



## Board Meeting Agenda

**May 8, 2013**

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

56 Arbor Street, Suite 310A, Hartford

|               |   |
|---------------|---|
| 6:00 pm       | <b>Pizza and conversation</b>   |
| 6:30 pm       | <b>Call to Order; establish quorum – MaryEllen Thibodeau/Kelly Kennedy</b>  |
| 6:30 pm       | <b>Approve minutes of March 2013 board meeting</b>  |
| 6:35 pm       | <b>Financial Report, 941 Update – Ken</b>   |
| 6:40 pm       | <b>2013 Budget Review and Discussion – All; <i>See Funding and Budget Issue attachment (20 min)</i></b>   |
| 7:00 pm       | <b>Committee Updates –</b> <ul style="list-style-type: none"> <li>• Progress made toward strategic goals;</li> <li>• Progress planned for next two months;</li> <li>• Are there any major issues that the board needs to decide?</li> <li>• Are we adequately addressing the walk component?</li> </ul>               |
| 7:00 pm       | <b>Advocacy – Vulnerable User Bill – Tom, Stuart (10 min)</b>   |
| 7:10 pm       | <b>Communications – Gary, Tom (10 min)</b>  |
| 7:20 pm       | <b>Summit – MaryEllen (5 min)</b>   |
| 7:25 pm       | <b>Bike to Work Day/Bike to School Day – Sandy (15 min)</b>   |
| 7:40 pm       | <b>Membership &amp; Revenue/Business Development - Laura (10 min)</b>   |
| 7:50 pm       | <b>Annual Dinner &amp; Silent Auction – Emily (5 min)</b>   |
| 7:55 pm<br>pm | <b>Bike Education, Outreach – MaryEllen (in lieu of chairs) (5 min)</b>   |
| 8:00 pm       | <b>Nominating Committee –Discuss and vote on board recruits - Sandy (15 min) – See attachments</b>  |
| 8:15 pm       | <b>Wrap Up &amp; Review</b> <ul style="list-style-type: none"> <li>• Review action steps from tonight’s meeting</li> <li>• 2013 Board Meeting Schedule: Jul 10, Sept. 11, Nov 13.</li> <li>• 2013 Exec Comm Meeting Dates: Jun 12, Aug 14, Oct 9, Dec 11</li> <li>• <b>Please mark your calendars now!</b></li> </ul> |
| 8:30 pm       | <b>Adjourn – Thank you!</b>   |

**Bike Walk Connecticut  
Meeting of the Board of Directors  
Wednesday, March 13, 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, Tom O'Brien, 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 January 9, 2013 and 2013 strategic planning meeting. Motion to approve made by Ken Livingston; Chris Brown seconded; minutes approved.
- 3) Financial Report, 941 Update – 941 has been submitted. Expected CGS grant \$15,000 still not in hand.
- 4) 2013 Budget Review and Discussion

The proposed budget was distributed. Board reviewed 2012 results and discussed proposed 2013 expenses line by line. There was discussion of need to hire someone to provide administrative support so that Kelly's time could align with priorities in strategic plan, and whether to maintain or use some of the cash reserves to increase capacity. The attached budget was approved.

- 5) Committee Updates

Discussion was made 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.

**Advocacy** – There was discussion of Vulnerable Users bill and unlikelihood of focusing legislature on issues other than gun control this session.

**Annual Dinner and Silent Auction** – nothing to report yet. Event will be earlier in November this year and may include more ancillary fundraising, i.e., program book

**Bike Education** – Discussion of need for Bike Education coordinator

**Bike to Work/Bike to School Day** – Bike to Work Day is May 17 this year. Events planned across the state. Work is being done to promote event at state agencies.

**Discover Hartford** – beginning discussion with Envision Fest to coordinate events

**Nominating** – Committee continuing to focus on more geographical diversity

**Outreach** – Committee needs chair and someone to coordinate many and frequent requests for Bike Walk presence at events

**Summit** – Board needs to help recruit participants for this event which is on April 27 – speakers will be good -- registrations are slowly coming in.

Meeting was adjourned at 8:30.

