



# Board Meeting Agenda June 10, 2015, 6:30 pm – 8 pm

**Call in Number: 1-605-475-6333, Passcode 929102**

**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 pm      Call to Order; Establish Quorum (5), Welcome - Bill**
- 6:30 pm      Review & approve minutes of MAY 2015 board meeting – Emily**
- 6:35 pm      Summarize and Accept Financials – Kelly, Scott**  
                     As of 6/9/15, checking acct bal = \$95,997.97 + pending Paypal deposit of \$1,973.21 = cash reserves of \$97,971.18
- 6:45 pm      ED Report – Kelly**  
                     Summarize and discuss metrics, recent accomplishments, talking points for Board (Legislation, Bike to Work Day, Summit, NACTO Workshop)
- 7:00 pm      DCT--celebrate and debrief – Chris Skelly**  
                     Highlights, what did we learn for the New Britain ride? Any new decisions to make? Next steps & schedule?
- 7:15 pm      Calendar, Point People, Action Steps for July 8 Board Meeting**

Initiative	Lead Discussion	Action Steps for July Board Mtg	Point Person
Review June – Dec Calendar	Kelly	Add nothing new!	
Bike Club/Bike Shop Liaison (for outreach, fundraising, memberships)	Kelly	Prioritize contacts, Distribute assignments and talking points from July 2014	
Chapter feasibility	Kelly	Consult accountant, CULI	Kelly
Multi-Day Ride – status report and next steps	Kevin		
Silent Auction Chair and committee	Bill		
HR Consult status report & next steps	Kelly, Kevin, Dave	Schedule meeting w/HR expert	
HBS Strategy Session – Fundraising Plan, Org Assessment	Kevin		
Start 990	Kelly (Scott)	Consult accountant, Consult Ken	Kelly, Scott
Bookkeeping	Kelly	Consult accountant	Kelly
Update to Quickbooks online (or alternative)	Kelly	Consult accountant; Research alternatives	Kelly, Scott
Transition to member management online software platform	Kelly	Pilot first with board member data	Kelly
Board recruiting: work, wisdom, wealth.... We are down 6 people.	Bill		
Share the Road deliverables	Kelly	Complete DPH SOW	Kelly

**8:00 pm      Thank you and adjourn**

**For Your calendar!**

- 2015 IN PERSON Board Meetings: Jul 8, Sep 9, Nov 11
- 2015 Conference Call Meetings: Jun 10, Aug 12, Oct 14, Dec 9
- Discover CT—New Britain: Sept. 27
- 2015 Annual Dinner: Nov. 20

**Bike Walk Connecticut  
Meeting of the Board of Directors  
Wednesday, May 13, 2015  
Sheldon Oak Board Room  
54 South Prospect Street  
Hartford, Ct 06106**

Present: Laura Baum, Chris Brown, Scott Gamester, David Head, Kelly Kennedy, Chris Skelly, Kevin Vicha, Ray Willis, Emily Wolfe, Bill Young

1. The meeting was called to order at 6:30 by Laura Baum.
2. The minutes of the April 8 2015 Board meeting were reviewed and approved.
3. Financials: The Board reviewed the Statement of Assets and Liabilities and the Profit and Loss Budget Overview, for January and February 2015 prepared by Scott Gamester. The ending balance is \$82,400. We are right about where we were at this time last year. On a year to date basis, our income is trailing by \$1,500.

There was a discussion about the funds that are invested in CD's and what to do when it is time to roll over. Scott and Kelly will analyze our burn rate, look at 6 month rates and make a recommendation for how and where to deposit those funds.

There was discussion about the IRS Form 990 requirements. The return is due 5/15/2015 and the organization will file an extension before that date.

David moved to accept the financial report; Kevin seconded; motion passed.

