



Board Meeting Agenda

January 14, 2015

Sheldon Oak conference room at 54 South Prospect Street, Hartford

- 6:30 pm Call to Order; Establish Quorum, Welcome & Introductions - Laura**
- 6:40 pm Elect Officers. Nominees:** President - Laura Baum; Vice President - Christopher Brown; Treasurer - Scott Gamester; Secretary - Emily Wolfe
- Approve Resolution** - to make Scott Gamester new bank signatory authority in place of Ken Livingston.
- 6:45 pm Review & approve minutes of Nov 2014 board meeting - Emily**
- 6:50 pm Executive Director Report - Kelly**
- 7:00 pm Review, discuss and accept financials – Kelly, Scott**
- 7:05 pm Adopt 2015 Budget – Laura, Kelly**
- 7:30 pm Action steps and timetable for Fundraiser Rides - Chris Skelly**
- 2015 Discover CT Series
 - 2016 Statewide Ride
 - 2015 New England Greenway Ride Proposal - Kelly
- 8:00 pm Assign Programming & Fundraising Roles - Laura**
- | Programs | Liaisons for Fundraising Prospects | |
|----------------------------------|------------------------------------|------------------------------|
| • Annual Dinner & Silent Auction | • Aetna | • UnitedHealth Group |
| • Discover CT Fundraising Rides | • Anthem | • UTC |
| • Summit | • Bank America | • VHB |
| • New England Greenway Ride? | • Bike Clubs | • Voya/ING? Lincoln |
| • Bike Education | • Bike Shops | • Financial? Prudential? GE? |
| • Nominating | • Bike Friendly Communities? | • Webster |
| • Advocacy | • Cigna | • Whole Foods |
| • Bike to Work Day | • CSG | • Other Strong Prospects? |
| | • Patagonia | |
| | • Planning Companies | |
| | • Travelers | |
| | • United Way Campaign | |
- 8:25 pm Review, assign, schedule action steps coming out of this meeting**
- 8:30 pm Please put these next meetings on your calendar now to avoid conflicts:**
- 2015 Board Meetings: Mar 11, May 13, Jul 8, Sep 9, Nov 11
 - 2015 Exec. Comm. Meetings: Feb 11, Apr 8, Jun 10, Aug 12, Oct 14, Dec 9
 - 2015 CT Bike Walk Summit: TENTATIVE—Apr 23 & 24 or Apr 24 & 25
 - 2015 Annual Dinner: Nov. 20
- 8:30 pm Thank you and adjourn**

Bike Walk Connecticut

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



Certified Resolution

BOARD OF DIRECTORS

OFFICERS

Laura Baum
President

Christopher Brown
Vice President

Emily Wolfe
Secretary

Scott Gamester
Treasurer

DIRECTORS

Richard Durishin

Gary Griffin

David Head

Kelly Rago

Christine Skelly

Kevin Vicha

Ray Willis

Bill Young

EXECUTIVE DIRECTOR

Kelly Kennedy

I, **Laura Baum, President of Bike Walk Connecticut, Inc.** (formerly Central CT Bicycle Alliance) a corporation organized and existing under the laws of the State of **Connecticut** (the “Company”), do hereby certify that the following is a true and correct copy of a resolution duly adopted at a meeting of the Board of Directors of the Company duly held and convened on January 14, 2015, at which meeting a duly constituted quorum of the Board of Directors was present and acting throughout, and that such resolution has not been modified, rescinded or revoked, and is at present in full force and effect:

Resolved:

That **Scott Gamester, Treasurer of Bike Walk Connecticut, Inc.**, (formerly Central CT Bicycle Alliance) is appointed as a new authorized signatory to the Company’s accounts maintained with Webster Bank; and

That Ken Livingston be removed as authorized signatory to the Company’s accounts maintained with Webster Bank.

In Witness Whereof, the undersigned has affixed his/her signature this 14th day of January, 2015. The Company has no corporate seal.

Laura Baum, President

**Bike Walk Connecticut
Meeting of the Board of Directors
Wednesday, November 12, 2014
Bike Walk Connecticut HQ
56 Arbor Street, Suite 310A, Hartford, CT 06105**

Present: Laura Baum, Rich Durishin (by phone), Kelly Kennedy, Ken Livingston, Chris Skelly,
Mary Ellen Thibodeau, Ray Willis, Emily Wolfe

- 1) The meeting was called to order at 7:00 by Laura Baum.
- 2) Minutes of the September 10, 2014 Board meeting reviewed and approved.
- 3) Financial Report:

Ken Livingston reviewed the financial results through October 2014. Expenses exceed income to date by \$29,091. This is due mostly to missing revenue projections resulting from the Hartford tour cancellation and shortfalls in contributions and business/individual memberships. The Annual Dinner and Auction, which were budgeted to raise \$18,000, will be later in the month. Some of the dinner ticket revenue was in by the end of the October, but most of the auction revenue was not. As a way to decrease operating expenses, the Board directed Kelly to look at alternatives to renting the office space at 30 Arbor.

The Board voted to accept the financial report.

- 4) Nominating Committee Report and Nominations

The Board package included the resumes and questionnaires of the four candidates for Board membership.

The Board voted unanimously to elect the slate of four proposed by the Nominating Committee, as follows:

Scott Gamester
David Head
Kevin Vicha
Bill Young

The Board approved Scott Gamester as Treasurer to replace Ken Livingston, whose term ends in 2014. The Nominating Committee will continue to recruit more members through Leadership Greater Hartford, United Way and by asking for nominations and volunteers at the Annual Dinner.

- 5) Statewide Ride Proposal and Discussion

Chris Skelly reviewed the results of the work of the committee: Business Plans for the Discover CT Series (the report is included in Board package). The committee looked at both Daily Rides, a series of two to three one day rides in different regions of the state and a Multi-Day (3-4 day) Ride within the state. The committee developed a business plans for both models and a budget for the single day rides. They met with Matt Moritz, a

ride planner, and with contacts in New Britain and New Milford to explore the feasibility of these two towns for the first rides.