Respectfully submitted,

Emily Wolfe, Secretary

Next Board meeting: May 8

Next Executive Committee Meeting: April 10

## Bike Walk Connecticut 2013 Approved Budget

|   | Jan - Dec 13 |
|---|--------------|
| <b>Ordinary Income/Expense</b>                |              |
| <b>Income</b>                                 |              |
| <b>43400 - Direct Public Support</b>          |              |
| 43450* - Individ, Business Contributions      | 35,000.00    |
| 43450 - Individual Contributions              |              |
| 43453 - Annual Appeal                         | 2,500.00     |
| 43454 - Employer Matching Gifts               | 1,500.00     |
| 43450 - Individual Contributions - Other      | 3,000.00     |
| <b>Total 43450 - Individual Contributions</b> | 7,000.00     |
| <b>Total 43400 - Direct Public Support</b>    | 42,000.00    |
| 46400 - Miscellaneous Income                  | 500.00       |
| <b>47200 - Program Income</b>                 |              |
| 47260 - CT Bike Walk Summit                   |              |
| 47260.2 - Exhibitors                          | 1,000.00     |
| 47260 - CT Bike Walk Summit - Other           | 3,600.00     |
| <b>Total 47260 - CT Bike Walk Summit</b>      | 4,600.00     |
| 47250 - Bike Education                        | 3,500.00     |
| 47210 - Bike to Work                          | 8,600.00     |
| 47220 - Memberships                           |              |
| 47222 - Membership Dues                       | 8,000.00     |
| 47221 - Bike Shop/Business Memberships        | 2,500.00     |
| <b>Total 47220 - Memberships</b>              | 10,500.00    |
| 47240 - Rides and Walks                       |              |
| 47244 - Hartford Bike Tour Registration       | 15,000.00    |
| 47245 - Discover Hartford Tour Sponsors       | 10,000.00    |
| 47246 - Discover Bike Tour Grants             | 5,000.00     |
| <b>Total 47240 - Rides and Walks</b>          | 30,000.00    |
| 47240* - Program Service Fees                 |              |
| 47231 - Annual Dinner                         | 9,000.00     |
| 47233 - Silent Auction                        | 4,000.00     |
| <b>Total 47240* - Program Service Fees</b>    | 13,000.00    |
| <b>Total 47200 - Program Income</b>           | 70,200.00    |
| <b>Total Income</b>                           | 112,700.00   |
| <b>Gross Profit</b>                           | 112,700.00   |
| <b>Expense</b>                                |              |
| <b>63000 - Program Services Expenses</b>      |              |
| 63900 - Statewide Summit                      | 1,800.00     |
| 63100 - Annual Dinner                         |              |
| 63110 - Printing                              | 500.00       |
| 63120 - Outside Contract Services             | 100.00       |
| 63130 - Supplies                              | 100.00       |
| 63140 - Food and Beverages                    | 5,000.00     |
| 63160 - Postage                               | 200.00       |
| <b>Total 63100 - Annual Dinner</b>            | 5,900.00     |
| 63300 - Hartford Tour                         |              |
| 63370 - Equipment rental                      | 100.00       |
| 63360 - Event Insurance                       | 1,000.00     |
| 63350 - Materials                             | 5,000.00     |
| 63310 - Printing                              | 2,500.00     |
| 63320 - Outside Contract Services             | 3,000.00     |
| 63330 - Supplies                              | 750.00       |
| 63340 - Postage                               | 250.00       |
| <b>Total 63300 - Hartford Tour</b>            | 12,600.00    |

## Bike Walk Connecticut 2013 Approved Budget

|  | Jan - Dec 13 |
|--|--------------|
| <b>63400 · Bike Education</b>                  |              |
| 63406 · Printing                               | 100.00       |
| 63440 · Transportaion/Equipment                | 400.00       |
| 63420 · Coordinator/Instructors                | 1,500.00     |
| 63410 · Supplies                               | 500.00       |
| <b>Total 63400 · Bike Education</b>            | 2,500.00     |
| <b>63500 · Bike to Work</b>                    |              |
| 63560 · Prizes                                 | 3,575.00     |
| 63550 · Technology/Tracking                    | 125.00       |
| 63540 · Food                                   | 500.00       |
| 63510 · Advertising                            | 3,900.00     |
| <b>Total 63500 · Bike to Work</b>              | 8,100.00     |
| <b>63600 · Advocacy Expenses</b>               | 2,000.00     |
| <b>Total 63000 · Program Services Expenses</b> | 32,900.00    |
| <b>65000 · Operations</b>                      |              |
| 65090 · Office Space- Rent                     | 6,180.00     |
| 65080 · Equipment                              | 1,500.00     |
| 65340 · Benefits/Employment Taxes              | 6,200.00     |
| 65330 · Salaries                               | 50,000.00    |
| 65110 · Marketing/Promotion                    | 2,000.00     |
| 65001 · Business Registration Fees             | 500.00       |
| 65005 · Bank Service Charges                   |              |
| 65005.2 · PayPal Service Charge                | 1,200.00     |
| 65005.1 · Payroll Processing Charges           | 1,200.00     |
| <b>Total 65005 · Bank Service Charges</b>      | 2,400.00     |
| 65015 · Membership Dues                        | 500.00       |
| 65020 · Postage, Mailing Service               | 750.00       |
| 65030 · Printing and Copying                   | 1,000.00     |
| 65040 · Supplies                               | 200.00       |
| 65050 · Telephone, Telecommunications          | 1,500.00     |
| 65060 · Website                                | 250.00       |
| 65120 · Insurance - Liability, D and O         | 2,000.00     |
| 65200 · Technology, software, etc.             | 1,000.00     |
| 65310 · Conference, Convention, Meeting        | 750.00       |
| 65320 · Travel                                 | 1,500.00     |
| <b>Total 65000 · Operations</b>                | 78,230.00    |
| <b>Total Expense</b>                           | 111,130.00   |
| <b>Net Ordinary Income</b>                     | 1,570.00     |
| <b>Net Income</b>                              | 1,570.00     |

