



## BIG Board of Directors Meeting Agenda

<b>Meeting/Project Name:</b>	January Board of Directors Meeting		
<b>Date of Meeting:</b>	January 14, 2016	<b>Time:</b>	5:15 pm
<b>Meeting Facilitator:</b>	Dusten Winebarger	<b>Location:</b>	Deep Roots

### 1. Meeting Objective

Strategic conversation with intentional design and good facilitation.

### 2. Meeting Agenda

Procedural Items	Owner	Time
Call Meeting to Order	Dusten	5:15
Approval of Minutes	August	
<ol style="list-style-type: none"> <li>David Mandel, Treasurer, motioned to approve</li> <li>Jody Dietrich, Director, seconded</li> </ol> Minutes approved unanimously		
Treasurer's Report	David	
David Mandel, Treasurer, reported that he is working on closing the books for the end of the year and adjusting entries to allocate restricted funds.		
<b>Updates</b>		
EPM Report	Chandler	5:45
Marketing Budget	Alexa	
Logos	Alexa	
<b>Review Action Items and Close</b>	Dusten	7:15
<ol style="list-style-type: none"> <li>August Elliott, Director, motioned to close meeting</li> <li>David Mandel, Treasurer, seconded.</li> </ol> Meeting closed with unanimous approval		

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

Description	Prepared by
Minutes from December	August
Executive Project Manager Report	Chandler



## BIG Board of Directors Meeting Minutes

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

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<b>Date of Meeting:</b>		<b>Time:</b>	5:15 pm
<b>Meeting Facilitator:</b>		<b>Location:</b>	Deep Roots
<b>1. Meeting Objective</b>			
Strategic conversation with intentional design and good facilitation.			
<b>2. Attendance at Meeting - Names</b>			
Dusten Winebarger, Chairperson	August Elliott, Secretary	Jody Dietrich, Director	David Hampstan, Guest
Tracy Heavner, Chairperson Elect	John Connor, Immediate Past Chairperson	Candace Horvath, Director	
Chandler Hagen, Executive Project Manager	Bryan Paxton, Director	Tracie Heavner, Director	
David Mandel, Treasurer	Alexa Powell, Director	Matte Wolf, Director	
<b>3. Agenda and Notes, Decisions, Issues</b>			
<b>Topic</b>		<b>Decision/Action</b>	
<p><b>Bike Share</b></p> <p>Four groups of eight Elon Law students presented their designs for the Bike Share program. Chandler Hagen, EPM will choose the best program.</p> <p>Jeff Sovitch has offered to donate 100 Lekker Bikes to BIG. He has designed an Altra Ergo Bike Seat with patented material by NC State. Jeff is proposing a crowdfunding fundraiser for the Altra Ergo Bike Seat where he will match any donations by donating 2 bikes to BIG.</p> <p>The City of Greensboro will be responsible for all capital expenses for the Bike Share program. BIG will be responsible for operational expenses. Americore volunteers and NC DOT apprentice are possible free people power for the bike share program.</p>		<p>Chandler to follow up with Jeff Sovitch and get a written confirmation of donation.</p>	
<p><b>Chandler and the City</b></p> <p>Chandler accepted a position with the City of Greensboro. She had initially planned to work for the City as a representative of BIG. The City was not able to hire BIG the nonprofit and instead offered Chandler the position. Chandler will work on: Bike Parking Program, Bike Month, and Safe Routes to School for the City. Chandler will also serve on the BPAC Committee, but will no longer organize it.</p>		<p>The Executive Committee will meet to discuss if Chandler's contract needs to be updated due to the hours she will be working for the City.</p>	
<p><b>Logos</b></p> <p>Chandler and Alexa are working on logos for each of BIG's programs, including: Changing Gears, The Forge, and Apple Pie Ride.</p>			



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<p><b>Marketing Budget</b> Alexa Powell presented the marketing budget to the board.</p>	<p>Board members to review budget and respond by email next week whether or not they approve.</p>
<p><b>Bike Legislation</b> It has been requested that BIG communicate more about possible changes to bike legislation in NC. BIG has already sent comments to the legislature regarding new bike legislation.</p>	<p>Alexa to create a Google Form survey and send out to membership regarding bike legislation. From the survey, she will send responses to the legislature.</p>

4. Action Items		
Action	Owner	Due Date
Written confirmation of bicycle donation	Chandler Hagen	
Update Chandler's contract	EC Committee	
Review committee budgets and respond by email whether or not you approve	Board	Next week
Create Google Form Survey and send out to BIG membership	Alexa	
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