There was discussion about the potential for combining a ride in New Britain with the City's existing Oktoberfest, about how to structure an agreement with Matt Moritz to plan daily rides and conduct further research on the feasibility of the multi-day ride. It was agreed that it would take six months to plan the initial daily rides so that will need to decide on a community early in 2014.

It was agreed that Chris and the committee would develop a scope of work and follow up with Matt Moritz to get his proposal and with New Britain to discuss an arrangement to divide responsibilities and sponsorship funds.

The Board thanked Chris and the Committee for the very thorough analysis and planning!

6) Annual Dinner & Silent Auction

MaryEllen Thibodeau reviewed the plans for the dinner, which scheduled for November 18th and was sold out. The auction was coming together and the committee was optimistic that it would meet projections.

7) Wrap Up, Review Adjourn

2015 Board meeting schedule: 1/14; 3/11; 5/13; 7/8; 9/9; 11/11

Meeting was adjourned at 9:00 pm

Next meeting: January 14, 2015

Respectfully submitted,

Emily Wolfe

11:50 AM

01/13/15

Cash Basis

Bike Walk Connecticut

Profit & Loss Prev Year Comparison

January through December 2014

	Jan - Dec 14
Ordinary Income/Expense	
Income	
46400* - Other Types of Income	100.00
43400 - Direct Public Support	
43450* - Individ, Business Contributions	2,641.93
43410 - Corporate Contributions	
43410.1 - Bike to Work Corporate Donation	0.00
43410 - Corporate Contributions - Other	0.00
Total 43410 - Corporate Contributions	0.00
43430 - Grants	
43431 - Grants, restricted	0.00
Total 43430 - Grants	0.00
43450 - Individual Contributions	
43453 - Annual Appeal	1,928.16
43454 - Employer Matching Gifts	2,270.14
43452 - United Way/Workplace Giving	0.00
43450 - Individual Contributions - Other	1,356.25
Total 43450 - Individual Contributions	5,554.55
Total 43400 - Direct Public Support	8,196.48
46400 - Miscellaneous Income	72.70
47200 - Program Income	
47295 - Hartford Bike Rack Project	0.00
47290 - DPH Complete Streets	20,474.01
47280 - Bike Walk CT Jersey	0.00
47260 - CT Bike Walk Summit	
47260.2 - Exhibitors	0.00
47260 - CT Bike Walk Summit - Other	0.00
Total 47260 - CT Bike Walk Summit	0.00
47250 - Bike Education	2,513.36
47210 - Bike to Work	0.00
47220 - Memberships	
47222 - Membership Dues	
47222.2 - Renewal Memberships	0.00
47222 - Membership Dues - Other	12,604.78
Total 47222 - Membership Dues	12,604.78
47221 - Bike Shop/Business Memberships	6,550.00
47220 - Memberships - Other	0.00
Total 47220 - Memberships	19,154.78
47240 - Rides and Walks	
47244 - Hartford Bike Tour Regi	0.00
47244 - Hartford Bike Tour Registration	0.00
47245 - Discover Hartford Tour Sponsors	500.00
Total 47240 - Rides and Walks	500.00
47240* - Program Service Fees	
47231 - Annual Dinner	11,282.30
47233 - Silent Auction	11,364.41
Total 47240* - Program Service Fees	22,646.71
47200 - Program Income - Other	0.00
Total 47200 - Program Income	65,288.86
Total Income	73,658.04
Gross Profit	73,658.04
Expense	
62100 - Contract Services	
62150 - Outside Contract Services	3,750.00

11:50 AM

01/13/15

Cash Basis

Bike Walk Connecticut

Profit & Loss Prev Year Comparison

January through December 2014

	Jan - Dec 14
Total 62100 · Contract Services	3,750.00
63000 · Program Services Expenses	
63980 · CT DPH Complete Streets	4,284.80
63950 · Bike Jerseys	0.00
63900 · Statewide Summit	0.00
63800 · Hartford Bicycle Rack Project	
63801 · Contract Servicess	0.00
Total 63800 · Hartford Bicycle Rack Project	0.00
63100 · Annual Dinner	
63110 · Printing	284.95
63130 · Supplies	11.88
63140 · Food and Beverages	6,541.75
Total 63100 · Annual Dinner	6,838.58
63200 · Silent Auction	
63220 · Outside Contract Services	1,650.00
63230 · Supplies	453.03
Total 63200 · Silent Auction	2,103.03
63300 · Hartford Tour	
63360 · Event Insurance	0.00
63350 · Materials	0.00
63310 · Printing	0.00
63320 · Outside Contract Services	0.00
63330 · Supplies	6.99
63300 · Hartford Tour - Other	0.00
Total 63300 · Hartford Tour	6.99
63400 · Bike Education	
63405 · Contractural Services	0.00
63404 · Equipment Maintenance	0.00
63420 · Coordinator/Instructors	800.00
Total 63400 · Bike Education	800.00
63500 · Bike to Work	
63540 · Food	525.49
63530 · Publicity	987.00
63510 · Advertising	0.00
63500 · Bike to Work - Other	747.42
Total 63500 · Bike to Work	2,259.91
63600 · Advocacy Expenses	182.69
Total 63000 · Program Services Expenses	16,476.00
65000 · Operations	
65011 · Board Development	272.46
65090 · Office Space- Rent	5,255.00
65080 · Equipment	125.00
65340 · Benefits/Employment Taxes	4,931.92
65330 · Salaries	58,991.82
65110 · Marketing/Promotion	280.65
65001 · Business Registration Fees	100.00
65005 · Bank Service Charges	
65005.2 · PayPal Service Charge	139.93
65005.3 · Credit Card Processing Fee	356.72
65005.1 · Payroll Processing Charges	1,264.18
65005 · Bank Service Charges - Other	-632.88
Total 65005 · Bank Service Charges	1,127.95
65010 · Books, Subscriptions, Reference	15.00
65015 · Membership Dues	300.00
65020 · Postage, Mailing Service	224.38
65030 · Printing and Copying	386.51
65040 · Supplies	141.31
65050 · Telephone, Telecommunications	1,422.19

