
MINUTES – OCTOBER 21, 2003 –APPROVED 12/09/03 –

Vermont Bicycle & Pedestrian Coalition
Board Meeting Oct 21, 2003, Vermont Technical College, East Randolph, VT

Present: Bunky Bernstein (pres), Kathy Davidow (vice pres), Christy Nevius (new board), Rich Warren, Bruce Cunningham, David Jacobowitz (treas/acting secretary), Bob McKearin (new board), Amy Verner, George Plumb, Jamie Hess (new board), Bob Atchinson, Becka Roof (exec dir).

Absent: Dale Critchlow, Len Lamoureux, Curt McCormack (new board), Bruce Bell (new board).

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Self introductions of new and old members. Towns represented: Shaftsbury, Starksboro, Washington, Norwich, Hinesburg, South Burlington, Charlotte, Burlington, Manchester, Bradford.

Becka presented the official results of the membership balloting for new board members. No one received votes from all 33 voters. MOTION: To accept the report of all eleven board members elected based on the ballot results. PASSED unanimously.

We will elect officers at the next board meeting.

We engaged in a detailed consideration of the Work Plan. Notes were put on newsprint.

Government Relations (Becka):

We had the highest per-capita representation of any state at the National Bicycle Summit in Washington, DC.

Met with Jeffords' staff

Work on the state level

Legislative Ride & Walk a great success

Share the Road (Bunky):

Bumper Stickers

Green Cards

TV & Radio appearances

Letters to the Editor

Vermont Sports Today ongoing column

Speaking to bike clubs and regional committees

Membership (Becka):

Bike Shop Memberships are up from a few to 16.

Presence at Events. The Kit is now in good shape for tabling

Tim Cowles Challenge met -- It will be renewed next year. Try to get new money, new ideas

Household memberships imply about 600 individuals.

Bike Club memberships and co-memberships with Local Motion

The Web Site has been revised and is undergoing continuing revision in the Join Us section.

Facilities:

Got modifications to bike signs in Fairlee on Conn. River.
Follow construction/repaving to be sure that specs are followed. e.g., did Route 7 in Colchester really get 3ft-11ft-3ft lanes? Likewise, RT 2 East of Barre.

Organizational (Becka):

Annual budgets about \$35,000
Exec Director is part time employee with implications for tax, withholding.
We need help with the BOOKS.
Newsletter on paper planned for keeping members up to date and to encourage renewals.
Hit By A Car guidance on the Web Site

Contracts and Safety Training (Becka):

Bulk of our Contract-Related Funding comes from Safety Training. Becka needs to report and bill for her time on these grants to get reimbursed.

Committees to take on more of the work, especially on unfunded programs, and to make policy recommendations to the full Board. Becka must devote her time to the contract work that pays her salary, and to representing the organization in accordance with the policies and direction set by the board. Becka also currently manages the membership database, including sending thank-yous, and writes the newsletter.

Wish List:

Three-Foot Rule Legislation (Bruce Cunningham)
Share the Road Signage
Bike Maps

Committees - Chairs (members)

Share the Road - Bunky B (Dave J, Bob M)
Organizational - Becka & Bunky
Education - Bob A.
Facilities - Len L. (Rich W, Bruce B)
Membership - Kathy D (Christy N)
Government Relations - (Curt M & Dale C)

Becka's suggestions for committee assignment:

Bunky: Share the Road & Organizational
Kathy: Membership & Events
Christy: Membership -- can supply images for fundraising mailings and web site
Bruce Bell: Facilities
Rich W.: Facilities
Bob A: Education
Bruce C.: Government Relations
George: Government Relations
Jamie H.: Government & Education
Dave: Share the Road
Bob M: Government Relations, Share the Road
Amy V: Memberships specializing on Bike Shops
Curt: Government Relations co-chair with

Dale: Government Relations co-chair
Len: Facilities

We broke into committee groups and reported back. Committee chairs will summarize their work.

