



Board Meeting Agenda

December 12, 2013

6 pm – pizza and conversation
6:15 – 9 pm - Meeting

56 Arbor Street, Suite 310A, Hartford

6:00 pm	Pizza and conversation
6:15 pm sharp	Branding Session, part 2 – led by Gary.
7:45 pm	Approve minutes of Sept 2013 board meeting
7:50 pm	Financial Report, 990 Update – Ken Financials through 11/30/13 - forthcoming
7:55 pm	Mission Impact/Sustainability Survey – discuss survey results reflecting your views of the mission impact and sustainability of our current events and programs and impact on 2014 budget planning
8:10 pm	Funding Developments –HFPG grant, Bike Rack grant, DPH complete streets advocacy grant
8:20 pm	Annual Dinner Report
8:25 pm	Acknowledge successes of 2013 – roundtable on highlights and what went well for us this year
8:30 pm	Wrap Up, Review, Adjourn <ul style="list-style-type: none"> • Review action steps from tonight’s meeting • 2014 Board Meeting Schedule: JAN 15, Mar 12, May 14, Jul 9, Sept 10, Nov 12 • 2014 Exec Comm Meeting Dates: FEB 12, Apr 9, Jun 11, Aug 13, Oct 8, Dec 10 Please mark your calendars now!
8:30	Annual Appeal Letters – please plan to stay to sign your annual appeal letters

Bike Walk Connecticut

PO Box 270149, West Hartford, CT 06127-0149 | 860.904.2420 | bikewalkct@bikewalkct.org | www.bikewalkct.org

**Bike Walk Connecticut
Meeting of the Board of Directors
Wednesday, September 11, 2013 6:30-8:30 pm
Bike Walk Connecticut HQ
56 Arbor Street, Suite 310A, Hartford, CT 06105**

Attendees: Mary Ellen Thibodeau, Chris Brown, Sandy Fry, Kelly Kennedy, Tom O'Brien, Luis Rivera, Emily Wolfe, Laura Baum, Gary Griffin, Chris Skelly, Ray Willis, Kelly Rago

- 1) Meeting called to order at 6:40 by President Mary Ellen Thibodeau.
- 2) Minutes of the July 10, 2013 Board meeting were accepted as read.

Sandy Fry moved to accept the minutes. Chris Brown seconded, motion passed.

- 3) Financial Report: In Ken's absence, Kelly Kennedy reviewed the Profit and Loss Report for the period of July 1 through August 31. No surprises -- Corporate contributions falls short because the expected \$15,000 contribution from CSG was not received.

Business Planning Grant needs to be spent this year; Kelly will confirm that our plans are consistent with the Hartford Foundation's purposes.

4) Committee Updates

Discussion was in context of the following strategic goals; progress planned for next two months; are there any major issues that the Board needs to address; are we adequately addressing the walk component; are the committees advancing core element of mission.

Priority is for committees to concentrate on how to make sure the organization and programs are sustainable.

Business Membership and Sponsorship Opportunities Proposal – Laura reported that the committee needs to iron out some pricing issues. Committee and staff intend to do appeal in October/November. Suggestion was made to develop a program to have Bike Walk days where percentage of proceeds are donated to Bike Walk Connecticut.

Advocacy – Tom

Committee is planning to develop stronger relationships with legislators who have an interest in our issues, e.g., Sue Merrow and Tom Kehoe.

Communications - Gary, Kelly

The branding workshop for the Board will be on October 28th. The Committee is developing a questionnaire for the Board and for members, and compare the answers. Members were asked to send samples of other organizations' communications.

Outreach – MaryEllen, Sandy

Sandy reported – much time is spent fielding requests for tabling at other organizations' events and for requests for speakers. In the next few weeks events are taking place in Simsbury, New Haven and Norwalk.

Minutes

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Discover Hartford – Kelly

The tour is ten days away, September 21st. Tara created a sponsorship package and is working on publicity. Board members need to be involved in recruiting, publicizing and finding sponsors through personal contacts and social media. There was discussion of potential sponsors and.

Annual Dinner and Silent Auction –Emily reported on progress. The event is November 12th. The Board is being asked to sell tables; secure auction items and sell ads in program book.

Bike Walk Summit – Ray

The Summit is Friday October 4 and Board members are encouraged to attend. Ray will be presenting.

Bike Ed –

Still no committee; there was discussion of the need for a coordinator to make this program work.

Meeting was adjourned at 8:30.

Respectfully submitted,

Emily Wolfe, Secretary

2013 Annual Dinner Silent Auction Report

Annual Dinner & Silent Auction 2013

	Revenue	Expense	Net
TOTALS	18190	7408.01	10781.99
Silent Auction Proceeds			8420
Silent Auction proceeds (Square) - credit card	7385		
Silent Auction proceeds (Square) - cash	480		
Silent Auction proceeds (Square) - other	555		
Silent Auction Expenses			417
Square processing fees (2.75% per swiped transax)		203.13	
Supplies - Chris Skelly		195.27	
Supplies - Anne Flood		18.6	
Annual Dinner proceeds			9325
Dinner proceeds - member price	2090		
Dinner proceeds - nonmember price	865		
Dinner proceeds - tables of 10	6450		
Annual Dinner expenses -ESTIMATED			6991.01
CCSU Room charge		180	
CCSU reception - 247 @2.50pp		617.5	
CCSU dinners - 247 @23.50pp		5804.5	
CCSU AV tech		54	
Supplies - printing at Kinkos		125	
Supplies - markers etc at CVS		25	
Paypal fees (2.2% +.30/transax)		185.01	
Memberships with Tkt Purchases			365
Mship - family	120		
Mships - Indiv	245		