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01/13/15
Cash Basis

Bike Walk Connecticut
Profit & Loss Prev Year Comparison
January through December 2014

	Jan - Dec 14
65060 · Website	24.94
65070 · Outside Contract Services	500.00
65100 · Fund Raising	2.26
65120 · Insurance - Liability, D and O	1,364.95
65200 · Technology, software, etc.	1,361.70
65310 · Conference, Convention, Meeting	949.69
65320 · Travel	839.94
Total 65000 · Operations	78,617.67
66000 · Payroll Expenses	-0.01
Total Expense	98,843.66
Net Ordinary Income	-25,185.62
Net Income	-25,185.62

11:50 AM

01/13/15

Cash Basis

Bike Walk Connecticut

Profit & Loss Prev Year Comparison

January through December 2014

	Jan - Dec 13
Ordinary Income/Expense	
Income	
46400* - Other Types of Income	0.00
43400 - Direct Public Support	
43450* - Individ, Business Contributions	0.00
43410 - Corporate Contributions	
43410.1 - Bike to Work Corporate Donation	128.95
43410 - Corporate Contributions - Other	21,000.00
Total 43410 - Corporate Contributions	21,128.95
43430 - Grants	
43431 - Grants, restricted	5,000.00
Total 43430 - Grants	5,000.00
43450 - Individual Contributions	
43453 - Annual Appeal	1,565.00
43454 - Employer Matching Gifts	1,364.76
43452 - United Way/Workplace Giving	232.75
43450 - Individual Contributions - Other	4,183.69
Total 43450 - Individual Contributions	7,346.20
Total 43400 - Direct Public Support	33,475.15
46400 - Miscellaneous Income	351.60
47200 - Program Income	
47295 - Hartford Bike Rack Project	4,389.00
47290 - DPH Complete Streets	0.00
47280 - Bike Walk CT Jersey	300.00
47260 - CT Bike Walk Summit	
47260.2 - Exhibitors	825.00
47260 - CT Bike Walk Summit - Other	3,919.66
Total 47260 - CT Bike Walk Summit	4,744.66
47250 - Bike Education	6,247.05
47210 - Bike to Work	2,574.80
47220 - Memberships	
47222 - Membership Dues	
47222.2 - Renewal Memberships	600.00
47222 - Membership Dues - Other	7,984.94
Total 47222 - Membership Dues	8,584.94
47221 - Bike Shop/Business Memberships	676.20
47220 - Memberships - Other	2,688.53
Total 47220 - Memberships	11,949.67
47240 - Rides and Walks	
47244 - Hartford Bike Tour Regi	4,020.00
47244 - Hartford Bike Tour Registration	13,956.97
47245 - Discover Hartford Tour Sponsors	8,500.01
Total 47240 - Rides and Walks	26,476.98
47240* - Program Service Fees	
47231 - Annual Dinner	8,351.44
47233 - Silent Auction	10,046.19
Total 47240* - Program Service Fees	18,397.63
47200 - Program Income - Other	500.00
Total 47200 - Program Income	75,579.79
Total Income	109,406.54
Gross Profit	109,406.54
Expense	
62100 - Contract Services	
62150 - Outside Contract Services	0.00

11:50 AM

01/13/15

Cash Basis

Bike Walk Connecticut

Profit & Loss Prev Year Comparison

January through December 2014

	Jan - Dec 13
Total 62100 · Contract Services	0.00
63000 · Program Services Expenses	
63980 · CT DPH Complete Streets	0.00
63950 · Bike Jerseys	259.70
63900 · Statewide Summit	1,613.80
63800 · Hartford Bicycle Rack Project	
63801 · Contract Servicess	1,404.00
Total 63800 · Hartford Bicycle Rack Project	1,404.00
63100 · Annual Dinner	
63110 · Printing	0.00
63130 · Supplies	0.00
63140 · Food and Beverages	10,499.09
Total 63100 · Annual Dinner	10,499.09
63200 · Silent Auction	
63220 · Outside Contract Services	0.00
63230 · Supplies	1,713.87
Total 63200 · Silent Auction	1,713.87
63300 · Hartford Tour	
63360 · Event Insurance	1,210.30
63350 · Materials	745.81
63310 · Printing	1,801.26
63320 · Outside Contract Services	2,500.00
63330 · Supplies	376.86
63300 · Hartford Tour - Other	1,562.40
Total 63300 · Hartford Tour	8,196.63
63400 · Bike Education	
63405 · Contractural Services	200.00
63404 · Equipment Maintenance	1,030.00
63420 · Coordinator/Instructors	1,325.00
Total 63400 · Bike Education	2,555.00
63500 · Bike to Work	
63540 · Food	0.00
63530 · Publicity	877.00
63510 · Advertising	500.00
63500 · Bike to Work - Other	0.00
Total 63500 · Bike to Work	1,377.00
63600 · Advocacy Expenses	175.00
Total 63000 · Program Services Expenses	27,794.09
65000 · Operations	
65011 · Board Development	237.90
65090 · Office Space- Rent	6,695.00
65080 · Equipment	0.00
65340 · Benefits/Employment Taxes	5,888.18
65330 · Salaries	56,450.29
65110 · Marketing/Promotion	0.00
65001 · Business Registration Fees	550.00
65005 · Bank Service Charges	
65005.2 · PayPal Service Charge	429.70
65005.3 · Credit Card Processing Fee	117.65
65005.1 · Payroll Processing Charges	1,115.54
65005 · Bank Service Charges - Other	0.00
Total 65005 · Bank Service Charges	1,662.89
65010 · Books, Subscriptions, Reference	0.00
65015 · Membership Dues	575.00
65020 · Postage, Mailing Service	394.94
65030 · Printing and Copying	1,238.93
65040 · Supplies	418.75
65050 · Telephone, Telecommunications	1,264.74

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01/13/15
Cash Basis

Bike Walk Connecticut
Profit & Loss Prev Year Comparison
January through December 2014