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05/06/13

Cash Basis

**Bike Walk Connecticut**  
**Balance Sheet**  
**As of April 30, 2013**

|                                       | <u>Apr 30, 13</u>       |
|---------------------------------------|-------------------------|
| <b>ASSETS</b>                         |                         |
| Current Assets                        |                         |
| Checking/Savings                      |                         |
| Other Income                          | -25.00                  |
| 13000 · Petty Cash                    | -146.95                 |
| 10000 · Webster Bank - checking       | 81,227.73               |
| 11000 · PayPal                        | 2,401.26                |
| 12000 · CD                            | 10,584.73               |
| Total Checking/Savings                | <u>94,041.77</u>        |
| Total Current Assets                  | <u>94,041.77</u>        |
| <b>TOTAL ASSETS</b>                   | <b><u>94,041.77</u></b> |
| <b>LIABILITIES &amp; EQUITY</b>       |                         |
| Liabilities                           |                         |
| Current Liabilities                   |                         |
| Accounts Payable                      |                         |
| 20000 · Accounts Payable              | -250.00                 |
| Total Accounts Payable                | <u>-250.00</u>          |
| Credit Cards                          |                         |
| 14000 · Webster Bank Credit Card      | 142.81                  |
| Total Credit Cards                    | <u>142.81</u>           |
| Other Current Liabilities             |                         |
| 24000 · Payroll Liabilities           | 3,769.55                |
| Total Other Current Liabilities       | <u>3,769.55</u>         |
| Total Current Liabilities             | <u>3,662.36</u>         |
| Total Liabilities                     | 3,662.36                |
| Equity                                |                         |
| 32000 · Unrestricted Net Assets       | 102,728.01              |
| Net Income                            | -12,348.60              |
| Total Equity                          | <u>90,379.41</u>        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b><u>94,041.77</u></b> |

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Cash Basis

**Bike Walk Connecticut**  
**Profit & Loss**  
January through April 2013

|   | <u>Jan - Apr 13</u> |
|---|---------------------|
| Ordinary Income/Expense                   |                     |
| Income                                    |                     |
| 43400 · Direct Public Support             |                     |
| 43410 · Corporate Contributions           |                     |
| 43410.1 · Bike to Work Corporate Donation | 128.95              |
| 43410 · Corporate Contributions - Other   | 6,000.00            |
|   | <hr/>               |
| Total 43410 · Corporate Contributions     | 6,128.95            |
| 43450 · Individual Contributions          |                     |
| 43454 · Employer Matching Gifts           | 200.00              |
| 43452 · United Way/Workplace Giving       | 148.92              |
| 43450 · Individual Contributions - Other  | 1,640.91            |
|   | <hr/>               |
| Total 43450 · Individual Contributions    | 1,989.83            |
|   | <hr/>               |
| Total 43400 · Direct Public Support       | 8,118.78            |
| 46400 · Miscellaneous Income              | 351.60              |
| 47200 · Program Income                    |                     |
| 47280 · Bike Walk CT Jersey               | 180.00              |
| 47260 · CT Bike Walk Summit               |                     |
| 47260.2 · Exhibitors                      | 825.00              |
| 47260 · CT Bike Walk Summit - Other       | 3,874.00            |
|   | <hr/>               |
| Total 47260 · CT Bike Walk Summit         | 4,699.00            |
| 47250 · Bike Education                    | 500.00              |
| 47210 · Bike to Work                      | 1,250.00            |
| 47220 · Memberships                       |                     |
| 47222 · Membership Dues                   |                     |
| 47222.2 · Renewal Memberships             | 350.00              |
| 47222 · Membership Dues - Other           | 3,036.58            |
|   | <hr/>               |
| Total 47222 · Membership Dues             | 3,386.58            |
| 47220 · Memberships - Other               | 355.00              |
|   | <hr/>               |
| Total 47220 · Memberships                 | 3,741.58            |
| 47200 · Program Income - Other            | 500.00              |
|   | <hr/>               |
| Total 47200 · Program Income              | 10,870.58           |
|   | <hr/>               |
| Total Income                              | 19,340.96           |
|   | <hr/>               |
| Gross Profit                              | 19,340.96           |
| Expense                                   |                     |
| 63000 · Program Services Expenses         |                     |
| 63900 · Statewide Summit                  | 1,293.05            |