Total seats purchased: 247

Bike Walk Connecticut Membership Report as of 12/9/13

Currently filtered for members who are current as of 12/1/13

Count of Membership Level	
Membership Level	Total
Business Member - Bronze	1
Family/Household	54
Family/Household - Recurring	7
Individual	189
Individual - Recurring	17
Lifetime	2
Student	2
Supporting	14
Supporting - Recurring	10
Sustaining	3
Grand Total	299

2013 - Revenue, Expenses, Staff Time Summaries

Source	Net	Revenue	Expense	Staff Cost	KK HRS
Advocacy *	\$ (4,185)		\$ 175	\$ 4,010	162
Annual Dinner & Silent Auction	\$ 8,477	\$ 17,745	\$ 7,486	\$ 1,782	72
Bike Education	\$ 2,513	\$ 5,989	\$ 3,055	\$ 421	17
Bike to Work	\$ (1,401)	\$ 2,575	\$ 1,377	\$ 2,599	105
Discover Hartford**	\$ 13,613	\$ 29,485	\$ 8,471	\$ 7,401	255
Summit 2013	\$ 1,942	\$ 4,744	\$ 1,614	\$ 1,188	48
Membership dues	\$ 5,968	\$ 9,111		\$ 3,143	127
Individual Contributions	\$ 3,088	\$ 4,078		\$ 990	40
Corporate Contributions	\$ 20,292	\$ 21,282		\$ 990	40
Other Income (HFPG grant)	\$ 4,951	\$ 5,000		\$ 50	2

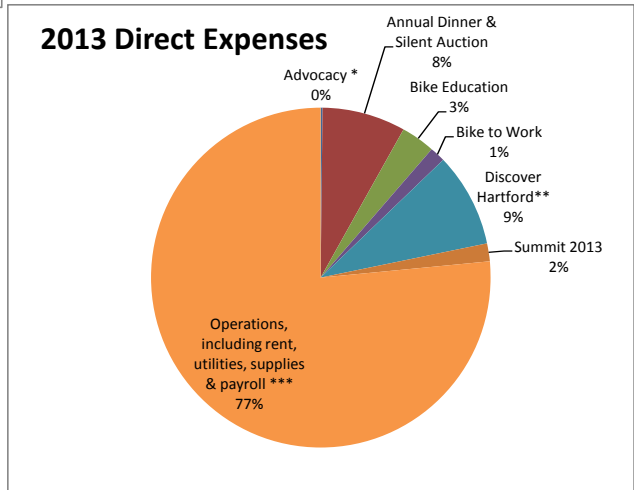
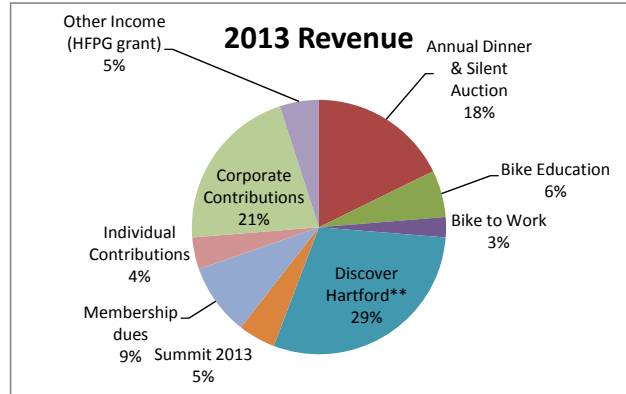
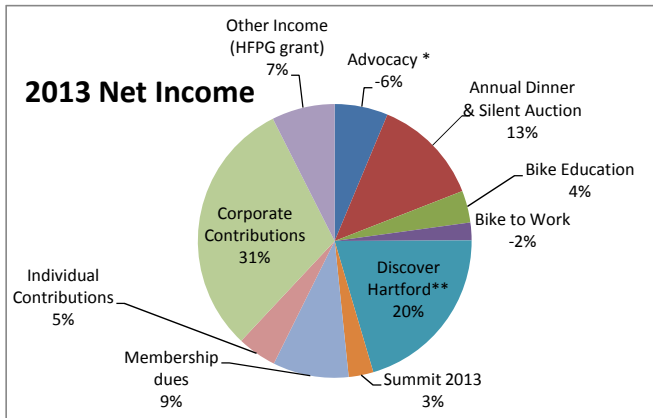
Operations

Operations, including rent, utilities, supplies & payroll ***			\$ 72,284		956
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* DPH complete streets grant for \$13,883 would go under "advocacy" when received.

** Does not reflect late arriving and disputed bill of \$2500 for police participation.

***KK time for operations includes mgmt, admin, communications, outreach & membership tasks, meetings= 956 hrs.



2012 - Revenue, Expenses, Staff Time Summaries

Source	NET	Income	Expense	Staff Cost	KK HRS
Advocacy	\$ (144)			\$ 144	6
Annual Dinner & Silent Auction	\$ 2,820	\$ 10,860	\$ 5,136	\$ 2,904	121
Bike Education	\$ 3,542	\$ 5,705	\$ 1,707	\$ 456	19
Bike to Work	\$ 471	\$ 9,603	\$ 7,236	\$ 1,896	79
Discover Hartford	\$ 6,802	\$ 22,485	\$ 9,133	\$ 6,550	262
Membership dues	\$ 6,663	\$ 6,663		\$ -	
Individual Contributions	\$ 8,117	\$ 8,117		\$ -	
Corporate Contributions	\$ 4,300	\$ 4,300		\$ -	
Other Income	\$ 4,532	\$ 4,532		\$ -	
Operations					
Operations, including rent, utilities, supplies & payroll *			\$ 63,837		1113

*Reflects salary expenses for 9 months (KK started 4/1/12).

KK time for operations includes mgmt, admin, communications, outreach & membership tasks, meetings= 1113 hrs.

