 4150 Chicago Ave.
Riverside Bicycle Club
P.O. Box 55160
Riverside, CA 92517-0160

Newsletter Print Jobs to: Bob Weisensee,
Creative Technology of Sarasota, Inc.
5959 Palmer Blvd. Sarasota, FL 34232,
phone 800-533-1031, email, bob@ctimls.com.

Staple's Copy Center -- Our Rewards # is 2843987740. This number is good at all Staples Stores. It is not a credit card, just keeps track of purchases and gives price cuts. In the past, we used Staple's Copy Center in Moreno Valley to print newsletters.

Vice President's Apparel Contacts

DeFeet International
371 I-40 Access Road
Hildbran, NC 28637
www.defeet.com

Rep: Brad Mettee
brad@defeet.com
1-828-387-1231
(socks)

Sock Guy
2335 Camino Vida Roble, Suite A
Carlsbad, CA 92011
www.sockguy.com

Rep: Brock Halter
brock@sockguy.com
888-232-5376 ext. 303
(socks)

Voler Team Apparel
21 Saratoga Avenue
Grover Beach, CA 93433
www.voler.com

Rep: Jeanette V
jeanettev@voler.com
1-800-488-6537

Jakroo Team Store
5906 Stoneridge Mall Road.
Pleasanton, CA 94588
1.800.485.7067
designlab@jakroousa.com

Board Meeting Minutes Format

ACTION BY UNANIMOUS WRITTEN CONSENT OF THE DIRECTORS OF THE RIVERSIDE BICYCLE CLUB, INC.

The Board of Directors of the RIVERSIDE BICYCLE CLUB, INC., a California non-profit corporation, held a meeting pursuant to Article 4 of the bylaws of the corporation as follows:

Date: Wednesday, Month, Date, Year

Place: List location

Time: 7:00 pm

Present: List all in attendance

Absent: List those absent

Quorum Present? Yes or No

Guest: List any guests

Proceedings:

Meeting called to order at time by (Presiding Board Member).

Previous month's meeting minutes were amended and approved.

The following resolutions were adopted:

Membership Report: (Current Membership Chair Name) – # members with # new. (List membership info)

Treasurer Report: (Current Treasurer Name) - Club financial account information

AGENDA ITEMS

1. AGENDA ITEM ONE

Name of speaker – List most important discussion items.

2. AGENDA ITEM TWO

Name of speaker – List most important discussion items.

Continue this format for all agenda items.

NEW BUSINESS

List any new business.

Motion to adjourn presented.

Motion was seconded.

Unanimous “Yes” vote by all Board Members.

Meeting adjourned at (time)

Next meeting (list date, time and location)

These minutes dated to be effective February 1, 2022.

Minutes submitted by Current Name, Club Secretary

Current Name – Secretary

Treasurer's Accounts

Bank account
Bank of America
Riverside, CA 92507
800-432-1000
Acct. number
325091676762
121000358

Club Tax ID number or EIN
95-3748352

COMMUNICATIONS COORDINATOR

. <http://riversidebicycleclub41.wildapricot.org/admin/>

Updates: December 2, 2021 Communications Coordinator Revised
January 15, 2022 Secretary Revised