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Cash Basis

**Bike Walk Connecticut**  
**Profit & Loss**  
January through April 2013

|   | <u>Jan - Apr 13</u>      |
|---|--------------------------|
| 63100 · Annual Dinner                   |                          |
| 63140 · Food and Beverages              | 4,205.49                 |
| Total 63100 · Annual Dinner             | 4,205.49                 |
| 63500 · Bike to Work                    |                          |
| 63510 · Advertising                     | 500.00                   |
| Total 63500 · Bike to Work              | 500.00                   |
| Total 63000 · Program Services Expenses | 5,998.54                 |
| 65000 · Operations                      |                          |
| 65011 · Board Development               | 70.34                    |
| 65090 · Office Space- Rent              | 2,575.00                 |
| 65340 · Benefits/Employment Taxes       | 2,648.87                 |
| 65330 · Salaries                        | 15,469.85                |
| 65001 · Business Registration Fees      | 500.00                   |
| 65005 · Bank Service Charges            |                          |
| 65005.2 · PayPal Service Charge         | 247.25                   |
| 65005.1 · Payroll Processing Charges    | 357.39                   |
| Total 65005 · Bank Service Charges      | 604.64                   |
| 65015 · Membership Dues                 | 575.00                   |
| 65020 · Postage, Mailing Service        | 53.99                    |
| 65030 · Printing and Copying            | 31.00                    |
| 65040 · Supplies                        | -14.78                   |
| 65050 · Telephone, Telecommunications   | 452.98                   |
| 65120 · Insurance - Liability, D and O  | 851.52                   |
| 65200 · Technology, software, etc.      | 356.33                   |
| 65310 · Conference, Convention, Meeting | 265.54                   |
| 65320 · Travel                          | 1,250.74                 |
| Total 65000 · Operations                | 25,691.02                |
| Total Expense                           | 31,689.56                |
| Net Ordinary Income                     | -12,348.60               |
| Net Income                              | <u><u>-12,348.60</u></u> |



**Bike Walk Connecticut**  
**Profit & Loss Budget vs. Actual**  
January 1 through May 6, 2013

|   | Jan 1 - May 6, 13 | Budget    |
|---|-------------------|-----------|
| <b>Ordinary Income/Expense</b>                |                   |           |
| <b>Income</b>                                 |                   |           |
| <b>43400 · Direct Public Support</b>          |                   |           |
| <b>43410 · Corporate Contributions</b>        |                   |           |
| 43410.1 · Bike to Work Corporate Donation     | 128.95            | 0.00      |
| 43410 · Corporate Contributions - Other       | 6,000.00          | 35,000.00 |
| <b>Total 43410 · Corporate Contributions</b>  | 6,128.95          | 35,000.00 |
| <b>43450 · Individual Contributions</b>       |                   |           |
| 43453 · Annual Appeal                         | 0.00              | 2,500.00  |
| 43454 · Employer Matching Gifts               | 200.00            | 1,500.00  |
| 43452 · United Way/Workplace Giving           | 148.92            | 0.00      |
| 43450 · Individual Contributions - Other      | 1,640.91          | 3,000.00  |
| <b>Total 43450 · Individual Contributions</b> | 1,989.83          | 7,000.00  |
| <b>Total 43400 · Direct Public Support</b>    | 8,118.78          | 42,000.00 |
| <b>46400 · Miscellaneous Income</b>           | 351.60            | 500.00    |
| <b>47200 · Program Income</b>                 |                   |           |
| <b>47280 · Bike Walk CT Jersey</b>            | 180.00            | 0.00      |
| <b>47260 · CT Bike Walk Summit</b>            |                   |           |
| 47260.2 · Exhibitors                          | 825.00            | 1,000.00  |
| 47260 · CT Bike Walk Summit - Other           | 3,874.00          | 3,600.00  |
| <b>Total 47260 · CT Bike Walk Summit</b>      | 4,699.00          | 4,600.00  |
| <b>47250 · Bike Education</b>                 | 500.00            | 3,500.00  |
| <b>47210 · Bike to Work</b>                   | 1,250.00          | 8,600.00  |
| <b>47220 · Memberships</b>                    |                   |           |
| <b>47222 · Membership Dues</b>                |                   |           |
| 47222.2 · Renewal Memberships                 | 350.00            | 0.00      |
| 47222 · Membership Dues - Other               | 3,036.58          | 8,000.00  |
| <b>Total 47222 · Membership Dues</b>          | 3,386.58          | 8,000.00  |
| 47221 · Bike Shop/Business Memberships        | 0.00              | 2,500.00  |
| 47220 · Memberships - Other                   | 355.00            | 0.00      |
| <b>Total 47220 · Memberships</b>              | 3,741.58          | 10,500.00 |
| <b>47240 · Rides and Walks</b>                |                   |           |
| 47244 · Hartford Bike Tour Registration       | 0.00              | 15,000.00 |
| 47245 · Discover Hartford Tour Sponsors       | 0.00              | 10,000.00 |
| 47246 · Discover Bike Tour Grants             | 0.00              | 5,000.00  |
| <b>Total 47240 · Rides and Walks</b>          | 0.00              | 30,000.00 |

