

Bike Delaware Officers' Conference Call Minutes

January 27, 2009

Meeting Commenced: 8:07 PM

Present

Frank Warnock—Chair
Carol Ireland—Treasurer
Maria Wilburn—Secretary

Incorporation

- Don Gouge has agreed to help with incorporation.
- Bike DE officers will attempt to incorporate as a non-profit organization (obtain incorporation and non-profit status through one process).
 - We will file a non-stock certificate of incorporation
- Maria will research incorporation further and present more specific questions to Don.
 - Specific language needed for the IRS
 - Blanks in the by-laws to be filled in
 - Incorporation fee: \$89 or \$119?
- Maria will put together a table of tasks and questions to send to Don.

Donations and PayPal Account

- UBP website states that donations made through PayPal are not tax deductible.
- Donations can still be made by check.
- We may put off opening a PayPal account until other tasks are completed.

General Meeting

- Confirmed Tuesday, February 3 at 6 PM in the WILMAPCO conference room.
 - Maria will send reminders to the listserve and to Sally Humphrey.
 - Maria will set up automatic reminders on the yahoo group calendar.
- Agenda (with last month's agenda as a template)
 - Frank will give an update on the 273 rumble strips progress in his chair's report
 - "Pork chops" update pending further word from Anthony on the new policy.
 - Incorporation and logo updates will be brief mentions in the chair's report, or not present
 - The website will be a separate agenda item, presented (powerpoint) and discussed with all in attendance.
 - Frank will appeal to Heather to put together the powerpoint presentation.
 - Maria will put together and post the agenda.

Website

- Frank will create hyperlinks for the list of liaisons (constituent organizations)
- "Progress" page will contain pictures of bicycling advocacy successes with captions
 - May be renamed.
 - Will include successes both in and outside the organization.

- On the “Resources” page, Frank will add links to policy sites, constituent organizations (catalogued by BCGP already), and the “report a road condition” site, in addition to others.
- Mission statement should be finalized before going live
 - Should be general and timeless
 - We will include a more comprehensive list of goals to supplement it.
 - Officers will draft statements of 1-3 sentences and present 2 or 3 for discussion at the meeting.
 - Mission statement will be presented for discussion as a separate agenda item on Feb 3.
- Officers will share general feedback on the website over the next few days.

Budget

- Officers agree that it is complete and appropriate as drafted
- Officers agree on the importance of maintaining a reserve for travel/conference expenses even though there are none foreseen in the near future.
- Cost of incorporation will have to be clarified.
- Carol will try to get in contact with Brian about the bank account information

Logo

- Linda dressed up the logo; Frank published it on the site.
- Officers agreed upon some feedback to send to Linda for further improvement.
 - Carol will send the feedback to Linda.

Meeting Adjourned: 9:50 PM

Next officers’ conference call TBA