	Jan - Dec 13
65060 · Website	174.96
65070 · Outside Contract Services	0.00
65100 · Fund Raising	0.00
65120 · Insurance - Liability, D and O	1,294.52
65200 · Technology, software, etc.	1,115.96
65310 · Conference, Convention, Meeting	305.54
65320 · Travel	1,291.83
Total 65000 · Operations	79,559.43
66000 · Payroll Expenses	0.01
Total Expense	107,353.53
Net Ordinary Income	2,053.01
Net Income	2,053.01

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01/13/15

Cash Basis

Bike Walk Connecticut

Profit & Loss Prev Year Comparison

January through December 2014

	% Change
Ordinary Income/Expense	
Income	
46400* · Other Types of Income	100.0%
43400 · Direct Public Support	
43450* · Individ, Business Contributions	100.0%
43410 · Corporate Contributions	
43410.1 · Bike to Work Corporate Donation	-100.0%
43410 · Corporate Contributions - Other	-100.0%
Total 43410 · Corporate Contributions	-100.0%
43430 · Grants	
43431 · Grants, restricted	-100.0%
Total 43430 · Grants	-100.0%
43450 · Individual Contributions	
43453 · Annual Appeal	23.2%
43454 · Employer Matching Gifts	66.3%
43452 · United Way/Workplace Giving	-100.0%
43450 · Individual Contributions - Other	-67.6%
Total 43450 · Individual Contributions	-24.4%
Total 43400 · Direct Public Support	-75.5%
46400 · Miscellaneous Income	-79.3%
47200 · Program Income	
47295 · Hartford Bike Rack Project	-100.0%
47290 · DPH Complete Streets	100.0%
47280 · Bike Walk CT Jersey	-100.0%
47260 · CT Bike Walk Summit	
47260.2 · Exhibitors	-100.0%
47260 · CT Bike Walk Summit - Other	-100.0%
Total 47260 · CT Bike Walk Summit	-100.0%
47250 · Bike Education	-59.8%
47210 · Bike to Work	-100.0%
47220 · Memberships	
47222 · Membership Dues	
47222.2 · Renewal Memberships	-100.0%
47222 · Membership Dues - Other	57.9%
Total 47222 · Membership Dues	46.8%
47221 · Bike Shop/Business Memberships	868.7%
47220 · Memberships - Other	-100.0%
Total 47220 · Memberships	60.3%
47240 · Rides and Walks	
47244 · Hartford Bike Tour Regi	-100.0%
47244 · Hartford Bike Tour Registration	-100.0%
47245 · Discover Hartford Tour Sponsors	-94.1%
Total 47240 · Rides and Walks	-98.1%
47240* · Program Service Fees	
47231 · Annual Dinner	35.1%
47233 · Silent Auction	13.1%
Total 47240* · Program Service Fees	23.1%
47200 · Program Income - Other	-100.0%
Total 47200 · Program Income	-13.6%
Total Income	-32.7%
Gross Profit	-32.7%
Expense	
62100 · Contract Services	
62150 · Outside Contract Services	100.0%

11:50 AM

01/13/15

Cash Basis

Bike Walk Connecticut

Profit & Loss Prev Year Comparison

January through December 2014

	% Change
Total 62100 · Contract Services	100.0%
63000 · Program Services Expenses	
63980 · CT DPH Complete Streets	100.0%
63950 · Bike Jerseys	-100.0%
63900 · Statewide Summit	-100.0%
63800 · Hartford Bicycle Rack Project	
63801 · Contract Servicess	-100.0%
Total 63800 · Hartford Bicycle Rack Project	-100.0%
63100 · Annual Dinner	
63110 · Printing	100.0%
63130 · Supplies	100.0%
63140 · Food and Beverages	-37.7%
Total 63100 · Annual Dinner	-34.9%
63200 · Silent Auction	
63220 · Outside Contract Services	100.0%
63230 · Supplies	-73.6%
Total 63200 · Silent Auction	22.7%
63300 · Hartford Tour	
63360 · Event Insurance	-100.0%
63350 · Materials	-100.0%
63310 · Printing	-100.0%
63320 · Outside Contract Services	-100.0%
63330 · Supplies	-98.2%
63300 · Hartford Tour - Other	-100.0%
Total 63300 · Hartford Tour	-99.9%
63400 · Bike Education	
63405 · Contractural Services	-100.0%
63404 · Equipment Maintenance	-100.0%
63420 · Coordinator/Instructors	-39.6%
Total 63400 · Bike Education	-68.7%
63500 · Bike to Work	
63540 · Food	100.0%
63530 · Publicity	12.5%
63510 · Advertising	-100.0%
63500 · Bike to Work - Other	100.0%
Total 63500 · Bike to Work	64.1%
63600 · Advocacy Expenses	4.4%
Total 63000 · Program Services Expenses	-40.7%
65000 · Operations	
65011 · Board Development	14.5%
65090 · Office Space- Rent	-21.5%
65080 · Equipment	100.0%
65340 · Benefits/Employment Taxes	-16.2%
65330 · Salaries	4.5%
65110 · Marketing/Promotion	100.0%
65001 · Business Registration Fees	-81.8%
65005 · Bank Service Charges	
65005.2 · PayPal Service Charge	-67.4%
65005.3 · Credit Card Processing Fee	203.2%
65005.1 · Payroll Processing Charges	13.3%
65005 · Bank Service Charges - Other	-100.0%
Total 65005 · Bank Service Charges	-32.2%
65010 · Books, Subscriptions, Reference	100.0%
65015 · Membership Dues	-47.8%
65020 · Postage, Mailing Service	-43.2%
65030 · Printing and Copying	-68.8%
65040 · Supplies	-66.3%
65050 · Telephone, Telecommunications	12.5%

11:50 AM
01/13/15
Cash Basis

Bike Walk Connecticut
Profit & Loss Prev Year Comparison
January through December 2014