4. Summit/NACTO Workshop: Laura reported on the Summit. She said it was professionally organized; had good participation from DOT and municipalities and got very positive reviews. The Board thanked Kelly and noted that Tony Cherolis and MaryEllen Thibodeau were also indispensable.
5. Multi-Day Ride: Laura and Kevin summarized the progress on this initiative. Kevin reported on his discussion with the consultant Matt Moritz.. Matt proposed to do a business plan for the multi-ride for \$780. It was agreed that Kevin and Kelly will have a call with Matt and send information to the Board about the business case proposal and some of the thoughts on the ride itself.
6. Discover Connecticut Rides: Chris updated the Board on the progress on the June 6 ride in West Hartford and the September 27 ride in New Britain. The West Hartford ride has \$19,000 in sponsorship and the New Britain organizers are confident they can also raise \$20,000. The Board and committee has to concentrate on getting riders to reach the goal of 300 for each of the rides.

Laura moved the following:

We, the Board of Bike Walk Connecticut (**Board**), appoint Chris Skelly the chair of the Discover Tour Series Committee (**Committee**), a group which currently also includes Rick Thibodeau, David Head and Jon Sperling, but may include other members in the future. We authorize Chris **Skelly**, in her role as Committee Chair, in concert with the Committee, to conduct the following business on behalf of Bike Walk CT:

- Spend funds in accordance with the budget presented to the **Board** at the April 2015 meeting (attached)
- Agree to arrangements related to the rides in West Hartford and New Britain in 2015
- The **Discover Tour Series Committee** should not make any financial commitments beyond what is budgeted on behalf of Bike Walk CT in excess of \$500
- Provide updates to Bike Walk CT Board monthly as to progress made / funds expended

Seconded by Emily; motion passed.

#### 7. Priorities

Kevin distributed a survey for the Board to assess priorities among its goals/events for the next several months and to get input on what items on the list were high priority (immediate), medium (3 months) and low (longer range) and to see where people can help on specific tasks.

#### 8. The Board went into Executive Session.

Meeting adjourned at 9:00 pm

Next Meeting: Teleconference; June 10, 2015 @ 6:30 pm

9:55 AM  
 06/09/15  
 Cash Basis

## Bike Walk Connecticut Profit & Loss Prev Year Comparison January 1 through June 9, 2015

	Jan 1 - Jun 9, ...	Jan 1 - Jun 9, ...	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>46400* · Other Types of Income</b>	10,797.51	0.00	10,797.51	100.0%
<b>43400 · Direct Public Support</b>	3,164.55	3,429.87	-265.32	-7.7%
<b>47200 · Program Income</b>	49,692.00	3,457.74	46,234.26	1,337.1%
<b>Total Income</b>	<u>63,654.06</u>	<u>6,887.61</u>	<u>56,766.45</u>	<u>824.2%</u>
<b>Gross Profit</b>	63,654.06	6,887.61	56,766.45	824.2%
<b>Expense</b>				
<b>62100 · Contract Services</b>	300.00	3,400.00	-3,100.00	-91.2%
<b>63000 · Program Services Expen...</b>	12,137.43	2,731.31	9,406.12	344.4%
<b>65000 · Operations</b>	28,882.68	35,832.70	-6,950.02	-19.4%
<b>66000 · Payroll Expenses</b>	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	<u>41,320.11</u>	<u>41,964.01</u>	<u>-643.90</u>	<u>-1.5%</u>
<b>Net Ordinary Income</b>	<u>22,333.95</u>	<u>-35,076.40</u>	<u>57,410.35</u>	<u>163.7%</u>
<b>Net Income</b>	<u><u>22,333.95</u></u>	<u><u>-35,076.40</u></u>	<u><u>57,410.35</u></u>	<u><u>163.7%</u></u>

