



Board Meeting Agenda July 8, 2015, 6:30 pm – 8:15 pm

Sheldon Oak Central, 54 South Prospect Street, Hartford
2nd floor conference room

Mission statement: Bike Walk Connecticut is changing the culture of transportation through advocacy and education to make bicycling safe, feasible, and attractive for a healthier, cleaner Connecticut.

6:30: Call to Order- Bill

6:30: Review and approve **Minutes** - Emily

6:35: Review and accept **Financials** - Kelly

6:40: **990 Prep and Filing Status**; Conflict of interest policies, etc. Scott

6:45: **Nominating Committee** : Progress since last meeting; Plans for coming month. Emily, Kevin

6:50: **ED Report**: Progress in June; Plans for July. Kelly

7:00: **Bike Club/Bike Shop Ambassadors** from board - discuss and assign at least 2 per board member, with action steps for July. Kelly, Bill

7:15: **Bike Ed** update from Ray.

7:20: **Annual Dinner & Silent Auction**: Do we need a plan B for silent auction? When would we need to put a plan B in place? Annual dinner speaker discussion. Bill.

7:30: **Discover New Britain** - New developments from June; plans for July. Chris S

7:35: **Discover CT Multi Day Ride** - discussion to ensure consensus on fundraising purpose, developing a solid business plan, identifying target market. Sue Smith will be a guest, and participating in the multi day discussion. Kevin

7:55: **HBS Community partners project** - Agree on brainstorming mission, and brainstorming timing. Proposal is 10x revenue in 5 years for the purpose of achieving BikeWalk CT mission. Kevin

8:10: Wrap up, summarize action steps for August meeting. Thank you and adjourn

For Your Calendar!

2015 **IN PERSON** Board Meetings: Sep 9, Nov 11

2015 **Conference Call** Meetings: Aug 12, Oct 14, Dec 9

Discover CT—New Britain: Sunday, Sept. 27

Legislative Agenda Determination – Nov. 11 Board Meeting

2015 **Annual Dinner & Silent Auction**: Nov. 20

Bike Walk Connecticut

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**Bike Walk Connecticut
Meeting of the Board of Directors
Wednesday, June 10, 2015
Teleconference**

Present: Bill Young, Chris Skelly, Kevin Vicha, Ray Willis, Kelly Kennedy

1. The meeting was called to order at 6:30 by Bill Young.
2. The minutes of the May 13, 2015 meeting were reviewed and approved with one change: to append the results of the survey reviewed at the meeting. A motion was made to approve the minutes as amended. Motion seconded and passed.
3. In Scott's absence, Kelly summarized the previously distributed financial report. She noted that net income is much higher this year compared to last year at this time; we are positive where we were negative last year because of three revenue items.

The motion to accept the financials was made by Emily – Chris seconded.
Financials accepted into record.

4. ED Report – Kelly reviewed the report on the legislative session, Bike to Work Day, the Summit and NACTO Workshop. Bike to Work Day was a nice event in Hartford but statewide participation was way down. Bike Safety legislation passed this session; Kelly doing end of session press release.
5. Discover West Hartford – The event met its sponsorship goals but not its ridership goals. There were no mishaps which was a credit to the organization and the marshals. There was some feedback that the day of ride registration fee was on the high side. Reviews from participants were very good. Now the committee is working on the next ride in New Britain.
6. Multi-day ride: Kevin met with Susan Smith to discuss issues Matt had posed for the business plan. Susan put together a spreadsheet of six different rides she has been on, highlighting price points and length of rides etc. Kevin's goal is to make a recommendation at the July Board meeting of what BWCT's multi-day ride what it might look like; to present to Board a first pass at what we think might be right approach. Asked for volunteers. Will be on agenda as a primary item in July and Kevin will invite Susan Smith to attend.
7. Harvard Business School proposal – HBS alumni group in CT has 2500 members. They have a group called community partners which does pro bono consulting for non-profit organizations. BWCT does not meet the criteria for pro bono consulting but there is an opportunity to do an organized brainstorming session

8. with the group. The Board discussed the benefits including possible outreach to new Board members and ideas for raising revenue. It was agreed that Kevin should pursue this opportunity, find out what information they would need and ask them for a sample case study so we can see what their deliverable would look like.

9. Board recruiting – Colleen Kelly Alexander self-nominated. Nominating committee will review for recommendation to the Board.

Meeting Adjourned at 8:01

Next Meeting: Wednesday, July 8 2015 at Sheldon Oak, 54 South Prospect, Hartford

Respectfully submitted,

Emily Wolfe

Bike Walk Connecticut Profit & Loss Budget vs. Actual January through December 2015

