

Bike Delaware Officers' Conference Call Minutes

March 18, 2009

Called to Order: 7:27 PM

Present

Frank Warnock—Chair
Drew Knox—Vice Chair
Carol Ireland—Treasurer
Maria Wilburn—Secretary

Introductions/Offices

- Doug Tynan contacted Frank to express interest in being on the board
 - Represents the Nemours Foundation
- The officers will remove him from the board members list and list him as a liaison.

DE Bike Summit Update

- Sponsorship is expected to exceed expenses
 - Est. \$1500-2000 in excess
 - What will be done with excess? Probably donate it to a cycling organization.
- About 40 registrations so far; registration opened about a week ago.
- No formal invitations have been sent yet, but will be very soon.
- Publicity:
 - Bike DE list serve has been informed
 - An article was submitted to the *Tailwind*
 - Several delegates have attended or plan to attend local council meetings (Hockessin, Newport, Arden, Wilmington, NCCo council, and several townships downstate have been or are expected to be covered)
 - Maria will have Yahoo automatically remind the list server about the Summit
 - No message has been posted to the Trailspinners.
 - Planning of the Rolling Press Conference is under way (scheduled for the week of Apr. 6-10)
- Agenda is not quite finalized; wrapping up the final logistics.
- Frank brought up the question of potentially increasing attendance by holding it in NCCo next year.
 - It was agreed that it would not be politically neutral to suggest this.

Bike Summit Sponsorship

- Considering Frank's \$750 donation to be used for sponsorship:
 - Maria moved to sponsor the DE Bike Summit in the amount of \$750.
 - Drew seconded the motion.
 - Carol suggested a larger donation to bump us to the next sponsorship level.
 - For increasing sponsorship (Ti-level):
 - ♦ More publicity
 - ♦ Potential for a break-out session

- Against increasing sponsorship:
 - ♦ Costs are already covered; the extra money is not needed.
 - ♦ Break-out sessions are probably already taken by other sponsors
 - ♦ Bike DE will already have its logo on the favors and handouts; this may be enough
 - ♦ Excess may come back to Bike DE, anyway.
- All voted in favor of donating \$750. Carol will write the check.
- Registration:
 - Officers will coordinate the break-out sessions they sign up for at registration.
 - OR they will decide the day of.
 - The plan is for every session to be covered by one of the officers, if possible.
- Banner
 - A reusable, large multi-color banner (6 x 2 feet) would cost \$160.
 - Material is not confirmed (rubberized fabric?).
 - Frank is awaiting samples; officers will vote on their favorites.
 - ♦ Colors will most likely be based off of our promotional card color scheme.
 - Drew brought up for discussion the question of where it will be used?
 - ♦ Bike Summit poster session
 - ♦ WCBC rides—promote the organization in person rather than adding a donation box to ride registration sheets
 - ♦ The Wilmington Grand Prix
 - Carol moved to spend \$160 on the large, reusable, multi-color banner.
 - Maria seconded her motion.
 - All voted in favor of spending the \$160 on a good banner.
- Other promotional items for the poster session table:
 - Print out of the front page of the website.
 - Slips of paper to hand out, asking for donations
 - ♦ Carol will put these together.
 - One-page handouts listing bicycle successes
 - Promotional cards (business cards)
 - Sign-up sheet for the Bike DE list serve on a clipboard
 - ♦ Could have our logo in the corner
 - ♦ Maria will put this together
 - Color print-out or poster of photos describing successes and issues
 - ♦ To include the whole bicycling community, not just what Bike DE has done
 - ♦ Frank would put this together; Carol would print it out (possibly send it directly to Staples for printing)
 - Slide shows of successes, issues and the website
 - ♦ Drew and Carol both have laptops
 - ♦ Frank will send Drew his PowerPoint presentations
 - ♦ Carol will make a PP slide show of the website and send to Drew.
 - ♦ Drew will make one presentation out of the PP slide shows and send to all for feedback.
 - ♦ One show will be run on two laptops so more people can see it.

Incorporation

- Attempts to obtain hands-on help from lawyers have not been successful. Officers will go through with the process themselves.
- Maria will use a previously made list of tasks and questions to call the IRS and get questions answered.
- If tax-exempt status and incorporation are not obtained simultaneously, the committee may have to repeat efforts and pay extra fees.
- It was agreed that it is acceptable if this is not completed until the summer.

Banking

- One checkbook was lost.
 - Carol placed a stop-payment order on the checks; it will cost \$30
 - Carol will make an argument against the fee based on the extra risks involved with having to pick them up, rather than having them directly delivered to her.
- Donations and incoming money
 - Until incorporated, Bike DE can continue to collect money through BCGP
 - The officers would like a more obvious/direct field for making donations to Bike DE on the BCGP website; perhaps a separate button.
 - Carol will speak with John about updating the donations set-up accordingly.

By-Laws and New Policies

- “President” vs “Chair”
 - For “President”
 - ♦ More gender-neutral (cleaner?)
 - ♦ BCGP has a President
 - ♦ More likely to cover all bases (incorporation or IRS language?)
 - For “Chair”
 - ♦ Possibly more common in advocacy groups
 - ♦ Consistency, since Frank currently signs as the Chair
 - All voted in favor of using “President”
 - Officers can revisit the question if it matters for obtaining incorporation or non-profit status.
- New policy: Accepting contingent donations
 - Contingent donation: someone gives a donation with the stipulation that it be used for a specific purpose
 - Automatically accept or have the executive committee vote first?
 - The executive committee could vote on whether the purpose is compatible with Bike DE goals
 - All voted in favor of requiring the executive committee to approve of contingent donations.
- New policy: Maximum expenditures without approval
 - Set a limit on expenditures made individually and require that all expenditures over that amount be approved by the executive committee.
 - Concern that the limit should be low at present due to low funding.
 - \$50, \$25, \$80 were all suggested as possible limits.

- All voted in favor of setting a \$50 limit on expenditures made without executive committee approval.
- Carol will post the new policies on the Yahoo groups page so that we have a public record of them.

New Business: Long term goals or vision for bicycling in DE

- Frank suggested that we need a coherent vision/plan/set of guidelines for improving bike facilities in Delaware.
 - Bike DE needs an answer to policy-makers' potential question, "What do you want for Delaware's cyclists?"
 - Delaware bicycle route maps could be reassessed
 - The officers hope to gain ideas at the Bike Summit.
- The executive committee will revisit this question after the summit.

- Maria hopes to send out the meeting minutes and a draft agenda for the next general meeting by the end of the weekend.

Meeting Adjourned: 9:26 PM

Next meeting TBA.