## Bike Walk Connecticut Profit & Loss Prev Year Comparison January 1 through June 9, 2015

	Jan 1 - Jun 9, 15	Jan 1 - Jun 9, 14	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
46400* - Other Types of Income				
46430* - Miscellaneous Revenue	8.87	0.00	8.87	100.0%
46400* - Other Types of Income - Other	10,788.64	0.00	10,788.64	100.0%
<b>Total 46400* - Other Types of Income</b>	<b>10,797.51</b>	<b>0.00</b>	<b>10,797.51</b>	<b>100.0%</b>
<b>43400 - Direct Public Support</b>				
43450* - Individ, Business Contributions	135.45	430.00	-294.55	-68.5%
43410 - Corporate Contributions				
43410.1 - Bike to Work Corporate Donation	100.00	0.00	100.00	100.0%
43410 - Corporate Contributions - Other	259.00	0.00	259.00	100.0%
<b>Total 43410 - Corporate Contributions</b>	<b>359.00</b>	<b>0.00</b>	<b>359.00</b>	<b>100.0%</b>
43450 - Individual Contributions				
43453 - Annual Appeal	240.00	100.00	140.00	140.0%
43454 - Employer Matching Gifts	665.62	2,100.65	-1,435.03	-68.3%
43450 - Individual Contributions - Other	929.48	799.22	130.26	16.3%
<b>Total 43450 - Individual Contributions</b>	<b>1,835.10</b>	<b>2,999.87</b>	<b>-1,164.77</b>	<b>-38.8%</b>
43400 - Direct Public Support - Other	835.00	0.00	835.00	100.0%
<b>Total 43400 - Direct Public Support</b>	<b>3,164.55</b>	<b>3,429.87</b>	<b>-265.32</b>	<b>-7.7%</b>
<b>47200 - Program Income</b>				
47291 - NACTO Workshop	5,055.00	0.00	5,055.00	100.0%
47290 - DPH Complete Streets Contract	6,942.00	0.00	6,942.00	100.0%
47260 - Summit	5,050.00	0.00	5,050.00	100.0%
47250 - Bike Education	1,530.00	145.80	1,384.20	949.4%
47220 - Memberships				
47222 - Individual Memberships	3,405.00	1,811.94	1,593.06	87.9%
47221 - Business Memberships	1,250.00	1,000.00	250.00	25.0%
<b>Total 47220 - Memberships</b>	<b>4,655.00</b>	<b>2,811.94</b>	<b>1,843.06</b>	<b>65.5%</b>
47240 - Rides and Walks				
47244 - Discover Tour Registration	4,460.00	0.00	4,460.00	100.0%
47245 - Discover Tour Sponsorships	21,600.00	500.00	21,100.00	4,220.0%
<b>Total 47240 - Rides and Walks</b>	<b>26,060.00</b>	<b>500.00</b>	<b>25,560.00</b>	<b>5,112.0%</b>
47230 - Annual Dinner & Silent Auction				
47233 - Silent Auction	400.00	0.00	400.00	100.0%
<b>Total 47230 - Annual Dinner &amp; Silent Auction</b>	<b>400.00</b>	<b>0.00</b>	<b>400.00</b>	<b>100.0%</b>
<b>Total 47200 - Program Income</b>	<b>49,692.00</b>	<b>3,457.74</b>	<b>46,234.26</b>	<b>1,337.1%</b>
<b>Total Income</b>	<b>63,654.06</b>	<b>6,887.61</b>	<b>56,766.45</b>	<b>824.2%</b>
<b>Gross Profit</b>	<b>63,654.06</b>	<b>6,887.61</b>	<b>56,766.45</b>	<b>824.2%</b>