	Jan - Dec 15	Budget	% of Budget
Ordinary Income/Expense			
Income			
43400 · Direct Public Support			
43410 · Corporate Contributions	259.00	1,926.00	13.4%
43450 · Individual Contributions			
43453 · Annual Appeal	240.00	2,001.00	12.0%
43454 · Employer Matching Gifts	665.62	2,270.00	29.3%
43450 · Individual Contributions - Other	1,914.93	2,173.00	88.1%
Total 43450 · Individual Contributions	<u>2,820.55</u>	<u>6,444.00</u>	<u>43.8%</u>
Total 43400 · Direct Public Support	3,079.55	8,370.00	36.8%
47200 · Program Income			
47290 · DPH Complete Streets Contract	6,942.00	13,884.00	50.0%
47260 · Summit			
47260.2 · Exhibitors	0.00	1,500.00	0.0%
47260 · Summit - Other	4,195.00	3,375.00	124.3%
Total 47260 · Summit	4,195.00	4,875.00	86.1%
47250 · Bike Education	2,025.00	2,640.00	76.7%
47210 · Bike to Work	100.00	0.00	100.0%
47220 · Memberships			
47222 · Individual Memberships	5,635.00	11,954.00	47.1%
47221 · Business Memberships	1,250.00	6,550.00	19.1%
Total 47220 · Memberships	6,885.00	18,504.00	37.2%
47240 · Rides and Walks			
47242 · Discover Tour Sponsorships - ...	12,000.00	20,000.00	60.0%
47241 · Discover Tour Registration - NB	0.00	11,550.00	0.0%
47244 · Discover Tour Registration - WH	10,160.00	11,550.00	88.0%
47245 · Discover Tour Sponsorships - ...	12,000.00	20,000.00	60.0%
Total 47240 · Rides and Walks	34,160.00	63,100.00	54.1%
47230 · Annual Dinner & Silent Auction			
47231 · Annual Dinner	0.00	11,282.00	0.0%
47233 · Silent Auction	400.00	11,364.00	3.5%
Total 47230 · Annual Dinner & Silent Auc...	400.00	22,646.00	1.8%
Total 47200 · Program Income	61,037.00	125,649.00	48.6%
Total Income	64,130.75	134,019.00	47.9%
Gross Profit	64,130.75	134,019.00	47.9%
Expense			
65100* · Other Types of Expenses			
65170 · Staff Development	0.00	1.00	0.0%
65150* · Memberships and Dues	0.00	200.00	0.0%
Total 65100* · Other Types of Expenses	0.00	201.00	0.0%
63000 · Program Services Expenses			
63980 · DPH Complete Streets Contract	6,991.90	9,025.00	77.5%
63900 · Summit	1,915.00	2,000.00	95.8%
63100 · Annual Dinner	0.00	6,839.00	0.0%
63200 · Silent Auction	361.20	2,103.00	17.2%
63300 · Discover Tour			
63380 · Partner net profit sharing	0.00	6,000.00	0.0%
63360 · Event Insurance	0.00	1,605.00	0.0%
63310 · West Hartford Tour Expense	6,230.70	7,841.00	79.5%
63320 · New Britain Tour Expense	1,208.73	7,841.00	15.4%
Total 63300 · Discover Tour	7,439.43	23,287.00	31.9%
63400 · Bike Education	200.00	800.00	25.0%
63500 · Bike to Work	929.70	2,267.00	41.0%
63600 · Advocacy Expenses	656.71	255.00	257.5%
Total 63000 · Program Services Expenses	19,708.94	46,576.00	42.3%

10:27 AM
 07/07/15
 Cash Basis

Bike Walk Connecticut Profit & Loss Budget vs. Actual January through December 2015

	Jan - Dec 15	Budget	% of Budget
65000 · Operations			
65341 · Employee Benefits	0.00	1.00	0.0%
65011 · Board Development	0.00	273.00	0.0%
65090 · Office Space- Rent	1,220.00	3,000.00	40.7%
65340 · Employment Taxes	2,453.08	4,800.00	51.1%
65330 · Salaries	28,340.90	52,620.00	53.9%
65110 · Marketing/Promotion	184.98	2,400.00	7.7%
65001 · Business Registration Fees	0.00	110.00	0.0%
65005 · Bank Service Charges			
65005.2 · PayPal Service Charge	147.26	240.00	61.4%
65005.3 · Credit Card Processing Fee	349.65	356.00	98.2%
65005.1 · Payroll Processing Charges	994.88	1,200.00	82.9%
Total 65005 · Bank Service Charges	1,491.79	1,796.00	83.1%
65010 · Books, Subscriptions, Reference	0.00	15.00	0.0%
65015 · Membership Dues	0.00	200.00	0.0%
65020 · Postage, Mailing Service	0.00	225.00	0.0%
65030 · Printing and Copying	0.00	387.00	0.0%
65040 · Supplies	7.94	141.00	5.6%
65050 · Telephone, Telecommunications	100.00	60.00	166.7%
65060 · Website	71.80	25.00	287.2%
65070 · Outside Contract Services	0.00	1,000.00	0.0%
65100 · Fund Raising	0.00	2.00	0.0%
65120 · Insurance - GL, D&O, WorkersComp	933.00	1,365.00	68.4%
65200 · Technology, software, etc.	1,084.70	2,345.00	46.3%
65310 · Conference, Convention, Meeting	16.50	500.00	3.3%
65320 · Travel	0.00	841.00	0.0%
Total 65000 · Operations	35,904.69	72,106.00	49.8%
Total Expense	56,346.99	118,883.00	47.4%
Net Ordinary Income	7,783.76	15,136.00	51.4%
Net Income	7,783.76	15,136.00	51.4%