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Cash Basis

## Bike Walk Connecticut Profit & Loss Budget vs. Actual January 1 through May 6, 2013

|  | Jan 1 - May 6, 13 | Budget     |
|--|-------------------|------------|
| <b>47240* · Program Service Fees</b>       |                   |            |
| 47231 · Annual Dinner                      | 0.00              | 9,000.00   |
| 47233 · Silent Auction                     | 0.00              | 4,000.00   |
| <b>Total 47240* · Program Service Fees</b> | 0.00              | 13,000.00  |
| <b>47200 · Program Income - Other</b>      | 500.00            | 0.00       |
| <b>Total 47200 · Program Income</b>        | 10,870.58         | 70,200.00  |
| <b>Total Income</b>                        | 19,340.96         | 112,700.00 |
| <b>Gross Profit</b>                        | 19,340.96         | 112,700.00 |
| <b>Expense</b>                             |                   |            |
| <b>63000 · Program Services Expenses</b>   |                   |            |
| 63900 · Statewide Summit                   | 1,415.05          | 1,800.00   |
| 63100 · Annual Dinner                      |                   |            |
| 63110 · Printing                           | 0.00              | 500.00     |
| 63120 · Outside Contract Services          | 0.00              | 100.00     |
| 63130 · Supplies                           | 0.00              | 100.00     |
| 63140 · Food and Beverages                 | 4,205.49          | 5,000.00   |
| 63160 · Postage                            | 0.00              | 200.00     |
| <b>Total 63100 · Annual Dinner</b>         | 4,205.49          | 5,900.00   |
| 63300 · Hartford Tour                      |                   |            |
| 63370 · Equipment rental                   | 0.00              | 100.00     |
| 63360 · Event Insurance                    | 0.00              | 1,000.00   |
| 63350 · Materials                          | 0.00              | 5,000.00   |
| 63310 · Printing                           | 0.00              | 2,500.00   |
| 63320 · Outside Contract Services          | 0.00              | 3,000.00   |
| 63330 · Supplies                           | 0.00              | 750.00     |
| 63340 · Postage                            | 0.00              | 250.00     |
| <b>Total 63300 · Hartford Tour</b>         | 0.00              | 12,600.00  |
| 63400 · Bike Education                     |                   |            |
| 63406 · Printing                           | 0.00              | 100.00     |
| 63440 · Transportaion/Equipment            | 0.00              | 400.00     |
| 63420 · Coordinator/Instructors            | 0.00              | 1,500.00   |
| 63410 · Supplies                           | 0.00              | 500.00     |
| <b>Total 63400 · Bike Education</b>        | 0.00              | 2,500.00   |
| 63500 · Bike to Work                       |                   |            |
| 63560 · Prizes                             | 0.00              | 3,575.00   |
| 63550 · Technology/Tracking                | 0.00              | 125.00     |
| 63540 · Food                               | 0.00              | 500.00     |
| 63510 · Advertising                        | 500.00            | 3,900.00   |
| <b>Total 63500 · Bike to Work</b>          | 500.00            | 8,100.00   |