## Bike Walk Connecticut Profit & Loss Prev Year Comparison January 1 through June 9, 2015

	Jan 1 - Jun 9, 15	Jan 1 - Jun 9, 14	\$ Change	% Change
<b>Expense</b>				
<b>62100 - Contract Services</b>				
62150 - Outside Contract Services	300.00	3,400.00	-3,100.00	-91.2%
<b>Total 62100 - Contract Services</b>	<u>300.00</u>	<u>3,400.00</u>	<u>-3,100.00</u>	<u>-91.2%</u>
<b>63000 - Program Services Expenses</b>				
63990 - NACTO Workshop	1,215.00	0.00	1,215.00	100.0%
63980 - DPH Complete Streets Contract	6,991.90	1,000.00	5,991.90	599.2%
63900 - Summit	1,915.00	0.00	1,915.00	100.0%
63200 - Silent Auction	361.20	0.00	361.20	100.0%
63300 - Discover Tour	67.92	0.00	67.92	100.0%
<b>63400 - Bike Education</b>				
63420 - Coordinator/Instructors	0.00	400.00	-400.00	-100.0%
<b>Total 63400 - Bike Education</b>	<u>0.00</u>	<u>400.00</u>	<u>-400.00</u>	<u>-100.0%</u>
<b>63500 - Bike to Work</b>				
63540 - Food	0.00	525.49	-525.49	-100.0%
63500 - Bike to Work - Other	929.70	740.82	188.88	25.5%
<b>Total 63500 - Bike to Work</b>	<u>929.70</u>	<u>1,266.31</u>	<u>-336.61</u>	<u>-26.6%</u>
<b>63600 - Advocacy Expenses</b>	<u>656.71</u>	<u>65.00</u>	<u>591.71</u>	<u>910.3%</u>
<b>Total 63000 - Program Services Expenses</b>	<u>12,137.43</u>	<u>2,731.31</u>	<u>9,406.12</u>	<u>344.4%</u>
<b>65000 - Operations</b>				
65011 - Board Development	0.00	143.80	-143.80	-100.0%
65090 - Office Space- Rent	720.00	1,545.00	-825.00	-53.4%
65080 - Equipment	0.00	125.00	-125.00	-100.0%
65340 - Employment Taxes	2,017.85	2,378.13	-360.28	-15.2%
65330 - Salaries	22,267.85	26,252.47	-3,984.62	-15.2%
65110 - Marketing/Promotion	184.98	34.98	150.00	428.8%
65001 - Business Registration Fees	0.00	50.00	-50.00	-100.0%
<b>65005 - Bank Service Charges</b>				
65005.2 - PayPal Service Charge	408.52	39.98	368.54	921.8%
65005.3 - Credit Card Processing Fee	383.73	0.00	383.73	100.0%
65005.1 - Payroll Processing Charges	888.61	565.10	323.51	57.3%
<b>Total 65005 - Bank Service Charges</b>	<u>1,680.86</u>	<u>605.08</u>	<u>1,075.78</u>	<u>177.8%</u>
65010 - Books, Subscriptions, Reference	0.00	15.00	-15.00	-100.0%
65015 - Membership Dues	0.00	100.00	-100.00	-100.0%
65020 - Postage, Mailing Service	0.00	106.74	-106.74	-100.0%
65030 - Printing and Copying	0.00	370.38	-370.38	-100.0%
65040 - Supplies	7.94	112.45	-104.51	-92.9%
65050 - Telephone, Telecommunications	100.00	584.64	-484.64	-82.9%
65060 - Website	0.00	24.94	-24.94	-100.0%
65120 - Insurance - GL, D&O, WorkersComp	933.00	931.95	1.05	0.1%
65200 - Technology, software, etc.	953.70	704.70	249.00	35.3%
65310 - Conference, Convention, Meeting	16.50	928.00	-911.50	-98.2%
65320 - Travel	0.00	819.44	-819.44	-100.0%
<b>Total 65000 - Operations</b>	<u>28,882.68</u>	<u>35,832.70</u>	<u>-6,950.02</u>	<u>-19.4%</u>
<b>66000 - Payroll Expenses</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
<b>Total Expense</b>	<u>41,320.11</u>	<u>41,964.01</u>	<u>-643.90</u>	<u>-1.5%</u>
<b>Net Ordinary Income</b>	<u>22,333.95</u>	<u>-35,076.40</u>	<u>57,410.35</u>	<u>163.7%</u>
<b>Net Income</b>	<u>22,333.95</u>	<u>-35,076.40</u>	<u>57,410.35</u>	<u>163.7%</u>

10:04 AM

06/09/15

Cash Basis

## Bike Walk Connecticut Profit & Loss Budget vs. Actual

January 1 through June 9, 2015

(Note: Budget amount is for the full year)