07/07/15
Cash Basis

**Bike Walk Connecticut
Discover CT Income
January 1 through July 7, 2015**

<u>Date</u>	<u>Memo</u>	<u>Paid Amount</u>
Ordinary Income/Expense		
Income		
47200 - Program Income		
47240 - Rides and Walks		
47242 - Discover Tour Sponsorships - NB		
05/05/2015	Bill Young & MarthaPage	250.00
06/01/2015	BL Companies	500.00
06/22/2015	Cantor Colburn	250.00
05/05/2015	Colliton/Prime	125.00
05/14/2015	DeLima	50.00
05/07/2015	Fidelity	50.00
05/08/2015	Firestone	50.00
05/26/2015	Fuss & O'Neill	500.00
04/17/2015	Gamester	250.00
05/11/2015	Green	250.00
05/20/2015	Grove Hill	2,500.00
05/05/2015	Hartford Steam Boiler	500.00
05/28/2015	Jamie Sullivan	250.00
03/26/2015	John & Kelly Hartman Foundation	250.00
05/05/2015	Knoll/Prime	125.00
04/13/2015	McElroy, Deutsch, Mulvaney & Carpenter	500.00
05/14/2015	Natale	250.00
05/05/2015	O'Connell Attmore	500.00
05/05/2015	Prime	250.00
06/01/2015	Reardon	50.00
05/11/2015	REI	500.00
05/11/2015	RisCassi	1,250.00
06/12/2015	Scott Franklin	250.00
05/05/2015	Sheldon Oak	250.00
05/14/2015	Skelly	500.00
06/01/2015	SQUARE deposit, TBD	50.00
05/05/2015	St Francis	250.00
05/14/2015	Stonebridge	50.00
05/05/2015	Thibodeaus	250.00
06/23/2015	TODesign (Square)	250.00
06/25/2015	Urban Engineers	500.00
06/12/2015	Webster Bank	200.00
06/23/2015	WH Health & Rehab	250.00
Total 47242 - Discover Tour Sponsorships - NB		12,000.00
47244 - Discover Tour Registration - WH		
06/23/2015	1 \$40 refund	-40.00
06/08/2015	Registrations via Paypal	1,980.00
06/03/2015	Registrations via Paypal	5,740.00
05/07/2015	Registrations via PayPal	490.00
06/08/2015	walk-ins--cash registrations	240.00
06/08/2015	walk-ins--check registrations	360.00
06/08/2015	Walk-ins - SQUARE CC registrations	1,390.00
Total 47244 - Discover Tour Registration - WH		10,160.00
47245 - Discover Tour Sponsorships - WH		
05/05/2015	Bill Young & Martha Page	250.00
06/01/2015	BL Companies	500.00
06/22/2015	Cantor Colburn (Square deposit)	250.00
05/14/2015	Chris & Ross Skelly	500.00
05/05/2015	Colliton/Prime	125.00
05/08/2015	Dan Firestone	50.00
05/26/2015	Fuss & O'Neill	500.00
05/20/2015	Grove Hill	2,500.00
05/05/2015	Hartford Steam Boiler	500.00
05/28/2015	Jamie Sullivan	250.00
05/07/2015	Jay Liddell/Fidelity	50.00
05/11/2015	Jim & Ann Green	250.00
03/26/2015	John & Kelly Hartman Foundation	250.00
05/05/2015	Knoll/Prime	125.00
04/13/2015	McElroy, Deutsch, Mulvaney & Carpenter	500.00
05/14/2015	Natale & Wolinetz	250.00
05/05/2015	O'Connell, Attmore & Morris, LLC	500.00
05/05/2015	Prime	250.00

07/07/15
Cash Basis

**Bike Walk Connecticut
Discover CT Income
January 1 through July 7, 2015**

<u>Date</u>	<u>Memo</u>	<u>Paid Amount</u>
06/01/2015	Reardon etc	50.00
05/11/2015	REI	500.00
05/05/2015	Rick & MaryEllen Thibodeau	250.00
05/11/2015	RisCassi & Davis	1,250.00
06/12/2015	Scott Franklin	250.00
04/17/2015	Scott Gamester Donation	250.00
05/05/2015	Sheldon Oak	250.00
06/01/2015	SQUARE deposit, TBD	50.00
05/05/2015	St Francis	250.00
05/14/2015	Stonebridge Growth Advisors - Collette Na...	50.00
06/23/2015	TODesign (Square)	250.00
06/25/2015	Urban Engineers	500.00
05/14/2015	Virginia deLima	50.00
06/12/2015	Webster Bank	200.00
06/23/2015	WH Health & Rehab	250.00
	Total 47245 · Discover Tour Sponsorships - ...	<u>12,000.00</u>
	Total 47240 · Rides and Walks	<u>34,160.00</u>
	Total 47200 · Program Income	<u>34,160.00</u>
	Total Income	<u>34,160.00</u>
	Gross Profit	<u>34,160.00</u>
	Net Ordinary Income	<u>34,160.00</u>
	Net Income	<u><u>34,160.00</u></u>

07/07/15
Cash Basis

Bike Walk Connecticut Discover CT Expenses January 1 through July 7, 2015

Date	Name	Memo	Paid Amount
Ordinary Income/Expense			
Expense			
63000 - Program Services Expenses			
63300 - Discover Tour			
63310 - West Hartford Tour Expense			
06/15/2015	Budget Printers	200 addl postcards 4/4 - WH only	148.00
06/15/2015	Budget Printers	banner	60.00
05/12/2015		check stop payment fee	35.00
06/15/2015	Budget Printers	DCT - 600 drawstring bags w 2 color logo ...	607.00
06/22/2015	Jon Sperling	DCT - Road ID postage reimbursement	23.24
06/04/2015	Christine Skelly	DCT expense paid by SG	125.04
06/15/2015	Jon Sperling	DCT expense, paid by SG	95.00
06/15/2015	Christine Skelly	DCT expense, paid by SG	18.08
06/08/2015	Town of West Hartford	DCT expense, paid by SG	42.60
06/29/2015	Chase Visa	Discover Tour Event Insurance	654.84
06/29/2015	Chase Visa	Discover Tour printing	55.00
06/15/2015	American Specialty Ins...	Event Insurance for 204 riders	654.84
06/01/2015		FB advertising for DCT	12.92
06/01/2015	FEDEX OFFICE #0184	FEDEXOFFICE 00002857	55.00
06/03/2015		Matt Moritz / Well Rounded Events	283.00
06/15/2015	Well Rounded Events, ...	Matt Moritz, pmt 2 of 2	1,965.00
05/07/2015		paypal processing fees	30.95
06/03/2015		paypal processing fees	173.05
06/08/2015		paypal processing fees	51.97
05/13/2015	Budget Printers	posters and postcards - WH only	594.89
06/15/2015	Budget Printers	screens	37.50
06/01/2015		SQUARE deposit, TBD	1.83
06/01/2015		Square processing fee	17.58
05/14/2015		Square processing fee	1.83
06/01/2015		Square processing fee	1.83
06/08/2015		Square processing fees	38.23
05/20/2015		Square processing fees	87.58
06/22/2015		Square processing fees	8.83
06/23/2015		Square processing fees	8.82
06/15/2015	Budget Printers	Volunteer T shirts	341.25
Total 63310 - West Hartford Tour Expense			6,230.70
63320 - New Britain Tour Expense			
06/15/2015	Budget Printers	banner	60.00
06/15/2015	Budget Printers	DCT - 600 drawstring bags w 2 color logo ...	607.00
06/15/2015	Jon Sperling	DCT expense, paid by SG	34.73
06/15/2015	Budget Printers	screens	37.50
06/01/2015		SQUARE deposit, TBD	1.82
05/20/2015		Square processing fees	87.57
06/01/2015		Square processing fees	17.57
05/14/2015		Square processing fees	1.82
06/01/2015		Square processing fees	1.82
06/22/2015		Square processing fees	8.82
06/23/2015		Square processing fees	8.83
06/15/2015	Budget Printers	Volunteer T shirts	341.25
Total 63320 - New Britain Tour Expense			1,208.73
Total 63300 - Discover Tour			7,439.43
Total 63000 - Program Services Expenses			7,439.43
Total Expense			7,439.43
Net Ordinary Income			-7,439.43
Net Income			-7,439.43