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Cash Basis

**Bike Walk Connecticut**  
**Profit & Loss Budget vs. Actual**  
January 1 through May 6, 2013

|  | <u>Jan 1 - May 6, 13</u> | <u>Budget</u>     |
|--|--------------------------|-------------------|
| 63600 · Advocacy Expenses                      | 0.00                     | 2,000.00          |
| <b>Total 63000 · Program Services Expenses</b> | <b>6,120.54</b>          | <b>32,900.00</b>  |
| <b>65000 · Operations</b>                      |                          |                   |
| 65011 · Board Development                      | 70.34                    | 0.00              |
| 65090 · Office Space- Rent                     | 2,575.00                 | 6,180.00          |
| 65080 · Equipment                              | 0.00                     | 1,500.00          |
| 65340 · Benefits/Employment Taxes              | 2,648.87                 | 6,200.00          |
| 65330 · Salaries                               | 15,469.85                | 50,000.00         |
| 65110 · Marketing/Promotion                    | 0.00                     | 2,000.00          |
| 65001 · Business Registration Fees             | 500.00                   | 500.00            |
| 65005 · Bank Service Charges                   |                          |                   |
| 65005.2 · PayPal Service Charge                | 247.25                   | 1,200.00          |
| 65005.1 · Payroll Processing Charges           | 357.39                   | 1,200.00          |
| <b>Total 65005 · Bank Service Charges</b>      | <b>604.64</b>            | <b>2,400.00</b>   |
| 65015 · Membership Dues                        | 575.00                   | 500.00            |
| 65020 · Postage, Mailing Service               | 53.99                    | 750.00            |
| 65030 · Printing and Copying                   | 31.00                    | 1,000.00          |
| 65040 · Supplies                               | -14.78                   | 200.00            |
| 65050 · Telephone, Telecommunications          | 452.98                   | 1,500.00          |
| 65060 · Website                                | 0.00                     | 250.00            |
| 65120 · Insurance - Liability, D and O         | 851.52                   | 2,000.00          |
| 65200 · Technology, software, etc.             | 356.33                   | 1,000.00          |
| 65310 · Conference, Convention, Meeting        | 265.54                   | 750.00            |
| 65320 · Travel                                 | 1,250.74                 | 1,500.00          |
| <b>Total 65000 · Operations</b>                | <b>25,691.02</b>         | <b>78,230.00</b>  |
| <b>Total Expense</b>                           | <b>31,811.56</b>         | <b>111,130.00</b> |
| <b>Net Ordinary Income</b>                     | <b>-12,470.60</b>        | <b>1,570.00</b>   |
| <b>Net Income</b>                              | <b>-12,470.60</b>        | <b>1,570.00</b>   |

## **Budget and Funding Issue for Board Discussion May 8, 2013**

We recently learned that we will receive \$15,000 from CSG this year instead of the \$30,000 we anticipated. Additionally, our revenue projections of \$8600 for Bike to Work may not be realized (but expenses are being reduced).

For 2013, our total projected revenue was \$112,700, and our total projected expenses were \$111,130, creating net income of \$1570. We closed 2012 with a deficit of \$6686.

Taking only the reduced CSG contribution into account, our projected deficit is now \$13,430 for 2013.

## **Proposed Solutions and Goals**

1. Assume a deficit of at least \$14,000. Through our committees, we need to develop concrete work plans now to make up that deficit through increased revenue from:
  - The Discover Hartford Bicycle Tour
  - Annual Dinner and Silent Auction
  - Annual Appeal
  - Business memberships
  - Individual memberships
2. Minimize expenses.
3. Free Kelly up to do more development work, such as building relationships with foundations and agencies like DPH, DECD and DOT to position Bike Walk CT to be written into their grants.
4. Develop the board to include seasoned fundraisers (and add fundraising to our November 2012 board skill profile grid).
5. Use the business planning grant (awarded by HFPG in 2011) to review our overall strategies in light of our mission, focusing on high value activities and reprioritize based on that review. Those activities will primarily benefit 2014 and beyond.
6. Review fundraising commitments of the board.

From: Phil and Sandy Fry <plsmfry@ntplx.net>

Apr 28 (10 days ago)

To:

Laura.madeline., Beverly, cebskelly, Chris, Emily, Gary, Ken, Luis, maryellen, Richard, stuart, Tom, Kelly, Anne, Martha

To the Bike Walk CT Board:

Over the past few months, the nominating committee has been seeking individuals interested in serving on our board. Wildaliz Bermudez, who attended our last board meeting, has decided that she does not have sufficient time to serve on the board, but she is very interested in volunteering with Bike Walk CT. Happily, we have 2 additional candidates who we think will be great additions to the board: Ray Willis and Kelly Rago. I have attached their board profile forms (note, Ray did not check off particular committees that he is interested in serving on, but in our discussions with him he indicated an interest in both advocacy and outreach.) I am sending this information out now so that if any board members have objections to either candidate, they can get back to me. Our plan would be to act on their nominations at the May Board meeting. Here is a brief summary of the nominating committee's consideration of these candidates:

#### **Kelly Rago Brief Bio**

Kelly is completing a Masters Degree in Public Health and will provide us with some inroads to the medical community. She is a passionate bicyclist, both as a commuter and a serious mountain bike rider. She is ready and willing to commit time to our board and our programs. She has a particular interest in tabling at mountain bike races to expand our influence among sport and recreational cyclists. Kelly was recommended to us as a potential board member by Luis Rivera (thank you Luis!)