	Jan 1 - Jun 9, 15	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
46400* - Other Types of Income				
46430* - Miscellaneous Revenue	8.87	0.00	8.87	100.0%
46400* - Other Types of Income - Other	10,788.64	0.00	10,788.64	100.0%
<b>Total 46400* - Other Types of Income</b>	<b>10,797.51</b>	<b>0.00</b>	<b>10,797.51</b>	<b>100.0%</b>
43400 - Direct Public Support				
43450* - Individ, Business Contributions	135.45	0.00	135.45	100.0%
43410 - Corporate Contributions				
43410.1 - Bike to Work Corporate Donat...	100.00	0.00	100.00	100.0%
43410 - Corporate Contributions - Other	259.00	1,926.00	-1,667.00	13.4%
<b>Total 43410 - Corporate Contributions</b>	<b>359.00</b>	<b>1,926.00</b>	<b>-1,567.00</b>	<b>18.6%</b>
43450 - Individual Contributions				
43453 - Annual Appeal	240.00	2,001.00	-1,761.00	12.0%
43454 - Employer Matching Gifts	665.62	2,270.00	-1,604.38	29.3%
43450 - Individual Contributions - Other	929.48	2,173.00	-1,243.52	42.8%
<b>Total 43450 - Individual Contributions</b>	<b>1,835.10</b>	<b>6,444.00</b>	<b>-4,608.90</b>	<b>28.5%</b>
43400 - Direct Public Support - Other	835.00	0.00	835.00	100.0%
<b>Total 43400 - Direct Public Support</b>	<b>3,164.55</b>	<b>8,370.00</b>	<b>-5,205.45</b>	<b>37.8%</b>
47200 - Program Income				
47291 - NACTO Workshop	5,055.00	0.00	5,055.00	100.0%
47290 - DPH Complete Streets Contract	6,942.00	6,942.00	0.00	100.0%
47260 - Summit				
47260.2 - Exhibitors	0.00	1,500.00	-1,500.00	0.0%
47260 - Summit - Other	5,050.00	3,375.00	1,675.00	149.6%
<b>Total 47260 - Summit</b>	<b>5,050.00</b>	<b>4,875.00</b>	<b>175.00</b>	<b>103.6%</b>
47250 - Bike Education	1,530.00	2,640.00	-1,110.00	58.0%
47220 - Memberships				
47222 - Individual Memberships	3,405.00	11,954.00	-8,549.00	28.5%
47221 - Business Memberships	1,250.00	6,550.00	-5,300.00	19.1%
<b>Total 47220 - Memberships</b>	<b>4,655.00</b>	<b>18,504.00</b>	<b>-13,849.00</b>	<b>25.2%</b>
47240 - Rides and Walks				
47244 - Discover Tour Registration	4,460.00	23,100.00	-18,640.00	19.3%
47245 - Discover Tour Sponsorships	21,600.00	40,000.00	-18,400.00	54.0%
<b>Total 47240 - Rides and Walks</b>	<b>26,060.00</b>	<b>63,100.00</b>	<b>-37,040.00</b>	<b>41.3%</b>
47230 - Annual Dinner & Silent Auction				
47233 - Silent Auction	400.00	0.00	400.00	100.0%
<b>Total 47230 - Annual Dinner &amp; Silent Aucti...</b>	<b>400.00</b>	<b>0.00</b>	<b>400.00</b>	<b>100.0%</b>
<b>Total 47200 - Program Income</b>	<b>49,692.00</b>	<b>96,061.00</b>	<b>-46,369.00</b>	<b>51.7%</b>
<b>Total Income</b>	<b>63,654.06</b>	<b>104,431.00</b>	<b>-40,776.94</b>	<b>61.0%</b>
<b>Gross Profit</b>	<b>63,654.06</b>	<b>104,431.00</b>	<b>-40,776.94</b>	<b>61.0%</b>