MEDIA RELEASE
For Immediate Release



Contact:
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New Bike Laws Effective July 1 *Cyclists and Drivers Need to Know What's New*



July 1, 2015 (Hartford, CT) -- Important changes to Connecticut's laws for cyclists take effect July 1, 2015. The Bicycle Safety bill, Senate Bill 502 and now Public Act 15-41, was passed in May with broad bipartisan support. The Governor signed the bill into law on June 1.

The new law eliminates the confusing--and often unsafe--rule requiring cyclists to ride as far to the right as practicable.

Instead, the law now requires cyclists to ride as close to the right side of the road **as is safe, as judged by the cyclist**. Bike Walk Connecticut specifically advocated for that language, which is modeled on a best practice from Colorado as identified by the League of American Bicyclists.

As of July 1, cyclists don't have to ride as close to the right side of the road when:

1. Overtaking or passing another vehicle proceeding in the same direction;
2. Preparing for a left turn at an intersection or into a private road or driveway;
3. Reasonably necessary to avoid conditions, including, but not limited to, fixed or moving objects, parked or moving vehicles, bicycles, pedestrians, animals, surface hazards or lanes that are too narrow for a bicycle and a motor vehicle to travel safely side by side within such lanes;
4. Approaching an intersection where right turns are permitted and there is a dedicated right turn lane, in which case a bicyclist may ride on the left-hand side of such dedicated lane, even if the bicyclist does not intend to turn right;
5. Riding on a roadway designated for one-way traffic, when the bicyclist may ride as near to the left-hand curb or edge of such roadway as judged safe by the bicyclist; or when
6. Riding on parts of roadways separated for the exclusive use of bicycles, including, but not limited to, contra-flow bicycle lanes, left-handed cycle tracks or bicycle lanes on one-way streets and two-way cycle tracks or bicycle lanes.

The new law also allows two-way bicycle lanes, buffered bike lanes, and cycle tracks to be designed in Connecticut and allows drivers to cross the double yellow line to pass slower-moving cyclists and other road users when it's safe to do so.

Watch for more information from Bike Walk Connecticut this summer about Sharing the Road.

Bike Walk Connecticut is changing the culture of transportation through advocacy and education to make bicycling and walking safe, feasible, and attractive for a healthier, cleaner Connecticut.

Bike Walk CT Work Plan Calendar June - Dec 2015

Bike Walk CT Work Plan Calendar June - Dec 2015									
Category	Task	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Status as of July 1, 2015
Program: Advocacy	Monitor, advocate for bike ped funding with Transportation Revenue Commission	x	x	x	x	x			Did not attend 4hr June commission meeting in New Haven as planned--work on STR brochure takes immediate priority. But I don't think we lost anything by my not attending. We should build relationships with people on this important commission though.
Vacation	Use vacation time (209 hrs accrued & unable to use as of June 2015)	Use Vacation Time!	Use Vacation Time!	Use Vacation Time!	Use Vacation Time!			Use Vacation Time!	Used 2 hrs in PPE 6/23! Will use a little in PPE 7/3. Trying to take as much time here and there throughout summer as my obligations and deadlines allow. Vacation 7/17 - 7/25.
Membership	Update membership records - should be done weekly. Involves updating spreadsheet, inviting to member group, uploading records to Constant Contact, listing on website, sending thank yous/acknowledgements	x	x	x	?	?	?	?	Updated membership records but lacked the time to push communications out to lapsed members. Still need to add latest batch of new members to Members only group.
Marketing/PR/Comms	Op eds, LTEs on advocacy priorities - we should be building buzz and clout through earned media	x	x	x	x	x	x	x	No op eds or LTEs, but gave several interviews and got several press mentions. Included in June newsletter: Stan Smith TV show on Fox CT; Mark Sims, CT Radio Network; 6/28 Danbury article. News 12 interview request--now scheduled for 7/7 in Milford.
Admin & Mgmt	ED reports and updates to board	x	x	x	x	x	x	x	Ad hoc. Provided in depth DCT report. Provided analysis of bond and budget bill and implications for bike ped projects.
Admin & Mgmt	Oversee financials	x	x	x	x	x	x	x	Continued to update QB to reflect DCT partnership income and acctg for DPH contract purposes, as well as for other income and expenses realized.

