

Board of Directors Meeting Minutes – January 7, 2013 ***Exhibit A***

This document was prepared to define, in writing, a significant volunteer role that was developed during Stu Bresnick's term of presidency (2009-2011) and that was assumed by Scott Alumbaugh. In 2012, the lack of documented responsibilities for this position has led to some confusion and misunderstandings on the role of this position and how it interfaces with the Board of Directors. It is hoped that this document will help to ensure a smooth working relationship between this volunteer position and the Board of Directors.

Web Administrator and Design Coordinator

Responsibilities: This position is responsible for assisting in the design, development, and maintenance of the Davis Bike Club's public image as represented in all media, including online, print, apparel, and signage. This position serves as a “gatekeeper” to ensure the integrity of Davis Bike Club's "brand." The areas of responsibility include, but are not limited to: include the following:

- Davis Bike Club website
- DBC email and email lists
- DBC online photo gallery
- Future online applications related to the DBC website (e.g., online payments, online membership)
- Official DBC printed materials (brochures, etc.)
- DBC club clothing
- Signage, banners, etc.
- All usage of the Board-approved DBC logo design

Relationship to Board of Directors: This is a volunteer position that evolved based on the unique skills of Scott. It was filled by appointment of the Club President with consensus of the Board of Directors. Liaison with the Board is through the President. In order to maintain the integrity of the DBC brand that the club has been cultivating since 2009, it is in the best interest of DBC that the President and Board consult with the Coordinator whenever issues arise or work needs to be done in any of the categories listed above. Accordingly, the first step in regard to any area outlined above is direct contact with the Coordinator by the President or any Board member.

If any issues relating to areas under the Coordinator's responsibility are planned to be discussed during a Board meeting, advance notice shall be given to the Coordinator requesting him to attend the meeting and participate in the discussion.