



Board Meeting Agenda

March 13, 2013

6 pm – pizza and conversation
6:30 – 8:30 pm - Meeting

56 Arbor Street, Suite 310A, Hartford

- 6:00 pm Pizza and conversation**
- 6:30 pm Call to Order; establish quorum – MaryEllen Thibodeau/Kelly Kennedy**
- 6:30 pm Approve minutes of Jan 2013 meeting and Feb 2013 strategic planning meeting - All; see attachments**
- 6:45 pm Financial Report, 941 Update – Ken; see attachments**
- 6:50 pm 2013 Budget Review and Discussion – All; see March 6 email from MaryEllen**
- 7:30 pm Executive Director’s Report**
- 7:35 pm Committee Updates** – This marks the first board meeting where we will start using our strategic work plan as the basis for committee reports. This will ensure that the strategic plan truly drives our work and is not forgotten. To that end, please provide *five-minute briefings* on:
- Progress made toward strategic goals;
 - Progress planned for next two months;
 - Are there any major issues that the board needs to decide?
 - Are we adequately addressing the walk component?
- 7:35 pm Advocacy – Tom, Kelly, Stuart**
- 7:40 pm Annual Dinner & Silent Auction – Emily**
- 7:45 pm Bike Education – MaryEllen (in lieu of chair)**
- 7:50 pm Bike to Work Day/Bike to School Day – Sandy**
- 7:55 pm Communications - Gary**
- 8:00 pm Discover Hartford – Kelly (in lieu of chair)**
- 8:05 pm Membership & Revenue/Business Development - Kelly/Laura**
- 8:10 pm Nominating – Sandy**
- 8:15 pm Outreach – Kelly (in lieu of chair)**
- 8:20 pm Summit – MaryEllen**
- 8:25 pm Wrap Up & Review**
- Review action steps from tonight’s meeting
 - 2013 Board Meeting Schedule: May 8, Jul 10, Sept. 11, Nov 13.
 - 2013 Exec Comm Meeting Dates: Apr 10, Jun 12, Aug 14, Oct 9, Dec 11
 - Please mark your calendars now!
- 8:30 pm Adjourn – Thank you!**

Bike Walk Connecticut

**Bike Walk Connecticut
Meeting of the Board of Directors
Wednesday, January 9, 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, Bev Hughes, Kelly Kennedy, Ken Livingston, Stuart Popper, Luis Rivera, Emily Wolfe, Laura Baum, Gary Griffin, Chris Skelly

- 1) Meeting called to order at 6:31 by President Mary Ellen Thibodeau
- 2) Minutes from November 14, 2012. Motion to approve made by Ken Livingston; Chris Brown seconded; minutes approved.
- 3) Nominating Committee Slate
 - ◆ Sandy Fry presented the Nominating Committee's recommended slate for Bike Walk CT Board of Directors and Officers.
 - ◆ The slate, along with questionnaires with information about the Board nominees was reviewed.
 - ◆ The Board accepted the resignations of two members, Mark Paquette and Gerry LaFleur. There are still two openings on the Board for terms ending in December 2013.
 - ◆ The Nominating Committee's goal is to get Board representation from around the state.
 - ◆ Sandy Fry moved the Board approve the Nominating Committee's recommended slate. Chris Brown seconded. The motion passed unanimously. The Board welcomed the new members: Laura Baum, Gary Griffin and Chris Skelly.
- 4) Financial report/990 update
 - ◆ Ken Livingston reviewed the year-end financial report.
 - ◆ Bike Walk CT experienced a \$6,000 loss in 2012. An expected contribution of \$15,000 from Cycling Sports Group was not received, but Kelly learned from CSG that they intended to make the contribution and will send the check for 2012 in 2013. We will also solicit a 2013 contribution.

- ◆ IRS 2011 990's were submitted.

5) Executive Director's Report

- ◆ Membership Report - End of year membership renewals were good. Kelly is upgrading the membership renewal system. We need to focus on individual membership and business sponsors.

The need to revise the business membership structure was discussed.

- ◆ Annual Dinner and Silent Auction Report - The dinner was well-attended. The process of soliciting sponsors and contributions to the annual dinner silent auction will begin earlier in 2013. Some meetings have already been scheduled.

