

# **Bike Delaware Officers' Conference Call Minutes**

**May 14, 2009**

**Called to Order: 7:34 PM**

Present

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

## **Last Meeting Minutes Review**

- Minutes briefly reviewed and accepted by all present

## **Treasurer's Report**

- Posted on the Yahoo! Groups page for review
- \$35 have been donated as of this date
  - The check was not yet received from BCGP
  - Carol has been sending invoices to BCGP to keep track
  - Still “working out the kinks.”
- Email notifications are working
- Only one recurring cost so far: around \$50 quarterly to the website host
  - Currently linked to Frank's debit card.
  - Frank will link it to the organization's debit card (info was exchanged by phone)
- No outstanding bills

## **Website Update**

- Should a “world class” website be one of our goals?
  - All officers agreed this is not necessary
- Frank and John are working on a google blog-spot to be embedded in the website
  - Ability to post directly to the website
  - Potential trouble with the feed
- Potential website goals for the future
  - Sponsorship/supporter applications on the website
  - Newsletter subscriptions (as separate from the yahoo email list)
- Frank has asked everyone to check the website weekly and provide suggestions
- Frank plans to re-launch the site on the server once it has been improved

## **Sponsorship**

- Listing BCGP as a sponsor
  - Concern: will including an out-of-state sponsor dilute our representation of Delaware?
  - In favor: sponsors from out-of-state show that it is an interstate cause
  - In favor: anyone giving support or services of some kind should be included
  - Officers voted in favor of including BCGP as a sponsor
- Supporters, sponsors, or both?
  - Officers are all in favor of having both supporters and sponsors, but listing them on the same page of the website
  - Frank will change the set-up accordingly

## **Delaware Bike Summit—Review**

- Post-survey results have been collected
  - Responses were positive overall
  - Most thought it was well organized
  - 98% said they would recommend it; 92% said they would attend another one
  - Carol will send the responses to the other officers
- The committee plans to regroup, perhaps in June, to discuss ideas for next year.
- Officers gave highlights of the sessions they attended
  - The Policies & Legislation session focused on praising successes and focusing on the future, rather than dwelling too much on short-comings or on the past.
  - The Bike Safety session focused on educational programs in place that also encourage people to ride.
  - The Trails session focused on the existing network of rail-trails; these projects experience steady growth.
  - The Bike-Friendly Communities session gave good descriptions of what a bike-friendly community is, but did not focus on how to get there.
  - The Bicycle Master Plans session gave insight into the inner workings of both a statewide plan and a town plan; pointed to efforts in public outreach and community involvement as an important part of the plan.
  - The Healthy Initiatives session discussed the “built environment,” integrating exercise into the daily routine.

## **Organization of Meetings**

- Robert’s Rules of Order
  - Structure of voting
    - 1) generally, the President makes the motion
    - 2) the motion must be seconded
    - 3) the President calls for discussion
    - 4) the vote is taken—it must be clear and well documented, and the mover can withdraw his/her motion and vote for a different outcome.
  - Consistency in order and the need for a framework are stressed
  - Timing and staying with the agenda are not discussed
- Timing the meetings
  - Clearly define goals for the meeting and stick to them.
  - Divide into smaller groups to deal with finer details
  - Strategy vs tactics:
    - ☞ Strategy is a broad goal or action to be taken
    - ☞ Tactics are the finer details of putting it into motion
  - Subcommittees develop tactics separately and bring concise reports to general meetings
  - General meetings are to be kept concise

## **Grand Prix Attendance**

- Maria will attend
- Maria and Frank will work out the tactics of what to bring

## **Goals for 2009-2010**

- The short list made in this meeting will be taken to the general meeting for discussion and a vote
- HB40
  - Many feel this bill is too broad, not specific enough to cycling
- 3-ft Passing Law

- Draft is in progress
- It may or may not make it to the floor this session
- Officers agreed to make this a top priority, though it may not be imminent
- Canal Bridge Crossing
  - Anthony is supportive
  - Amy Wilburn and Carol have discussed tactics with Anthony
  - The Army Core of Engineers plans to use stimulus money on the St. George's Bridge
    - ☞ This puts a time crunch on the bicycle crossing goal
- Complete Streets
  - Markell's order is for a new manual by September
  - This is a year-long goal
- Officers agreed it is best to choose 3 or 4 top priorities and leave room for more to come up suddenly (perhaps 2 more, depending on the involvement)
- Newsletters
  - Constant contact/formal newsletter—a later goal?
  - May be able to do something rough now by bundling news and action items that are already being sent
  - If an item is not an emergency, it can wait for one week
  - Compiling them now could
    - ☞ Set the example to others not to send splintered alerts
    - ☞ Provide the foundation for a more formal newsletter later
  - All officers voted in favor of a weekly newsletter to be roughly compiled now.
  - Frank has agreed to put this together.
  - Aside: posting news items
    - ☞ Officer's agreed that without changing what's already been posted, Frank should post the events and news most recently learned of at the top, rather than in order of the date they occur.
- 501(c)3 status
- An organized fundraising event
- Tabling events—formal schedule and tactics
  - Training new volunteers to help decide which events to attend and schedule the people to attend them
- Management of Facebook?
  - This will be discussed separately at a later meeting
- Officers agreed on a shortlist, to be revised at the next conference call before the general meeting
  - Obtain Incorporation and 501(c)3 status
  - Back the 3-ft Passing Law
  - Back a Canal Bridge Crossing project if one looks hopeful
  - Stay posted on and support the new Complete Streets order

**Meeting Adjourned: 9:25 PM**

**Next conference call scheduled for Thursday, May 28, 2009 at 7:30 PM**