#### **Ray Willis Brief Bio**

Ray Willis works in the Transportation and Traffic Department in the City of New Haven as supervisor of parking enforcement. We began a discussion with the city of New Haven about the potential for any staff members to serve on our board by talking with Mike Piscatelli. It took them a while to find an individual who is both passionate about cycling and or walking, and willing and able to give our organization the time required. Ray comes from a bike shop owning family, has lived car free (but now does have a car to enable him to get to our meetings), and is enthused about joining us. His appointment will give us geographic diversity which we have been seeking, and provides a link to the city in CT that has the most on the ground bicycle and pedestrian safety programs underway.

Let me know if you have any concerns or questions about either of the candidates. Thanks.

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## BIKE WALK CONNECTICUT

### PROSPECTIVE BOARD MEMBER INFORMATION FORM

**Name:** Kelly Rago

**Home Address:** 64 Wynding Hills Rd., East Granby, CT 06026

**Home phone:** n/a      **Work phone:** n/a

**Cell phone:** 860-212-3910    **Preferred contact number:**

**Profession:** Full-time graduate student (MPH program at the University of Connecticut)

**Employer (if applicable):** n/a

**E-mail:** [kellyjrigo@gmail.com](mailto:kellyjrigo@gmail.com)

**Qualifications, including other board experience. Please include a description of your role with each non profit that you are involved:**

I am currently the vice president of the University of Connecticut's Public Health Student Organization. In this role, I, along with the president, secretary and treasurer, host monthly meetings with current masters and PhD students in the public health program at UConn. Our goals in these meetings and with other events are to enhance students' experience in the program by providing mentors, hosting social events and seminars, fund-raising, providing philanthropic experiences, and working with program staff to address students' needs.

**Do you have expertise and interest in any of the following?** (Please check the applicable categories)

Finance    Public Relations    Marketing    Human Resources    Technology     
Fundraising – Individuals    Fundraising – Corporate    **Political Advocacy**    Strategic  
Planning    Investment Management    Communications    Social Media     
 **Membership Recruitment**    Grant Writing    Web Design

Other areas of expertise:

Public health, event planning, research, health education (not certified)

**Please describe your interest in biking and walking advocacy and education and why you want to serve on the board of Bike Walk Connecticut.**

My interest in biking and walking advocacy stems from my public health background as well as my love for biking in general. In my graduate career, I have heard over and over about the largest public health problem we are facing today – obesity and its associated health risks. Much of this can be attributed to the increasingly sedentary life style much of our population has adapted. I know that some of this lack of physical activity is a byproduct of the our environment from the types of jobs available - sitting at a

computer for a majority of the day, increased screen time whether it be watching television or using computers, and many other factors. In order to reduce this problem, we need to advocate for health behaviors, such as biking and walking. Not only will this benefit physical health, but these activities are also beneficial for mental health. I strongly believe in this, and I know by being a board member of Bike Walk Connecticut, I can do my part and bring my public health knowledge and advocacy skills to improve our state's health through biking and walking activism.

I also love to mountain bike and am part of team Createx Colors – Benidorm where I participate in Cat. 1 cross-country mountain bike races!

**What other non-profit organizations are you actively involved in?**

I have been a member of the advocacy committee with the Connecticut Public Health Association (CPHA) for almost two years. Here, I have helped lobby for bills that would benefit public health, specifically focusing on their environmental health priority area. For example, I have performed research and drafted fact sheets and testimony on bills to identify chemicals of high concern to children, to label genetically modified organisms, to label BPA in food products, and more.

**Time Availability.** *Currently Bike Walk Connecticut has one staff member, our Executive Director. Board members are expected to serve as an officer or committee chair and be actively involved in the operation of the organization and its activities. Currently, the board meets every other month in person with executive committee meetings in the off months. The board also works informally between meetings via email.*

**What time commitment for board activities, including committee work, will you be able to make?**

Currently, being in graduate school I have a flexible schedule, and do not foresee any problems with contributing at least five hours per month on committee work.

**Name and contact information of two references.**

Noele Kidney – *Project* Coordinator Connecticut Public Health Association

Cell phone: 860-305-7927

Email: noelekidney@hotmail.com

Meghan Wilson – *President* Uconn PHSO President

Cell phone: 203-215-3905

Email: megaclef@gmail.com

*If you have any questions regarding the board, please contact Sandy Fry, Nominating Committee chair at 860-247-5329 x3090 or [sfry@hartfordtransit.org](mailto:sfry@hartfordtransit.org)*

*Please return form to [sfry@hartfordtransit.org](mailto:sfry@hartfordtransit.org)*

**BIKE WALK CONNECTICUT**

**PROSPECTIVE BOARD MEMBER INFORMATION FORM**

**Name: Raymond Willis**

**Home Address: 92 Mechanic St #3, New Haven CT 06511**

**Home phone: (203)999-1426      Work phone: (203)946-8075**

**Cell phone: (203)410-0077      Preferred contact number: (203)999-1426**

**Profession: Parking Enforcement Supervisor**

**Employer (if applicable): City of New Haven**

**E-mail: RWillis@NewHavenCT.net**

**Qualifications, including other board experience. Please include a description of your role with each non profit that you are involved:**

As a supervisor of a team of six in the field of transportation and parking enforcement I possess certain leadership and organizational qualities as well as first hand knowledge regarding the trials and tribulations of transportation related issues that would lend themselves well to a position on Bike Walk Connecticut's board.

