



BIG Board of Directors Meeting Agenda

Meeting/Project Name:	December Board of Directors Meeting		
Date of Meeting:	December 10, 2015	Time:	7:15 pm
Meeting Facilitator:	John Connor	Location:	The Forge

1. Meeting Objective

Strategic conversation with intentional design and good facilitation.

2. Meeting Agenda

Procedural Items	Owner	Time
Call Meeting to Order	John	7:15
Approval of Minutes	August	
<ol style="list-style-type: none"> Dusten Winebarger, Chairperson Elect, motioned to approve David Mandel, Director, seconded Minutes approved unanimously		
Treasurer's Report	David	
<ol style="list-style-type: none"> August Elliott, Director, motioned to approve Tracy Heavner, Director, seconded Treasurer's Report approved unanimously		
Updates		
Website Task Force	Chandler	7:45
Membership Task Force	Chandler	
Fundraising Committee	Chandler	
Bike Summit Funds	Laura	
Review Action Items and Close	John	8:30
<ol style="list-style-type: none"> August Elliott, Director, motioned to approve. Dusten Winebarger, Chairperson Elect, seconded. Meeting closed with unanimous approval		

3. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)

Description	Prepared by
Minutes from November	August
Treasurer's Report	David
Executive Project Manager Report	Chandler



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Decisions made, actions agreed, responsibilities given, and requested statements.

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1. Meeting Objective			
Strategic conversation with intentional design and good facilitation.			
2. Attendance at Meeting - Names			
John Connor, Chairperson	David Mandel, Treasurer	Mark Schulz, Immediate Past Chairperson	Matte Wolf, Guest
Dusten Winebarger, Chairperson Elect	August Elliott, Secretary	Candace Horvath, Guest	
Chandler Hagen, Executive Project Manager	Tracie Heavner, Director	Laura Peoples, Guest	
3. Agenda and Notes, Decisions, Issues			
Topic		Decision/Action	
Announcement BIG received two generous donations in early December.			
Finance Committee Jodi Dietrich, Director, has joined the Finance Committee. David Mandel, Treasurer, has obtained a credit card from First Citizens bank for BIG. The credit card has a \$5000 limit.			
Bike Summit Funds Bike Walk NC donated \$2000 to BIG at the Bike Summit in May. The funds will be used to install a Fix It Station with an air pump at the Morehead Trailhead on the downtown greenway. Parks and recreation may help install the Fix It Station. Signage will also be put up to include the names of organizations that were part of the Bike Summit. If there is any money left over, the committee will look for partners to add another Fix It Station at the Summerfield Trailhead.			
Fundraising Committee The Fundraising Committee was met and drafted a charter. The committee would like to do another fundraising event, in addition to the Apple Pie Ride. Some ideas about an additional event are: Geeksboro Bicycle Art Show, partnering with a retail store that will donate proceeds to BIG. The committee would like to bring in a consultant to facilitate a fundraising workshop. The Fundraising Committee will also help secure funds for the Apple Pie Ride. The committee's next steps are to create a strategic plan.			



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<p>Website Task Force</p> <p>Alexa Powell has revamped the BIG website. On the BIG website, Alexa has created a form to document volunteer hours.</p> <p>A Legacy Tab that shows BIG's accomplishments over the years will be added to the website.</p> <p>She also created a promotional video for BIG. The video shows a picture of a bicyclist performing tricks on a bike without a helmet.</p>	<p>NC law states that anyone under the age of 16 must wear a helmet when cycling. Because the law does not require cyclists over the age of 16 to wear helmet, BIG's position is that BIG strongly encourages the use of helmets at any event that BIG participates in, such as Open Streets. Helmet use is required for any BIG sponsored cycling events.</p>
<p>Membership Task Force</p> <p>The Membership Task Force has met and created membership levels for 2016 (still in draft).</p>	
<p>Executive Project Manager Report</p> <p>Bike Month</p> <p>Chandler Hagen, EPM, met with the city recently and the city will contract with BIG for Bike Month. The city will also partner with BIG to create a BPAC Committee.</p> <p>Bike Share Update</p> <p>Elon Law School has agreed to do the legal work for the Bike Share. The Bike Share program has been submitted for prioritization. The Bike Share program will know more in January.</p> <p>Downtown Greensboro, Inc (DGI) may provide the entire \$7000 donation for the Bike Share program. The Bike Share program is waiting to see whether or not DGI will approve the donation. More to come.</p>	

4. Action Items		
Action	Owner	Due Date
Remove picture of cyclist without helmet from BIG promotional video	Alexa Powell	ASAP
Begin documenting volunteer hours on the BIG website in 2016, including committee meetings and board meetings in volunteer hours	Board	Ongoing
Send pictures of BIG in the community and articles about bicycling to Alexa Powell for the marketing purposes	Board	Ongoing
Consider network and associates for the two open board positions for 2017	Board	Ongoing
Join Aycock Middle School on Thursdays at 4pm for Bikes and Books	Board	Ongoing