Category	Task	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Status as of July 1, 2015
External	Handling requests to participate in numerous meetings -- e.g. Transform CT, i-84, monthly CRCOG transpo committee mtgs; CRCOG bike ped meetings, ad hoc invitations from overlapping organizations (eg CT Commission on Aging's Liveable Communities) and misc groups	x	x	x	x	x	x	x	Declining the least relevant as politely as I can. Most are local in nature and would be better served if we had chapter reps to attend them.
External	Manage External correspondence	x	x	x	x	x	x	x	It's quieting down a little now that summer's here, which frees me up to do more hands on work, as with the STR brochure.
Fundraising	Funder prospecting and cultivation - time needs to be reserved on an ongoing basis. Programming and event commitments keep pushing this aside.	x	x	x	x	x	x	x	<i>No activity this month.</i>
Fundraising	Multi Day Tour planning (should be starting now for 2016)	x	x	x	x	x	x	x	Looked again at other models, incl Georgia and Maine. Reviewed business plan fundamentals to be addressed in planning process. Dvpg list of people who can advise us.
Marketing/PR/Comms	Website updates	x	x	x	x	x	x	x	Refreshed website sooner than I planned when I accidentally saved the test template. Looks good. Updates still needed on a regular basis.
Marketing/PR/Comms	Newsletters, News posts to keep website fresh and attract web traffic	x	x	x	x	x	x	x	Issued June newsletter. See also interview requests and press mentions.
Membership	Regular email blasts for membership -- new and renewal reminders	x	x	x	x	x	x	x	No activity in June - focus has been on legislation, DCT & accounting, STR brochure.
Org/Board Dvpt	Prep board meeting agenda and package, collect minutes and financials	x	x	x	x	x	x	x	complete monthly.
Org/Board Dvpt	Board member prospecting, recruitment, orientation	x	x	x	x	x	x	x	Exploring possibility of Travelers atty, daily bike commuter, and LTE writer on bike ped. Met Jim Boyce, retired DOT dep commr. Could be good but looking to retire to NH. Specifically looking for savvy people who will be champions for our advocacy work.

Category	Task	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Status as of July 1, 2015
Program: Advocacy	Participate on Bike Ped Advisory Board - monthly meetings	x	x	x	x	x	x	x	Had a conflict for June meeting. Will miss July meeting bc of vacation but stay in touch via email.
Fundraising	Nov 20 Annual Dinner & Silent Auction	x	x	x	x	x	x		We still have no Silent Auction chair or lead committee members. Concerning! Do we need to work on plan B? Time permitting, we can discuss speaker ideas for the dinner at the July board meeting.
Program: Bike Education	schedule classes, promote, handle registration, pay instructors	x	x	x	x	x			Set up registration for July 19 bike ed. Referred Ray to Tony. Got another rental request from Suffield for next year.
Program: Bike Education	oversee repairs on bike fleet, trailer return, payment	x	x	x	x	x			No activity in June. But brokered "deal" between Uconn and Tony Cherolis on abandoned bikes.
Admin & Mgmt	Find bookkeeper	x	x						No activity in June
Admin & Mgmt	Coordinate with Scott on quickbooks procedures	x	x						To do after his trip to India and after July board meeting.
Admin & Mgmt	Oversee 990 completion	x	x						Schedule as July board meeting agenda item.
Fundraising	Bike club, bike shop liaison assignments for board members	x	x						No activity in June. Put on July board meeting agenda.
Org/Board Dvpt	Investigate next steps to chapter arrangement? Hartford, Stamford, New Haven, Mansfield are interested. This relates to fundraising.	x	x						Will schedule meeting with CULI in July, hopefully before my vacation.
Org/Board Dvpt	Define roles, responsibilities w HR expert - status of Janet Waterston consult?	x	x						Discussed with Kevin in end June. Meeting to be scheduled. Schedule status report for July board meeting agenda.
Org/Board Dvpt/HR	Resolve Compensation / health ins subsidy for 2014	x	x						No activity in June; linked to consult with nonprofit accountant.
Org/Board Dvpt/HR	Resolve goals, expectations in light of compensation and staffing levels	x	x						No activity in June. Pending HR consultation w Janet Waterston since May board meeting.
Program: DPH Contract	DPH Scope of work to be completed by June 30. Final reports due in Aug.	x	x						Working intently on copy for new STR brochure. Researched other states. Having trouble connecting with intended graphic designer. I have other designer options to pursue if Go Media doesn't respond by the time I have the text ready.

Category	Task	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Status as of July 1, 2015
Events	DCT follow up - pay bills, upload photos, news posts, survey, report	x			x				Extensive work performed closing out these items. We are in good shape--financially and recordkeeping wise.
Admin & Mgmt	File reports when due -- Ethics (5 x year); Secretary of the State on board members (annually); consumer protection (annually); LAB, Alliance - periodic.	x				x		x	Ethics due July 10.
Events	June 6 DCT Ride	x							Complete! Net 11K so far.
Program: Advocacy	Legislation--bike bill (SB 502), funding (6840). Also, 1062, but that seems stalled. Sessions ends June 3. Most activity happens toward the end of session. Issue release on session	x							Publicizing July 1 effective date for bike bill. News 12, AAA, Mark Sims radio interview, Police Chiefs Assoc, Danbury News Times reporter. Need to issue press release--STR work is competing.
Program: Bike Education	track down laptop (office, now w/KK) and projector (Tony)	x							Complete.
Program: DPH Contract	Plan scope of work for 2015-16 DPH contract	x							Need to get SOW for current year complete first. Contemplating dedicating money to training, STR, staff time. Can't get response from Go Media on a fuller fledged STR campaign.
Program: DPH Contract	Start scope of work for 2015-16 DPH contract		x	x	x	x	x	x	Pending determination of SOW.
Fundraising	HBS Strategy Session - Develop 2-3 yr fundraising plan, org assessment		x	x	x				Discussed with Kevin in end June.
Program: Complete Streets	Complete streets surveys and scorecard? July & August?		x	x	x				Big open question is my capacity to do this. It's certainly worth doing.
Membership	Migrate to membership software platform from manual excel system - keeps getting back burnered for lack of time to focus on		x	x					Planned for July
Org/Board Dvpt	Update bylaws		x	x					Coordinate with HR consult. Bylaws need to be updated to reflect board and staff roles.
Program: DPH Contract	Prepare DPH final report (due in Aug)		x	x					Planned for July
Admin & Mgmt	Migrate to QuickBooks online from desktop system		x						We probably want to migrate away from QB completely, considering xero. Consult acct planned for July.