Next year's annual dinner will be in November instead of December.

- ◆ Governance and Strategic Planning - Kelly will organize a doodle poll to determine the best day/time for a Board retreat.

- ◆ Events

Bike Walk CT will present the film Reveal the Path at the Wadsworth Atheneum on February 5th. People are invited to meet for happy hour at Arch Street Tavern before the movie.

National Summit and Lobby Day – March 2013

Annual Summit will be in New Haven on April 27, 2013. Mary Ellen is talking to Yale about possible venues.

- ◆ Outreach

Burnside Avenue Road Diet – Once bike lanes are in, they will be the first marked bike lanes on a state highway

February 5 – DEEP will get a Bicycle Friendly Business award

February 5 – Fairfield County Outreach – Kelly will attend Fairfield Green Drinks to talk promote Bike Walk CT

- ◆ Advocacy

There was discussion of the new state legislative session – priorities will be gun control and budget. The Vulnerable Users Bill (concerning penalties for harm to vulnerable users of roadways) will be re-introduced. Suggestion was made to work

with Connecticut Main Streets Center on Complete Streets implementation.

There was discussion of how Federal MAP funds will flow to communities.

- ◆ Bike to Work Day will be May 17, 2013. We will focus on getting other agencies start Bike to Work programs.

6) Bike Education Proposal for 2013

- ◆ Mary Ellen reviewed the proposal, which among other things recommends including a bike education coordinator in the 2013 budget. We will discuss Bike Education programming as part of our upcoming Strategic Business Planning meeting in February.

7) Year in Review

Among the successes: Hiring Kelly; Annual Dinner; the Bike Tour and association with EnvisionFest; improved web site and organizing Board documents;

Areas for improvement: start soliciting sponsorships for events earlier so that our request is included in 2013 budget planning

Meeting was adjourned at 8:30.

Respectfully submitted,

Emily Wolfe, Secretary

Next Board meeting: March 13

Next Executive Committee Meeting: February 13

Bike Walk CT Meeting Minutes: Special Board Meeting
February 13, 2013

Attendees:

Board members: Sandy Fry, Beverly Hughes, Luis Rivera, Mary Ellen Thibodeau, Chris Brown, Tom O'Brien, Chris Skelly, Ken Livingston, Laura Baum, Stuart Popper

Executive Director: Kelly Kennedy

1. **Call to Order:** Mary Ellen called the meeting to order and established that a quorum was present.
2. **Budget Discussion and Adoption:** Kelly gave a general overview of our operating condition, with about \$100,000 in the bank and last year's expenses of \$87,852 exceeding income by \$6686 (note, CSG did promise \$15,000 for 2012 that has not yet been received.) Kelly presented a very rough calculation of general expenses for the organization, assuming we do not have any income, and keep 3 months of expenses in reserve. A full budget, with income and expense targets will be presented for board consideration at the next meeting.
3. **Expanding the Board/Advisory Committee Discussion:** Kelly suggested that a larger board would give us more hands to accomplish our work. On a motion by Stuart, seconded by Beverly, the board voted unanimously to amend the bylaws to expand the board to 18. Board members should send any ideas for potential board members to Sandy. The board had an extensive discussion of the nominating committee's recommendation that an Advisory Committee, made up of bike/ped advocates representing advocacy groups throughout the state be formed. We continue to grapple with how to reach out to advocates throughout the state. Even the Fairfield green drinks event which was well advertised had a very disappointing turnout. On a motion by Sandy, seconded by Stuart, an ad hoc committee with Sandy and Ken as members will investigate this idea further and come back to the board with a recommendations.
4. **Concurrent Fundraising discussion:** Laura, who has worked with Bike Pittsburgh and Bike Minnesota, is very interested in building our program for business memberships. We would like to coordinate our fundraising for various events (summit, dinner, tour, bike to work, etc.) but our approach has not yet been finalized. Ken suggested that we make Bike Education a major ask in our fundraising this year. The board discussed how to deal with Bike to Work, since the budget for this effort needs to be put in place soon, and if we don't know how we are approaching corporate fundraising, the bike to work committee's hands are tied in trying to raise funds. Sandy handed out a summary of the plan for bike to work and indicated the committee hopes to raise \$7500 to \$10000. It was agreed that the BTW committee should feel free to approach all its funders from last year, without waiting for the larger corporate fundraising program to be put in place. On a motion by Stuart, with a second by Laura, the board voted unanimously to fund bike to work at at least \$5000.
5. **Committee discussions:** the following committee chairs were assigned/confirmed:
 - Advocacy** - Tom O'Brien
 - Annual Dinner** - Emily Wolfe, with Beverly chairing the Silent Auction
 - Annual Summit** - Mary Ellen Thibodeau
 - Bike Education** - ~~Kelly indicated she would take this on with assistance from Richard Durashin-~~