	% Change
65060 · Website	-85.8%
65070 · Outside Contract Services	100.0%
65100 · Fund Raising	100.0%
65120 · Insurance - Liability, D and O	5.4%
65200 · Technology, software, etc.	22.0%
65310 · Conference, Convention, Meeting	210.8%
65320 · Travel	-35.0%
Total 65000 · Operations	-1.2%
66000 · Payroll Expenses	-200.0%
Total Expense	-7.9%
Net Ordinary Income	-1,326.8%
Net Income	-1,326.8%

12:07 PM
01/13/15
Cash Basis

Bike Walk Connecticut Balance Sheet As of December 31, 2014

	<u>Dec 31, 14</u>	<u>Dec 31, 13</u>	<u>% Change</u>
ASSETS			
Current Assets			
Checking/Savings			
Other Income	-25.00	-25.00	0.0%
13000 - Petty Cash	95.00	-288.95	132.9%
10000 - Webster Bank - checking	71,201.50	96,319.50	-26.1%
11000 - PayPal	100.51	2,145.55	-95.3%
12000 - CD	10,584.73	10,584.73	0.0%
Total Checking/Savings	<u>81,956.74</u>	<u>108,735.83</u>	<u>-24.6%</u>
Total Current Assets	<u>81,956.74</u>	<u>108,735.83</u>	<u>-24.6%</u>
TOTAL ASSETS	<u>81,956.74</u>	<u>108,735.83</u>	<u>-24.6%</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 - Accounts Payable	-1,795.00	-750.00	-139.3%
Total Accounts Payable	<u>-1,795.00</u>	<u>-750.00</u>	<u>-139.3%</u>
Credit Cards			
14000 - Webster Bank Credit Card	2.84	935.26	-99.7%
Total Credit Cards	<u>2.84</u>	<u>935.26</u>	<u>-99.7%</u>
Other Current Liabilities			
24000 - Payroll Liabilities	3,769.55	3,769.55	0.0%
Total Other Current Liabilities	<u>3,769.55</u>	<u>3,769.55</u>	<u>0.0%</u>
Total Current Liabilities	<u>1,977.39</u>	<u>3,954.81</u>	<u>-50.0%</u>
Total Liabilities	<u>1,977.39</u>	<u>3,954.81</u>	<u>-50.0%</u>
Equity			
32000 - Unrestricted Net Assets	104,781.02	102,728.01	2.0%
Net Income	-24,801.67	2,053.01	-1,308.1%
Total Equity	<u>79,979.35</u>	<u>104,781.02</u>	<u>-23.7%</u>
TOTAL LIABILITIES & EQUITY	<u>81,956.74</u>	<u>108,735.83</u>	<u>-24.6%</u>

2015 Proposed Budget and Cash Flow Projections Bike Walk Connecticut

Starting date Jan-15
Cash balance alert minimum 23,750
(4 mos operating expenses)

	Beginning	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Total
Cash on hand (beginning of month)	70,802	70,802	73,687	68,790	64,707	58,520	53,250	38,231	47,425	42,246	40,182	43,757	48,102	
Income / Cash In														
Membership Income														
Individual memberships		568	949	295				4,155		925	1,645	205	3,212	11,954
Business memberships		1,000											5,550	6,550
Donations														
Individual donations		375	307	300	143	62		557		87	204	138		2,173
Business donations			143					1,054	379	350				1,926
Matching gift			60	1,425	489	127				119	50			2,270
United Way donations														0
Miscellaneous donations/Other/Annual Appeal										100			1,901	2,001
Contract income														
DPH		6,942						6,942						13,884
Bike to Work Day														
Sponsorships														0
Bike Education								2,548			-180			2,368
Sponsorships			146											146
Registration fees														0
Fleet Rental														0
Summit														
Registration fees						3,375								3,375
Exhibitors						1,500								1,500
Sponsorships														0
Annual Dinner														
Registration fees										1,945	7,965	745	627	11,282
Sponsorships														0
Silent Auction											50	9,999	1,315	11,364
Discover CT Rides		0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL RECEIPTS		8,885	1,605	2,020	632	5,064	0	15,256	379	3,526	9,734	11,087	12,605	70,793
Total cash available	70,802	79,687	75,292	70,810	65,339	63,584	53,250	53,487	47,804	45,772	49,916	54,844	60,707	

	Beginning	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Total
Expenses / Cash out														
Program Expenses														
Advocacy		250			5									255
Summit						2,000								2,000
Bike to Work Day														
Bike to Work Day - General						1,273							7	1,280
Bike to Work Day - Contract labor						987								987
Bike Education														
Bike Education - General														0
Bike Education - Contract Labor					400		400							800
Bike Education - Repair & Maintenance														0
DPH Contract Expenses							9,025							9,025
Discover CT Ride		0	0	0	0	0	0	0	0	0	0	0	0	0
Annual Dinner												985	5,854	6,839
Silent Auction													2,103	2,103
Operating Expenses														
Advertising/Marketing/Promotion		200	200	200	200	200	200	200	200	200	200	200	200	2,400
Board Development		40		22		82						111	18	273
Books, Subscriptions, References				15										15
Business Registration Fees						110								110
Conference, Conventions, Meetings		41	41	41	41	42	42	42	42	42	42	42	42	500
Outside contractor					500						500			1,000
Employee benefits														0
Employment taxes (based on avg of 8% of salaries)		351	351	351	351	351	351	351	351	351	351	351	351	4,210
Fundraising													2	2
Insurance - D&O			569											569
Insurance - GL			363											363
Insurance - Unemployment														0
Insurance - Workers Comp								433						433
Materials, supplies, equipment				61	32	19						29		141
Membership Dues		100											100	200
Paypal /credit card processing fees								100	42	68	146		0	356
Postage and mailing		25				82						100	18	225
Printing and copying			44	69		258		16						387
Professional Development														0
Rent		250	250	250	250	250	250	250	250	250	250	250	250	3,000
Repairs and maintenance														0
Salaries		4,385	4,385	4,385	4,385	4,385	4,385	4,385	4,385	4,385	4,385	4,385	4,385	52,620
Telephone/Telecommunications		60												60
Travel		13	14	425	10	10	9	0	4	9	0	4	2	500
Subscription Services														0
Constant Contact		115	115	115	115	115	115	115	115	115	115	115	115	1,380
Email Hosting					60									60
Intuit? / 990 Filing													35	35
Member Management		50	50	50	50	50	50	50	50	50	50	50	50	600
Paypal monthly fee		20	20	20	20	20	20	20	20	20	20	20	20	240
Payroll Processing		100	100	100	100	100	100	100	100	100	100	100	100	1,200
Survey Monkey					300									300
Web Hosting							72							72
TOTAL CASH PAID OUT		6,000	6,502	6,104	6,819	10,334	15,019	6,062	5,559	5,590	6,159	6,742	13,652	94,540
Cash on hand (end of month)	70,802	73,687	68,790	64,707	58,520	53,250	38,231	47,425	42,246	40,182	43,757	48,102	47,055	
Net Profit or Loss		2,885	-4,897	-4,084	-6,187	-5,270	-15,019	9,194	-5,180	-2,064	3,575	4,345	-1,047	-23,747