10:04 AM

06/09/15

Cash Basis

**Bike Walk Connecticut**  
**Profit & Loss Budget vs. Actual**  
 January 1 through June 9, 2015

	Jan 1 - Jun 9, 15	Budget	\$ Over Budget	% of Budget
<b>Expense</b>				
65100* - Other Types of Expenses				
65150* - Memberships and Dues	0.00	200.00	-200.00	0.0%
<b>Total 65100* - Other Types of Expenses</b>	<b>0.00</b>	<b>200.00</b>	<b>-200.00</b>	<b>0.0%</b>
62100 - Contract Services				
62150 - Outside Contract Services	300.00	0.00	300.00	100.0%
<b>Total 62100 - Contract Services</b>	<b>300.00</b>	<b>0.00</b>	<b>300.00</b>	<b>100.0%</b>
63000 - Program Services Expenses				
63990 - NACTO Workshop	1,215.00	0.00	1,215.00	100.0%
63980 - DPH Complete Streets Contract	6,991.90	9,025.00	-2,033.10	77.5%
63900 - Summit	1,915.00	2,000.00	-85.00	95.8%
63100 - Annual Dinner	0.00	6,839.00	-6,839.00	0.0%
63200 - Silent Auction	361.20	2,103.00	-1,741.80	17.2%
63300 - Discover Tour				
63380 - Partner net profit sharing	0.00	5,453.00	-5,453.00	0.0%
63360 - Event Insurance	0.00	1,605.00	-1,605.00	0.0%
63320 - Outside Contract Services	0.00	2,500.00	-2,500.00	0.0%
63300 - Discover Tour - Other	67.92	13,182.00	-13,114.08	0.5%
<b>Total 63300 - Discover Tour</b>	<b>67.92</b>	<b>22,740.00</b>	<b>-22,672.08</b>	<b>0.3%</b>
63400 - Bike Education	0.00	800.00	-800.00	0.0%
63500 - Bike to Work	929.70	2,267.00	-1,337.30	41.0%
63600 - Advocacy Expenses	656.71	255.00	401.71	257.5%
<b>Total 63000 - Program Services Expenses</b>	<b>12,137.43</b>	<b>46,029.00</b>	<b>-33,891.57</b>	<b>26.4%</b>
65000 - Operations				
65011 - Board Development	0.00	273.00	-273.00	0.0%
65090 - Office Space- Rent	720.00	1,325.00	-605.00	54.3%
65340 - Employment Taxes	2,017.85	4,800.00	-2,782.15	42.0%
65330 - Salaries	22,267.85	23,240.50	-972.65	95.8%
65110 - Marketing/Promotion	184.98	2,400.00	-2,215.02	7.7%
65001 - Business Registration Fees	0.00	110.00	-110.00	0.0%
65005 - Bank Service Charges				
65005.2 - PayPal Service Charge	408.52	240.00	168.52	170.2%
65005.3 - Credit Card Processing Fee	383.73	356.00	27.73	107.8%
65005.1 - Payroll Processing Charges	888.61	1,200.00	-311.39	74.1%
<b>Total 65005 - Bank Service Charges</b>	<b>1,680.86</b>	<b>1,796.00</b>	<b>-115.14</b>	<b>93.6%</b>
65010 - Books, Subscriptions, Reference	0.00	15.00	-15.00	0.0%
65015 - Membership Dues	0.00	200.00	-200.00	0.0%
65020 - Postage, Mailing Service	0.00	225.00	-225.00	0.0%
65030 - Printing and Copying	0.00	387.00	-387.00	0.0%
65040 - Supplies	7.94	141.00	-133.06	5.6%
65050 - Telephone, Telecommunications	100.00	60.00	40.00	166.7%
65060 - Website	0.00	25.00	-25.00	0.0%
65070 - Outside Contract Services	0.00	1,000.00	-1,000.00	0.0%
65100 - Fund Raising	0.00	2.00	-2.00	0.0%
65120 - Insurance - GL, D&O, WorkersComp	933.00	932.00	1.00	100.1%
65200 - Technology, software, etc.	953.70	2,345.00	-1,391.30	40.7%
65310 - Conference, Convention, Meeting	16.50	500.00	-483.50	3.3%
65320 - Travel	0.00	841.00	-841.00	0.0%
<b>Total 65000 - Operations</b>	<b>28,882.68</b>	<b>40,617.50</b>	<b>-11,734.82</b>	<b>71.1%</b>
<b>Total Expense</b>	<b>41,320.11</b>	<b>86,846.50</b>	<b>-45,526.39</b>	<b>47.6%</b>
<b>Net Ordinary Income</b>	<b>22,333.95</b>	<b>17,584.50</b>	<b>4,749.45</b>	<b>127.0%</b>
<b>Net Income</b>	<b>22,333.95</b>	<b>17,584.50</b>	<b>4,749.45</b>	<b>127.0%</b>