Category	Task	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Status as of July 1, 2015
Events	Bike to Work Day 5/15		x						KK needs to do wrap up for board, annual report. Preliminary numbers done; just need to put it in report form.
Events	Sept 27 DCT Ride			x	x				KK looking for fee schedule to be set so I can make registration live in early July. Rick T got Stanley as a 1K sponsor.
Marketing/PR/Comms	Refresh website design			x					Done early, accidentally!
Program: Advocacy	State Highway strat plan - - participate in to represent Bike Ped community... coming this summer? fall? Led by DOT.				x	x	x	x	
Fundraising	Annual Appeal (starts with annual dinner and giving day in Nov.)						x	x	
Program: Advocacy	Nov/Dec - decide on and publicize legislative agenda. State report card maps out what we should be advocating for.						x	x	
Marketing/PR/Comms	Annual report - we really should be doing a simple annual report, but it keeps getting back burnered							x	
Program: Advocacy	Participate in advocacy at federal level, following lead of LAB legislative liaison	x	x	x	x	x	x	x	No real activity this month. The "Drive" Bill is the focus now at the federal level. It impacts transpo funding to states, including the Transportation Alternative Program. I have been mostly following LAB's private updates but have not issued any calls to action. I find it hard to focus on these complex developments with everything else I'm working on. Our advocacy at fed level should be stronger.

Bike Shop and Bike Club Ambassadors

We first discussed the bike club/bike shop ambassador concept in March 2014. The purpose of having Bike Walk Connecticut directors function as ambassadors to CT bike clubs and bike shops is to:

- Re-engage bike shops across the state with Bike Walk Connecticut and build and maintain strong, long-lasting relationships with them;
- Raise awareness of Bike Walk Connecticut and our work among bike shop customers and bike club members;
- Build our base of individual members and donors;
- Acquire the financial and general support of bike shops and clubs, through business memberships, donations, or specific sponsorships;
- Ultimately, strengthen our statewide presence and revenue base.

How it Can Work

1. Each director would serve as an ambassador to at least 2 or 3 specific bike clubs and shops as close to their residence or workplace as possible.
2. Directors operate as the lead point of personal contact for all Bike Walk Connecticut matters specific to his or her bike shops and clubs.
3. Directors call and visit each of their bike shops or clubs once a month.
4. Initial visits will be to re-engage the bike shop or club or introduce them to Bike Walk Connecticut, for those that have had no previous relationship with us. Subsequent visits and calls will be to update the shops and clubs on our work, learn about their initiatives and interests, identify specific ways we can be of mutual assistance, and build our business and individual membership and donor base.

Keep these handy:

- ✓ Bike Walk CT business cards
- ✓ Brochures
- ✓ Business Membership flyer
- ✓ Press Release on 2015 Bike Bill

Bike Shop Liaison Checklist and Talking Points

- Visit the shop. Try to pick a slower time when the staff will have time to talk to you. Call ahead to find the best time to talk to the owner.
- Introduce yourself as a director of Bike Walk CT. Ask if they know about us.
- Tell them we're reaching out to bike shops to look for ways to collaborate to get more people riding bikes, more often.
- Tell them who we are and what we do.
 - We're CT's only advocacy and education organization that works at the state level to make CT a better place to bike and walk. We're a member-supported not-for-profit. Our mission focuses on "active transportation."
 - We got the "Bike Bill" passed in 2015 that lets cyclists ride as far to the right of the road as judged safe by the cyclist, instead of "as practicable." The new law also allows for modern bike lanes, cycle tracks, buffered bike lanes, contraflow lanes to be designed in CT.
 - We got the Vulnerable User bill passed in 2014 and the 3' safe passing foot law enacted in 2009.
 - We're working on getting the state and towns to implement complete streets policies.
 - We organize Bike to Work Day (May), a statewide summit, the Discover Connecticut tours (next is New Britain on Sept 27), an Annual Dinner in November
 - We have attended the national summit on behalf of CT and organize lobby day with our US Senators and Congressmen/women. [note: but not in 2015]
- Tell them who's on our distribution list from their shop. Is that the best contact? If not, who?
- Are they willing to (or do they) use parts of our newsletter in their news to customers? *If so, be prepared to forward our material personally to them as a follow up.*
- Start talking up Discover New Britain (Sept 27). Thoughts for getting more riders involved?
- Ask if you can leave some Bike Walk CT brochures by the register.
- Mention the business membership and sponsorship package. Leave a flyer behind.
- Ask they would be willing to provide any benefits to Bike Walk CT members
- Record any important takeaways, suggestions or follow up points for your next visit and to report back at the next board meeting.
- Schedule another visit on your calendar.

Mission statement: *Bike Walk Connecticut is changing the culture of transportation through advocacy and education to make bicycling safe, feasible, and attractive for a healthier, cleaner Connecticut.*