Discover CT

November 12, 2014

Activities since last board meeting

- Developed business plan for single day rides, including budget
- Developed business plan for multiday ride but this is much less “baked” and does not have a budget yet
- Met with Matt Moritz (ride planner)
- Met with New Britain and New Milford contacts to explore feasibility of these 2 towns for our first rides
- Added committee members- Rick Thibodeau and Jon Sperling

Implementation Plan

- Implement 2 one day rides in 2015. New Britain and ??? Research on other events needed.
- Hire Matt Moritz to be the event planner for single day rides at a cost of \$2700 per ride to be paid after the rides
- If successful in 2015, add one new location in 2016. Success to be defined as \$15,000 per ride profit to BWCT.
- Multiday rides need more analysis and expert help before we make a decision- hire Matt Moritz at a cost of \$1000 to assist us with this review.

New Britain

- First annual Oktoberfest held in 2013 attracting 32,000 visitors. Plan is to grow the event and possibly expand to other communities. Health oriented components are desired (road race, bike rides, etc)
- Professional/successful event organizers would be our partners. Strong advertising/marketing and fundraising capabilities. That we could leverage.
- City has been forward thinking in building infrastructure (bike lanes, maps, signs, trails- future)
- Recent Hardware City Bike Tour attracted 100 riders with only 1 month planning time
- We have strong personal relationships

New Milford/Brookfield

- Local efforts regarding Western NE Greenway, New Milford River Trail are happening but they do not have broad local support
- No clear existing event potential to tie into
- Local group is thinking more about the idea and will get back to us. They suggested potential tie into Danbury Cycle Fest or WNEG.
- Potential for a small event

Decisions Needed

- Board- are you on board, meaning will you give your time and money to support these rides?
- Are you willing to help us by being part of a sponsorship solicitation committee?
- Will you be a volunteer and will you get friends to volunteer?
- Contract with Matt for our first Discover CT ride with payment (up to \$3000) to be made after the ride
- Contract with Matt for a multiday ride research engagement (up to \$1,000)



Bike Walk CT Bike Walk CT <kelly.kennedy.bikewalkct@gmail.com>

2015 Bike Walk CT's Western New England Greenway Tour (Tentative Itinerary and Budget)

Explore <Explore@revolutionarybattles.com>

Sat, Dec 20, 2014 at 10:57 AM

Reply-To: Explore@revolutionarybattles.com

To: kelly.kennedy@bikewalkct.org, info@housatonicheritage.org

Kelly and Dan:

Here's very tentative trip description and budget for Bike Walk CT's 2015 Western New England Greenway Tour.

Thanks,

Sal

2015 BIKE WALK CT: WESTERN NEW ENGLAND GREENWAY TOUR (TENTATIVE)

SUNDAY: Transfer Hartford, CT to Burlington, VT

Ride: Burlington, VT – Grand Isle, VT: 50 mile loop

Hotel: Burlington, VT <http://www3.hilton.com/en/hotels/vermont/hilton-burlington-BTTVTHF/index.html>

MONDAY

Ride: Burlington, VT to Ticonderoga, NY: 55 miles

Hotel: Ticonderoga, NY <http://book.bestwestern.com/bestwestern/US/NY/Ticonderoga-hotels/BEST-WESTERN-PLUS-Ticonderoga-Inn---Suites/Hotel-Overview.do?propertyCode=33138>

TUESDAY

Ride: Ticonderoga, NY to Manchester, VT Extended Route: 67 miles

Hotel: Manchester, VT <http://www.equinoxresort.com/>

WEDNESDAY

Ride: Manchester, VT to Williamstown, MA 45 miles

Hotel: Williamstown, MA <http://www.williamstowninn.net/>

THURSDAY

Ride: Williamstown, MA to Lakeville, CT Extended Route: 65 miles

Hotel: Lakeville, CT <http://www.interlakeninn.com/>

FRIDAY

Ride: Lakeville, CT to Brookfield, CT 42 miles

Transfer Brookfield, CT to Hartford, CT

TRIP COST ESTIMATE (VBT 6 days/5 nights tour to compare pricing <http://www.vbt.com/tours/virginia-biking/>)

\$99,750 (Revenue from participants: 50 people x \$1,995/person – 6 days/5 nights)

(\$15,000) 15% to Bike Walk CT to benefit non-profit and marketing

(\$31,250) Hotel: \$250/night x 5 nights x 50 people

(\$30,000) Food: \$100/day x 6 days x 50 people

(\$5,000) Hotel Staff: \$250/night x 5 nights x 4 people

(\$2,400) Food Staff: \$100/day x 6 days x 4 people

(\$4,800) Staff: \$200/day x 6 days x 4 people

(\$7,500) Travel: Buses and Van/s – mileage/fuel

(\$4,000) Organization and Development

Sal Lilienthal

Author, *Revolutionary Battles: Experience America's Roads to Independence*

Director/Owner, Bicycle Tour Company

9 Bridge Street, P.O. Box 381

Kent, Connecticut 06757

www.BicycleTourCompany.com

www.CTAmericanRevolution.com

www.RevolutionaryBattles.com

www.WashingtonRochambeau.com

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CT Conference on Tourism awarded the BICYCLE TOUR COMPANY the "Golden Pineapple" for consistently supporting tourism with value added contributions.



