



DRAFT

Working Bikes Annual Meeting Minutes

April 7th, 2021

1. Call to order - 7:15 PM
Trevor Clarke called the meeting to order at 7:20 PM.
 - a. Introductions/In attendance
Present were Trevor Clarke, Amy Little, Lee Ravenscroft, Josh Korby, Phil Kaplan, Dave Gorman, Anna Henschel, Frank Richardson, Eric Wood, Xail Hernandez, Ed Hanlon, Paul Nelson, Jim Lindsey, Caronina Grimble, Jerome McDonnell, Jerry Cohen, Andrew Pickens, Reshorna Fitzpatrick and Lyana Funches (Think Outside Da Block).
2. Approval of February 3rd, 2021 Annual Meeting minutes
Approved as presented. (Phil-1, Lee-2, unanimous)
3. Community Partner Presentation – Reshorna Fitzpatrick, Stone Temple Baptist Church, GROWWS
The North Lawndale Community Coordinating Council is doing so many good projects! We heard about Soup/Salad for the Soul, \$10 free produce on Mondays, Light of Lawndale, Love Blooms Here, and the Container Plaza. There are outdoor activities and coffee/tea available at the plaza. WB provided them with about 100 kids bikes for their Holiday Giveaway. Their Moving Freely program will kick off on May 15th. Reshorna says “yes to everything for the community.”
4. International Partner Presentation – Xail Hernandez, CESTA, El Salvadore
Xail’s recent trip to our long-standing partner was a great success, and we saw photos of the shop, community rides, and their wonderful staff. Their staff takes time to repair anything. The plywood that we send has been reused for flooring and walls in their building. Xail’s enthusiasm for their work is really terrific, and the personal connections she made should be helpful to ensure that we are sending them the bikes, parts and tools that they most need.
5. Operations updates
 - a. Storefront
Josh reported that he’s still on the lookout for skilled mechanics to help maintain production in this busy time. Parts supply continues to be a challenge due to the pandemic and shipping disruptions. Having interns has been very helpful.
 - b. Service Department
In Xail’s absence, Josh added that staff has been coordinating with Sanchez’s Bike Shop to accommodate customers’ timely repairs.
 - c. Collections and incoming donations
Trevor said that the intake quantity of bikes collected is not quite back to 100%, but should be better than last year since many community recycling events are resuming after a year off.

- d. Staffing update
 - e. Safer Space Policy
Anna is heading the effort to develop this, and a focus will be communicating that we want to welcome people back into the shop, but while all are following defined protocols.
 - f. Building Accessibility
Ed Hanlon is donating his time and skill as an architect to improve our front entrance, the bathrooms, the “Community Hub” (where bikes have been stacked next to Brandon’s), and the kitchen. He has obtained donated cabinets and plumbing will be the next design task. Permits will be obtained as may be needed. Ed has long worked with “[Designs for Dignity](#)” to assist nonprofits with such work. Thank you, Ed!
6. Brandon’s & Kitchen Crew Updates
- a. Brandon’s Bike Shop
Anna said that it’s nice to have the activity of volunteers back in Brandon’s. The goal is to accommodate up to five volunteers at this time.
 - b. Volunteer Schedule
Check the calendar for volunteering opportunities.
 - c. Community Hub Overhaul
As mentioned previously, this area will be cleared of stored bikes in order to provide more comfortable space for staff and volunteers.
 - d. Collection event volunteering
This is a very helpful and fun way for volunteers to help so that our truck only needs to arrive at the end of the events.
7. International Donation Updates
- a. Africycle
This container will arrive on Friday.
 - b. CESTA – Schwinn project through 2021
The next of three containers to be sent in 2021 will arrive on 4/20.
 - c. 2021 shipping estimates
Anticipating 14 in 2021. Abercrombie & Kent will be confirming their 2021 plans.
8. Cycle of Power/Peace
- a. Cycle of Power
Anna said that the referral waiting time is currently 2-3 weeks.
 - b. Upcoming Rides / donations
*[Biking Out Negativity](#) on 5/22 at 1PM
[Juneteenth Ride](#) on 6/19 at 4PM*
9. Other Committee Updates
The Trucks Committee is still taking name suggestions for the new box truck!
10. Additional Business
None.

The meeting was adjourned at 9:14 PM. (Phil-1, Anna-2)