## Bike Walk CT Calendar June - Dec 2015

Category	Task	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Marketing/PR/Comms	Op eds, LTEs on advocacy priorities - we should be building buzz and clout through earned media	?	?	?	?	?	?	?
Advocacy	Monitor, advocate for bike ped funding with Transportation Revenue Commission	June 23 mtg	x	x	x	x		
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
Admin & Mgmt	ED reports and updates to board	x	x	x	x	x	x	x
Admin & Mgmt	Oversee financials	x	x	x	x	x	x	x
Admin & Mgmt	Find bookkeeper	x	x					
Admin & Mgmt	Coordinate with Scott on quickbooks procedures	x	x					
Admin & Mgmt	Oversee 990 completion	x	x					
Advocacy	Participate on Bike Ped Advisory Board - monthly meetings	x	x	x	x	x	x	x
Bike Education	schedule classes, promote, handle registration, pay instructors	x	x	x	x	x		
Bike Education	oversee repairs on bike fleet, trailer return, payment	x	x	x	x	x		
Communications	Website updates	x	x	x	x	x	x	x
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
External	Manage External correspondence	x	x	x	x	x	x	x

Category	Task	Jun	Jul	Aug	Sept	Oct	Nov	Dec
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
Fundraising	Multi Day Tour planning (should be starting now for 2016)	x	x	x	x	x	x	x
Fundraising	Bike club, bike shop liaison assignments for board members	x	x					
HR	Resolve Compensation / health ins subsidy for 2014	x	x					
HR	Resolve goals, expectations in light of compensation and staffing levels	x	x					
Marketing/PR/Comms	Newsletters, News posts to keep website fresh and attract web traffic	x	x	x	x	x	x	x
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	?	?	?	?	?
Membership	Regular email blasts for membership -- new and renewal reminders	x	x	x	x	x	x	x
Org/Board Dvpt	Prep board meeting agenda and package, collect minutes and financials	x	x	x	x	x	x	x
Org/Board Dvpt	Board member prospecting, recruitment, orientation	x	x	x	x	x	x	x
Org/Board Dvpt	Investigate next steps to chapter arrangement? Hartford, Stamford, New Haven, Mansfield are interested. This relates to fundraising.	x	x					
Org/Board Dvpt	Define roles, responsibilities w HR expert - status of Janet Waterston consult?	x	x					

Category	Task	Jun	Jul	Aug	Sept	Oct	Nov	Dec
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
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						
Bike Education	track down laptop (?) and projector (Tony)	x						
Contract	Plan scope of work for 2015-16 DPH contract	x						
Events	DCT follow up - pay bills, upload photos, news posts, survey, report	x			x			
Events	June 6 DCT Ride	x						
Admin & Mgmt	Migrate to QuickBooks online from desktop system		x					
Complete Streets	Complete streets surveys and scorecard? July & August?		x	x	x			
Contract	Start scope of work for 2015-16 DPH contract		x	x	x	x	x	x
Contract	Prepare DPH final report (due in Aug)		x	x				
Fundraising	HBS Strategy Session - Develop 2-3 yr fundraising plan, org assessment		x	x	x			
Membership	Migrate to membership software platform from manual excel system - keeps getting back burnered for lack of time to focus on		x	x				
Org/Board Dvpt	Update bylaws		x	x				
Advocacy	State Highway strat plan - - participate in to represent Bike Ped community... coming this summer? fall? Led by DOT.				x	x	x	x

Category	Task	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Advocacy	Nov/Dec - decide on and publicize legislative agenda. State report card maps out what we should be advocating for.						X	X
Contract	DPH Scope of work to be completed by June 30. Final reports due in Aug.							
Events	Sept 27 DCT Ride			X	X			
Events	Bike to Work Day 5/15							
Fundraising	Annual Appeal (starts with annual dinner and giving day in Nov.)						X	X
Fundraising	Nov 20 Annual Dinner & Silent Auction						X	
Marketing/PR/Comms	Refresh website design			X				
Marketing/PR/Comms	Annual report - we really should be doing a simple annual report, but it keeps getting back burnered							X