Bike Walk Connecticut Committee Roles & Responsibilities

Bike Walk Connecticut has an ambitious calendar of events and programs, and one full time staff person. Board members and members of the organization are actively involved in delivering the organization's programs and services in various Program Committees and Operating Committees.

Bike Walk Connecticut's six program committees include:

1. Advocacy
2. Annual Dinner & Silent Auction
3. Summit
4. Bike Education
5. Bike to Work Day
6. Discover Hartford Bicycle Tour

In addition, Bike Walk Connecticut's operations are supported by five other committees, including:

1. Executive Committee
2. Nominating Committee
3. Membership & Revenue Committee
4. Outreach Committee
5. Communications Committee

The roles and responsibilities of each committee are described in the following pages.

Program Committee Roles & Responsibilities

Advocacy Committee

Because Bike Walk Connecticut promotes itself as the statewide advocate for cyclists and pedestrian issues, the Advocacy Committee role is integral to the organization's mission.

The Advocacy Committee's primary role is to coordinate the organization's legislative and administrative advocacy work. To a limited degree, the Advocacy Committee's role includes work at the local or municipal level, such as promoting the implementation of the complete streets law or promoting bike/ped task forces.

Advocacy Committee members require an understanding of the legislative process, a passion for keeping members and the public informed of important legislative issues and administrative actions, and moving stakeholders to action.

Through and in coordination with the Executive Director, the Advocacy Committee:

1. Proposes the organization's annual legislative priorities and specific advocacy agenda.
2. Coordinates on all advocacy positions and the general content of advocacy communications, including testimony, correspondence to officials, and action alerts.
3. Helps track state and federal legislation as appropriate.
4. Collaborates with other advocacy organizations or coalition partners as needed, particularly in advance of the opening of the legislative session.
5. Participates as feasible in meetings with the governor's office, Congressional, legislative and administrative agency officials, and member education materials consistent with the rules applicable to IRC 501(c)(3) organizations.

Bike Walk Connecticut's 2013 advocacy agenda includes:

- Working for the adoption of vulnerable user legislation
- Reinvigorating the state's Share the Road campaign
- Distracted Driving prevention and enforcement
- Fully funding, staffing and implementing MAP 21 programs
- Complete Streets implementation
- Advocating for the completion and connection of multi-use trails

- Promoting a bike commuting campaign for state government offices

Annual Dinner & Silent Auction Committee

The Annual Dinner and Silent Auction Committee plans and organizes all logistics for Bike Walk Connecticut's Annual Dinner and Silent Auction, typically held in late November of each year.

Specifically, this committee:

1. Makes recommendations to the Board regarding date, location, attendance fees, program format, and speakers;
2. Secures an affordable, central location;
3. Within the parameters of the organization's overall budget, prepares and tracks an Annual Dinner and Silent Auction budget;
4. Sets attendance and revenue goals adequate return on the organization's investment of time and resources;
5. Recruits and coordinates additional volunteers to help with committee responsibilities;
6. Holds regular meetings of the committee as needed;
7. Ensures that invitations and RSVPs are managed and tracked;
8. Considers attendee evaluations and feedback from the prior year and solicits evaluations after the current year's program;
9. Manages Silent Auction, including requesting donations;
10. Recruits volunteers for check-in, payment, auction runners;
11. Ensures that payments by cash and check are clearly identified as to the payer and the item paid for;
12. Helps prepares content for any dinner or auction materials (such as a program or speaker bios); and
13. Helps prepare content to promote the summit in newsletters, on the website, and in media releases.

Annual Summit Committee

The Annual Summit Committee plans and organizes all logistics for the Annual Summit. Specifically, this committee's role includes:

1. Making recommendations to the Board regarding date, location, attendance fees, exhibitor fees, program format, and speakers;
2. Within the parameters of the organization's overall budget, preparing and tracking an Annual Summit budget;

3. Setting attendance and revenue goals adequate return on the organization's investment of time and resources;
4. Seeking input on summit content from potential attendees to ensure conference topics appeal to our "market;"
5. Checking in advance for any major conflicts with the conference date;
6. Organizing plenary and breakout sessions that will appeal to our market;
7. Recruiting engaging, knowledgeable speakers;
8. Recruiting exhibitors as appropriate;
9. Preparing any conference materials, such as programs; handouts and nametags; and
10. Help preparing copy to promote the summit in newsletters, on the website, and in media releases.

The 2013 Annual Summit is planned for late April or early May, toward the end of the legislative session and the beginning of National Bike Month. Planning to secure a venue and date should commence six months before the summit, with other logistical planning to commence soon thereafter.

Bike Education Committee

The Bike Education Committee plans and organizes all logistics for Bike Walk Connecticut's bike education programs, including a limited number of Traffic Skills 101 classes, League Certified Instructor classes, any elementary school and summer camp bike safety instruction programs, and any Lunch & Learn instruction programs for the workplace.

Specifically, the role of the Bike Education Committee is to:

1. Recruit and secure trained, effective instructors to teach the bike ed programs;
2. Within the parameters of the organization's overall budget, prepare and track an annual Bike Education budget;
3. Set attendance and revenue goals to ensure adequate return on the organization's investment of time and resources;
4. Make recommendations to the Board regarding dates, location, class size, and attendance fees for Bike Education programs;
5. Help prepare copy for promoting the programs in newsletters and on the website;
6. Ensure adequate venues for training programs;
7. Ensure that LCI contractor agreements and invoices for payment are completed and submitted;

Bike Education programs can typically be held beginning late spring through mid-October, depending on instructor availability and advance promotional efforts. Instructor recruiting and program planning should begin no later than March.

Bike to Work Committee

The Bike to Work Committee promotes National Bike to Work Day, scheduled for May 17 in 2013, and Bike to School Day, scheduled for May 8 in 2013. The Bike to Work Committee helps organize Bike to Work events at locations across the state, and helps promote Bike to School events across the state as well, in conjunction with DOT's Safe Routes to Schools Coordinator.