(These notes were submitted via email by the committee chairs)

Organizational/Executive Committee - Chair, Bunky

ORGANIZATIONAL THINGS WE DID LAST YEAR

- * annual budget approx \$35k, first ever board-approved budget.
- * employee status & filing all paperwork:
 - workers' comp - tax withholding - unemployment
- * new bookkeeping system - Quicken instead of just keeping a checkbook
- * website upgrade
- * established e-newsletter and print newsletter for those without email
- * joined VT Smart Growth Collaborative
- * draft employee manual
- * opened an office and started paying rent (\$135/mo including utils)
- * received a major donor grant (Tim Cowles)
- * applied for grants
 - denied - New England Grassroots, Bikes Belong
 - approved at lower level than asked for
 - IDX (asked for \$7500, received \$500)
 - VT Rec Trails Program (asked for \$500 received \$354.)
- * Becka has been going to lots of meetings around the state - networking

ON THE LIST FOR THIS YEAR

- * budget for next year
- * file our first ever 990 (federal tax form for non-profits) as we have reached threshold
- * expand our major donor program
- * get bookkeeper help
- * move office to Montpelier
- * attend networking meetings and conferences.
- * get our finances/reporting better under control
- * if we will do any more strategic planning - this committee would help figure out how to best make that work.

Facilities Committee - no one is officially on this committee although Rich Warren and Bruce Bell have indicated interest.

Share the Road signs
Weighing in on road design/public hearings
Watchdogs for no bikes signs (like Fairlee bridge, Rutland)
Member infrastructure questions - guardrails
Position paper on sidepath construction
Shoulder construction monitoring

Kathy:

Membership and Events work list

Created October 21, 2003

- * 16 bike shop memberships
- * created a draft of possible events for tabling
- * created a draft guide of how to work tables
- * tabled at 5-7 events
- * met Tim Cowles \$2000 challenge
- * did direct mail of other organizations to increase membership
 - League of American Bicyclists
 - Adventure Cycling Association
 - RTC
 - Local Motion
- * Annual bike ride

Goals to Consider for the coming year:

- * continue to solicit bike shop memberships
- * review/revise events list and guide for tabling
- * table at 5-7 events
- * create a proposal for another Tim Cowles challenge
- * do direct mail to other organizations again
- * sponsor a bike ride and/or annual meeting and/or summit and/or fundraiser
- * work on membership retention
- * create one print newsletter to promote the Coalition and be a membership appeal
- * "annual" appeal three times a year (one could be with the newsletter)
- * statewide promotion of VBPC.

Share the Road Committee

Last year's accomplishments:

- * Bumper Sticker
- * Radio/TV appearances
- * Talking points
- * Letters to the Editor
- * Vt Sports Articles
- * Green Cards
- * Becka connects with bike clubs
- * Becka conducts Police pilot training program at UVM
- * Hit by a Car guidelines posted on the website

Proposed projects for next year:

- * Holders for license plates
- * Bike safety in drivers' ed. curriculum and CDL manual
- * Motorist education cards
- * Media strategy--radio spots, radio TV appearances, VT sports, letters to editor
- * Educate both bicyclists and motorists

Government Relations Committee - Chairs - Dale & Curt

LAST YEAR's RELATED PROJECTS:

- * worked to kill bad bills - registration, single file riding
- * bike ped funding - 1/4 success
- * Legislator ride/walk
- * National Bike Summit

POSSIBLE PROJECTS FOR THIS YEAR:

- * monitor bad bills
- * bike ped funding - really squawk if they kill the bike/ped program again.
- * National Bike Summit - Mar 3-5 (Wash DC)
- * Legislator Ride/Walk - get more constituents there!
- * Rewrite bike/ped laws - look at states like WI, MO as models
3' rule for passing, right hand turn signal w/ right arm, etc.
- * try to get a Share the Road License Plate?
- * figure out how to work with the Governor?
- * statewide bike maps - work with AOT who might already be working on this.
- * participate in revision of statewide bike/ped plan

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Feedback from all about the meeting process

Bunky thinks we bit off too much, hard to keep on task, and he doesn't like being the hard-ass.

We have done amazing things in the past year under Becka's direction.

Committees should meet in November to be prepared with BUDGETS to report at the next meeting

NEXT MEETING: December 9, 2003, 6:00 to 9:00 pm at VTC. Please, Rich, arrange it again.

MOTION TO ADJOURN: PASSED 8:37 pm.

Respectfully Submitted
Dave Jacobowitz