Shop/Club	First name	Last name	Email	Phone	Street Address	City	Zip	County	Board Ambassador (choose 2-3 to connect with)
Amity Bicycles				203-387-6734	18 Selden Street	Woodbridge	06525	New Haven	
Benidorm Bikes And Snowboards	Jan & Doug	Tanner	jan@benidormbikes.com	(860) 693-8891	247 Albany Tpk	Canton	06019	Hartford	
Berlin Bicycle & Repair Shop				860-828-1131	855 Mill Street	Berlin	06023	Hartford	
Bethel Cycle	Greg	Pelican	info@bethelcycle.com	(203) 792-4640	120 Greenwood Avenue	Bethel	06801	Fairfield	
Bicycle Cellar			bicyclecellar@sbcglobal.net	860-658-1311	532 Hopmeadow St.	Simsbury	06070	Hartford	
Bicycle South Windsor				860-644-0023	978 Sullivan Ave.	South Windsor	06074	Hartford	
Bicycle Works, LLC	Matt	Morris	bicycleworksllc@yahoo.com	(860) 462-0548	1255 Middlebury Road	Middlebury	06762	New Haven	
Bicycles East	Steve	Dauphinais	info@bicycleseast.com	(860) 659-0114	331 new London turnpike	Glastonbury	06033	Hartford	
Bike New London			bicyclenl@gmail.com			New London		New London	
Bikers Edge	Bob	Desmaris	bob@bikersedge.com	860-582-7770	384 Farmington Ave	Bristol	06010	Hartford	
Bikers Edge 2	Eric	Hamel	info@bikersedge.com	(860) 582-7770	427 Winsted Road	Torrington	06790	Litchfield	
Bikers Edge Avon				(860) 678-7770	16 Ensign Drive	Avon	06001	Hartford	
Bloomfield Bicycle & Repair Shop,	Michael	Wolf	bbike@snet.net		38 Tunxis Ave	Bloomfield	06002	Hartford	
Brookfield Bicycle Center	Shawn	Emmerson	emmrssh@aol.com	(203) 775-7083	612 Federal Road	Brookfield	06804	Fairfield	
Capital Velo Club			paggioli@cox.net	(860) 659-1632	427 CHIMNEYSWEEP HILL	Glastonbury	06033	Hartford	
Central Connecticut Cycling Club			cttriathlete@yahoo.com		P.O. box 319973	Newington		Hartford	
Central Wheel	Jeff	Gelt	jeff@centralwheel.com	(860) 677-7010	62 Farmington Ave	Farmington	06032	Hartford	
Central Wheel	Aubrey	Schulz	aubrey@centralwheel.com	860-677-7010	62 Farmington Avenue	Farmington	06032	Hartford	
Chapman's Orange Bicycle				203-795-5701	284 Post Road	Orange	06477	New Haven	
Cheshire Cycle & Repair	Dillan	Provonost	info@cheshirecycle.com	(203) 250-9996	471 West Main St	Cheshire	06410	New Haven	
Clarke Cycles				860 767 2405	4 Essex Plaza, Route 154	Essex	06426	Middlesex	
Class Cycles				203-264-4708	77 Main Street North	Southbury	06488	New Haven	
College St Cycles LLC	Bob	Jacobson	collegestreetcycles@gmail.com	(203) 865-2724	252 College Street	New Haven	06511	New Haven	
Connecticut Yankee BC			richardsachs@juno.com	(860) 526-2059	NO. 9 NORTH MAIN ST	Chester		Middlesex	
Cutting Edge				860-828-3428	146 Mill St	Berlin	06037	Hartford	
Cycle Center	Ken	Valvo	info@cyclecenterct.com	(203) 968-1100	1492 High Ridge Rd	Stamford	06903	Fairfield	
Cycle Dynamics Bicycle Shop				203-226-3790	971 Post Road East	Westport	06880	Fairfield	
Cycle Fitness	Rick	Beasley	rickb@cyclefitness.com	1-800-240-2453	612 Main St	Monroe	06468	Fairfield	
Cycles On Call	Lou	Kozar	loukozar@gmail.com	866-629-2453	96 Park St	New Canaan	06840	Fairfield	
Cycles On Call	Lou	Kozar	loukozar@cyclesoncall.com	1-866-629-2453	53 Larkin Street	Stamford	06907	Fairfield	
Cycling Concepts	Keith	Sherman	cyclingconcepts@aol.com	(860) 563-6667	2343 Main St	Glastonbury	06033	Hartford	
Cycling Sports Group	Cannondale Tours		cannondaletours@cyclingsportsgroup.com		16 Trowbridge Drive	Bethel	06801	Fairfield	
Devil's Gear Bike Shop	Matt	Finer	devilsgearbikeshop@gmail.com	203-773-9288	151 Orange St.	New Haven	06511	New Haven	
Eastern Bloc Cycling Club	Thomas	Wing	tjwing01@gmail.com			Canton		Hartford	
Eastern Bloc Cycling Club	Beth	Saman	b-saman@att.net			Canton	06019	Hartford	
Eastern Mountain Sports - Avon	Mike	Lloyd	e0176st@ems.com; mlloyd@ems.co	(860) 651-8031	380 West Main Street	Avon		Hartford	
Eastern Mountain Sports -				(860) 644-3517	1510B Pleasant Valley Road	Manchester	06040	Hartford	
Eastern Mountain Sports-WH	Maggie	Gesue	e0050st@ems.com	(860) 561-4302	1459a New Britain Ave	West Hartford	06110	Hartford	
Elm City Cyclists			elmcitycycling@gmail.com		P.O. Box 206582	New Haven	06520	New Haven	
Farmington Valley Trails Council	Noble Fam	Noble	steve.cris.noble@comcast.net	(860) 658-4065	PO Box 576	Tariffville		Hartford	
Fit to Ride	Brian	Case	brian@fittoride.com	(413) 525-8131		East Longmeadd	01028		
Greenwich Bicycles	Rob	Kosar	info@greenwichbikes.com	(203) 869-4141	35 Amogerone Crossway	Greenwich	06830	Fairfield	
Hat City Cyclists			president@hatcitycyclists.org	(203) 790-9352 x2037786	P.O. Box 1034	Bethel		Fairfield	