**Do you have expertise and interest in any of the following?** (Please check the applicable categories)

Finance  Public Relations  Marketing  Human Resources  Technology   
 Fundraising – Individuals  Fundraising – Corporate  Political Advocacy  Strategic  
 Planning  Investment Management  Communications  Social Media   
 Membership Recruitment  Grant Writing  Web Design  
Other areas of expertise:

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**Please describe your interest in biking and walking advocacy and education and why you want to serve on the board of Bike Walk Connecticut.**

Where to begin? My father was a bicycle mechanic who owned a bike shop in New Haven, CT. His father before him was a bicycle mechanic who owned a bike shop in Westerly, RI. My uncle is a bicycle mechanic who now owns that shop. I have bicycling in my blood. I have spent the vast majority of my life travelling via bicycle. I didn't get a drivers license until I was 21 and then owned a car for roughly six months, out of necessity related to a college internship. I have spent all my life bicycling in New Haven, for years commuting every day to work on bicycle regardless of season or weather condition. I have had the pleasure of cycling the shoreline numerous times in the summer from New Haven to Westerly. I am proud to have been born and raised in New Haven with its rich history involving Pierre Lallements patenting the original velocipede. When I was 21 I moved to NYC and one of my great pleasures in life remains traversing the Brooklyn and Williamsburg bridges on my bicycle. To this day I enjoy riding my bicycle from Grand Central Terminal to Coney Island, for the last stretch of the journey via the Ocean Parkway Bicycle Path, the first dedicated bicycle path in the United States. I find cycling in all parts of the city to be exhilarating, and conversely enjoy the quiet scenic appeal of cycling in both Central and Prospect Park. I moved from NY to Portland, OR for a number of years, a city that is a paragon of non-



automobile dependent transit. I also attended two week bicycle mechanic class at the United Bicycle Institute in Ashland, OR.

I am not a huge fan of the automobile. Cars are an antiquated luxury that we know hurts the environment and causes many unnecessary and avoidable injuries and fatalities every day. The vast majority of my friends and acquaintances growing up in Southern CT could easily live without a car but choose not to out of a combination of laziness and general social dependency which inhibits many from thinking(or travelling) outside the box. The gas and auto industries have great interest in maintaining this status quo. For instance, as well covered by such documentary films including WHO KILLED THE ELECTRIC CAR?, the powers that be are aware of more ecologically safe alternatives to the automobile yet have a history of intentionally stifling these alternatives for the chance to reap greater financial gain, knowing it is at a cost measured in the quality of life for all mankind. This isn't good. By working to strengthen and expand alternative transportation infrastructure on all levels we have the opportunity to be the opposite swing of that pendulum. Bicycling and walking are obviously healthy for the environment and healthy for the individual, as well as healthy for the society at large if one is to compare the number of injuries and fatalities caused by bicycle accidents and collisions versus that of automobiles. I would like to serve on the board of Bike Walk CT to help facilitate the change I'd like to see in my community.

**What other non-profit organizations are you actively involved in?**

I am not currently involved in any other non-profit organizations.

**Time Availability.** *Currently Bike Walk Connecticut has one staff member, our Executive Director. Board members are expected to serve as an officer or committee chair and be actively involved in the operation of the organization and its activities. Currently, the board meets every other month in person with executive committee meetings in the off months. The board also works informally between meetings via email.*

**What time commitment for board activities, including committee work, will you be able to make?**

I would be able to commit to whatever time and activities are expected of a board member of Bike Walk CT.

**Name and contact information of two references.**

James Travers, director of Transportation, Traffic & Parking for the City of New Haven

(203)946-8067

[JTravers@newhavenct.net](mailto:JTravers@newhavenct.net)

Liana Martingano, former board member of Elm City Cycling

(203)675-1129

*If you have any questions regarding the board, please contact Sandy Fry, Nominating Committee chair at 860-247-5329 x3090 or [sfry@hartfordtransit.org](mailto:sfry@hartfordtransit.org)*

*Please return form to [sfry@hartfordtransit.org](mailto:sfry@hartfordtransit.org)*