Bike to Work - Sandy Fry

Discover Hartford - OPEN

Membership/Business Development - Laura Baum

Nominating - Sandy Fry

Outreach - OPEN

Communications - Gary Griffin

Financial - Ken Livingston

- 6. Strategic Plan:** there was not sufficient time to examine the strategic plan. Committee chairs should examine the draft committee workplans in the meeting handout, flesh out/revise these and develop a budget. All board members should examine the strategic plan spreadsheet.

The meeting adjourned at 9 PM

Respectfully submitted

Sandy Fry (filling in for Secretary)

3:30 PM

03/02/13

Cash Basis

Bike Walk Connecticut

Profit & Loss

January through February 2013

| | Jan 13 | Feb 13 | TOTAL |
|--|------------------|------------------|-------------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| 49900 · Uncategorized Income | 0.00 | 98.85 | 98.85 |
| 43400 · Direct Public Support | | | |
| 43450 · Individual Contributions | | | |
| 43452 · United Way/Workplace Giving | 148.92 | 0.00 | 148.92 |
| 43450 · Individual Contributions - Other | 914.30 | 541.61 | 1,455.91 |
| Total 43450 · Individual Contributions | 1,063.22 | 541.61 | 1,604.83 |
| Total 43400 · Direct Public Support | 1,063.22 | 541.61 | 1,604.83 |
| 46400 · Miscellaneous Income | 252.75 | 0.00 | 252.75 |
| 47200 · Program Income | | | |
| 47220 · Memberships | | | |
| 47222 · Membership Dues | | | |
| 47222.2 · Renewal Memberships | 350.00 | 0.00 | 350.00 |
| 47222 · Membership Dues - Other | 276.58 | 0.00 | 276.58 |
| Total 47222 · Membership Dues | 626.58 | 0.00 | 626.58 |
| 47220 · Memberships - Other | 855.00 | 1,205.00 | 2,060.00 |
| Total 47220 · Memberships | 1,481.58 | 1,205.00 | 2,686.58 |
| 47200 · Program Income - Other | 0.00 | 500.00 | 500.00 |
| Total 47200 · Program Income | 1,481.58 | 1,705.00 | 3,186.58 |
| Total Income | 2,797.55 | 2,345.46 | 5,143.01 |
| Gross Profit | 2,797.55 | 2,345.46 | 5,143.01 |
| Expense | | | |
| 63000 · Program Services Expenses | | | |
| 63900 · Statewide Summit | 0.00 | 175.00 | 175.00 |
| 63100 · Annual Dinner | | | |
| 63140 · Food and Beverages | 4,205.49 | 0.00 | 4,205.49 |
| Total 63100 · Annual Dinner | 4,205.49 | 0.00 | 4,205.49 |
| Total 63000 · Program Services Expenses | 4,205.49 | 175.00 | 4,380.49 |
| 65000 · Operations | | | |
| 65011 · Board Development | 0.00 | -75.00 | -75.00 |
| 65090 · Office Space- Rent | 1,030.00 | 515.00 | 1,545.00 |
| 65330 · Salaries | 3,846.16 | 3,846.16 | 7,692.32 |
| 65003 · Legal Fees | 500.00 | 0.00 | 500.00 |
| 65005 · Bank Service Charges | | | |
| 65005.2 · PayPal Service Charge | 0.00 | 19.99 | 19.99 |
| 65005.2 · PayPal Service Charges | 45.35 | 28.93 | 74.28 |
| 65005 · Bank Service Charges - Other | 120.34 | 75.65 | 195.99 |
| Total 65005 · Bank Service Charges | 165.69 | 124.57 | 290.26 |
| 65015 · Membership Dues | 375.00 | 0.00 | 375.00 |
| 65020 · Postage, Mailing Service | 0.00 | 47.85 | 47.85 |
| 65030 · Printing and Copying | 0.00 | 31.00 | 31.00 |
| 65050 · Telephone, Telecommunications | 113.25 | 113.25 | 226.50 |
| 65120 · Insurance - Liability, D and O | 0.00 | 851.52 | 851.52 |
| 65200 · Technology, software, etc. | 65.00 | 0.00 | 65.00 |
| 65310 · Conference, Convention, Meeting | 776.45 | 0.00 | 776.45 |
| 65320 · Travel | 2.00 | 4.00 | 6.00 |
| Total 65000 · Operations | 6,873.55 | 5,458.35 | 12,331.90 |
| 66000 · Payroll Expenses | 455.77 | 455.77 | 911.54 |
| Total Expense | 11,534.81 | 6,089.12 | 17,623.93 |
| Net Ordinary Income | -8,737.26 | -3,743.66 | -12,480.92 |
| Net Income | -8,737.26 | -3,743.66 | -12,480.92 |