Shop/Club	First name	Last name	Email	Phone	Street Address	City	Zip	County	Board Ambassador (choose 2-3 to connect with)
Healthy Gears, LLC	Glenn	Kohrs	glenn@healthygears.com	(860) 582-4090	2101 Perkins St	Bristol	06010	Hartford	
Ivy Cycling Club			glenn@ivybiomedical.com		11 Business Park Drive	Branford		New Haven	
Laurel Bike Club			migueltorres@sbcglobal.net	(203) 387-6734	Amity Bicycles 18 Seldon Rd	Woodbridge		New Haven	
Manchester Cycle Shop			info@manchestercycle.com	860-649-2098	178 Middle Tpke. W.	Manchester	06040	Hartford	
Mystic Community Bikes (Bike	Russ	Cumming	mysticcommunitybikes@gmail.com	860-245-8150	253 Greenmanville Ave.	Mystic	06355	New London	
Mystic Cycle Centre	Rob	Kapell	mcc@mysticcyclecentre.com	(860) 572-7433	25 Stonington Rd	Mystic	06355	New London	
Newington Bike	Dave	Arnold	dave@newingtonbike.com	(860) 667-0857	1030 Main Street	Newington	06111	Hartford	
Niantic Bay Bicycles	Kim & Stev	Morrissey	nianticbaybicycles@sbcglobal.net	(860) 691-0757	8 Methodist St	Niantic	06357	New London	
North Haven Bike	Joe	Sayers		203-239-7789	475 Washington Ave.	North Haven	06473	New Haven	
Patagonia	Su	Ruh				Westport		Fairfield	KK
Pedal & Pump Multisport	Mike	Smallridge	pedalandpump@gmail.com	(203) 655-2600	51 Tokeneke Road	Darien	06820	Fairfield	
Pedal Power	Gary	Nicol	sales@pedalpowerct.com	(860) 347-3776	359 Main Street	Middletown	06457	Middlesex	
Pequot Cyclists	Jim	Bierylo	spinnerjim@sbcglobal.net		P.O. Box 505	Gales Ferry		New London	
Pig Iron Bicycle Works				860 633 3444	2277 Main Street	Glastonbury	06033	Hartford	
REI	Jeremy	Castle	jcastle@rei.com		71 Raymond Road	West Hartford	06107	Hartford	
Renaissance Cyclery	Stephen	Cole	stephen.cole@snet.net	(860) 747-2909	49 West Main Street	Plainville	06062	Hartford	
Ridgefield Cyclesports Inc	Frank & Draha		ridgefieldcyclesport@att.net	(203) 438-0489	22 Catoonah Street	Ridgefield	06877	Fairfield	
Ridgefield LINC, Ridgefield Bicycle	Jacqui	Dowd	jacquidowd@yahoo.com	203-431-7719	88 Danbury Road	Ridgefield	06877	Fairfield	
Rose City Cycle	Mickey	Gilliland	mickey@rosecitycycle.com	(860) 887-7442	350 Salem Turnpike	Norwich	06360	New London	
Scott's Cyclery				860-423-8889	1171 Main Street	Willimantic	06226	Tolland	
Smart Cycles	Alex	Stanek	info@smartcycles.com	(203) 831-9144	303 Strawberry Hill Avenue	Norwalk	06851	Fairfield	
Sound Cyclists	Nancy	Rosett	n_rosett@yahoo.com	(203) 840-1757	P.O. Box 3323	Westport		Fairfield	
Southern Connecticut Cycle Club	Michael	Pelliccio	president@ctcycle.org		P.O. Box 51	New Haven	06501	New Haven	
Storrs Center Cycle	Aaron	Paterson	aaron@storrscentercycle.com		1132 Storrs Rd.	Storrs	06268	Tolland	
Straight Line Bikes & Snowboards	Mike	Woytowick	info@straightlinebikes.com	(860) 350-1500	103 Danbury Rd	New Milford	06776	Litchfield	
Suburban Sports	Keith	Knappi	admin@suburbansport.com	(860) 828-5808	25 Webster Square Rd	Berlin	60037	Hartford	
Sunshine Cycle-Works	Todd or Chris		bikeguys@sunshinecycleworks.com	(860) 537-2788	467B South Main Street	Colchester	06415	New London	
Target Training Tri & Cycle	Matt	Baldwin	eneas@ttwestport.com	203-227-6177	772 Post Road East	Westport	06880	Fairfield	
The Bicycle Garage				860 537 9746	300 West Road	Colchester	06880	New London	
The Bike Express	Leigh	Sorrells	info@thebikeexpress.com	(203) 792-5460	52 Division Street	Danbury	06415	Fairfield	
The Bike Shop	Andy	Johnson	sales@bikesboards.net	(860) 647-1027	681 Main StreetThe Bike Shop	Manchester	06040	Hartford	
The Bike Shop			sales@bikesboards.net	860-372-4022	1735 Ellington Rd. Unit #2	South Windsor		Hartford	
The Broken Spoke				203 350 0345	14 Wall Street	Madison	06443	New Haven	
Thread City Cyclers			johnbhanhins@hotmail.com		129 Puddin lane	Mansfield Center		Tolland	
Tolland Bicycle	David	Barrow	david@tollandbicycle.com	(860) 872-8248	252 Merrow Rd. (Route 195)	Tolland	06084	Tolland	
Tony's Bikes and Sports	Mike	Machisco	bgunn51@yahoo.com	(203) 878-5380	108 Broad Street	Milford	06460	New Haven	
Wallingford Bike Barn				203-265-2998	218 No. Colony Rd.	Wallingford	06492	New Haven	
Wayfarer Bicycle	Bob	Harrington	wayfarerbike@yahoo.com	(860) 443-8250	120 Ocean Avenue	New London	06320	New London	
Yankee Council	John	Craggs	hiayhyankee@snet.net	(860) 683-2847	defunct?	?			defunct?
Yankee Pedalers			yankpedal@aol.com	(860) 872-1809	15 Old Kent Rd	Tolland	06084	Tolland	
Zane's Cycles	Chris	Zane	info@zanes.com	1-800-551-2453	330 East Main Street	Branford	06405	New Haven	
Zane's Cycles of Fairfield			info@zaes.com	203-256-8735	1215 Post Rd.	Fairfield	06824	Fairfield	
Zephyr Cycling Team Inc.			kevin.fitzmaurice@comcast.net	(203) 217-0828	438 BENSON RD	Middlebury		New Haven	