Bike Walk Connecticut
Balance Sheet
As of February 28, 2013

| | <u>Feb 28, 13</u> |
|--|-------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| Other Income | -25.00 |
| 13000 · Petty Cash | -146.95 |
| 10000 · Webster Bank - checking | 81,953.45 |
| 11000 · PayPal | 1,596.51 |
| 12000 · CD | 10,584.73 |
| Total Checking/Savings | <u>93,962.74</u> |
| Total Current Assets | <u>93,962.74</u> |
| TOTAL ASSETS | <u><u>93,962.74</u></u> |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 20000 · Accounts Payable | -250.00 |
| Total Accounts Payable | -250.00 |
| Credit Cards | |
| 14000 · Webster Bank Credit Card | 196.10 |
| Total Credit Cards | 196.10 |
| Other Current Liabilities | |
| 24000 · Payroll Liabilities | 3,769.55 |
| Total Other Current Liabilities | <u>3,769.55</u> |
| Total Current Liabilities | <u>3,715.65</u> |
| Total Liabilities | 3,715.65 |
| Equity | |
| 32000 · Unrestricted Net Assets | 102,728.01 |
| Net Income | -12,480.92 |
| Total Equity | <u>90,247.09</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>93,962.74</u></u> |



Kelly Kennedy <kelly.kennedy.bikewalkct@gmail.com>

Fwd: 2013 Budget

1 message

me thibodeau <mekthibodeau@gmail.com>

Wed, Mar 6, 2013 at 10:31 PM

To: christopher brown <interstatement@gmail.com>, Emily Wolfe <ewolfe@sheldonoak.org>, Phil and Sandy Fry <plsmfry@ntplx.net>, Beverly Hughes <bevughes@hotmail.com>, TomO'Brien <Obrien9685@charter.net>, Lrivera03@ccmckids.org, stuart.popper@gmail.com, Chris Skelly <cebskelly@comcast.net>, Laura Baum <laura.madeline.baum@gmail.com>, Kelly Kennedy <kelly.kennedy@bikewalkct.org>, ggriffin@travelers.com, richard.durishin@cyclingsportsgroup.com

Cc: Ken Livingston <klivingston@bikewalkct.org>, maryellen thibodeau <methibodeau@bikewalkct.org>

Hi All,

The most important item on the agenda for the 3/13 board meeting is review and approval of the 2013 budget. To that end, I'm attaching a draft 2013 budget for your review and consideration. Ken put this together based on actuals from last year and some modest income increases. Please note that this assumes that we receive \$30,000 from CSG, which assumption is based on a conversation with Richard Dureshin. It does not include any other additional material grants or donations.

Committee Chairs, please pay particular attention to the income and expense amounts related to your event or committee. We need your input and, ultimately, your approval of those amounts.

Thanks.

MaryEllen



BikeWalkCTBudget2013.xlsx

25K