Specifically, the role of the Bike Education Committee is to:

1. Set goals for overall attendance and participation in the public and private sectors and by Connecticut county, in an effort to encourage Bike to Work in all parts of the state;
2. Make recommendations to the Board regarding sponsor fees, promotional items, event locations, program format and speakers;
3. Within the parameters of the organization's overall budget, prepares and tracks an annual Bike to Work Day budget;
4. Set revenue goals to ensure adequate return on the organization's investment of time and resources;
5. Build and update the "Bike Buddy" roster;
6. Update recommended commuting route maps;
7. As feasible, develop and carry out simple lunch and learn sessions to help novices get ready for Bike to Work Day, looking into video recording the sessions for on demand viewing from our website or through local public access tv stations;
8. Secure speakers and locations as appropriate for Bike to Work Day events;
9. Recruit sponsors as appropriate;
10. Support and coordinate state agency efforts to participate in Bike to Work Day; and
11. Help prepare copy to promote Bike to Work Day and Bike to School Day in newsletters, on the website, and in media releases.

Discover Hartford Committee

The Discover Hartford Bicycle Tour Committee organizes all aspects of the Discover Hartford Bicycle Tour, typically held in September.

Specifically, the role of this committee is to:

1. Secure the sponsorship of the City of Hartford and coordinate with the city on the tour date;
2. Make recommendations to the Board regarding date, sponsor fees, registration fees, routes, rest stops; exhibitors, speakers, promotional items, and any pre- or post-ride entertainment and activities;
3. Within the parameters of the organization's overall budget, prepare and tracking an annual Discover Tour budget;
4. Set attendance and revenue goals to ensure adequate return on the organization's investment of time and resources;
5. Recruit and secure event and media sponsors;
6. Prepare and distribute sponsorship packages;
7. Plan and map tour routes;
8. Secure rest stop locations;
9. Help develop and implement a publicity plan;
10. Help coordinate any promotional materials and artwork;
11. Recruit volunteers for route signage; registration; rest stops; route marshals and sweepers; mobile mechanics; sag support; police, medical and insurance coverage; sag support; rest stops; and the like.

Sponsorship recruiting should begin in December, before companies' charitable giving budgets are set for the following year. Coordination with the City of Hartford on a date commences in January or February. Logistics planning should begin in earnest by May for a September event.

Operating Committees' Roles and Responsibilities

Bike Walk Connecticut should have five committees to address the organization's operating needs, including:

1. Executive Committee
2. Nominating Committee
3. Membership & Revenue Committee (to be formed)
4. Outreach Committee (to be formed)
5. Communications Committee

Executive Committee

The Executive Committee is composed of the Board President, Vice President, Secretary, Treasurer, and Executive Director. The Board President serves as chair.

The Executive Committee meets as necessary to accomplish its work, as a general rule six times per year between regular board meetings, on the second Wednesday of the month at 8 am. The committee may meet in person or by telephone conference.

The role of an executive committee, as with all committees, is to help the board accomplish its work in the most efficient way. Specifically, the Executive Committee:

1. Performs the work typically associated with a finance committee, an audit committee and a personnel committee.
2. Works in support of, and between board meetings and in an emergency in place of, the full board.
3. Considers and evaluates participation of directors and seeks assurance of increased participation or resignation as appropriate.
4. Reviews reports of other board committees and implements their recommendations when appropriate and feasible.
5. Helps develop a strategic plan and regularly monitor the organization's progress toward goals, involving the board in both planning and implementation.
6. Oversees budget preparation and financial planning, proposing for board approval a budget that reflects the organization's goals and board policies and organizational sustainability. The Executive Committee ensures that the budget accurately reflects the revenue, needs, and expenses of the organization.
7. Recommends financial guidelines to the board (such as to establish a reserve fund or to obtain a line of credit for a specified amount)
8. Reviews financial statements and investment reports and reports significant variances or issues to the board.
9. Safeguards the organization's assets.
10. Reviews proposed new programs and funding for ongoing financial implications, recommending approval or disapproval to the board.
11. Ensures that the organization has the proper risk-management provisions in place, including adequate insurance coverage.
12. Ensures compliance with federal, state, and other requirements related to the organization's finances and record-keeping
13. Ensures that the IRS Form 990, other forms, and employment and other taxes required by government are filed completely, correctly, and on time.

14. Ensures that an annual independent audit is conducted, and that recommendations are reviewed and acted upon as necessary.
15. Resolves emergency issues or organizational crises (e.g., loss of funding or unexpected loss of executive director).

Membership & Business Development Committee

A Membership and Business Development Committee is needed to propose and help execute strategies to increase individual, club and business memberships and generate sustainable revenue streams therefrom.

This committee's work includes:

1. Reviewing and setting sound individual, club and business membership rates. Current individual membership rates are \$35 (individual); \$60 (family/household); \$100 (supporting); and \$250 (sustaining). There is an urgent need for realistic club and business membership levels and manageable benefits to be researched, proposed and adopted in early 2013.
2. Crafting the "value proposition" for membership and the benefits associated with each level of membership;
3. Helping to track membership growth on a monthly basis. The Membership Committee may wish to research and test affordable member management software systems.
4. Proposing policies for various levels of financial and in-kind sponsorship, differentiating sponsorship from membership; and developing strategies for securing such sponsorship.
5. Exploring fee-for-service arrangements, such bike education programs; bike friendly business or bike friendly community coaching; bike commuting program coaching for corporations; and outreach and engagement efforts through DOT, DPW or related organizations.
6. Actively recruit major sponsors and corporate memberships.

Nominating Committee

In general, the role of the Nominating Committee is to continuously and actively recruit new board prospects whose networks, geographic location, skills and interests will enhance and diversify the board and contribute to the organization's membership and financial sustainability, and to recommend a slate of new directors and officers to the board consistent with the bylaws.

Specifically, the role of the Nominating Committee is to:

1. Review the Board Profile of skills and interests, seeking new recruits to fill gaps in expertise, networks, gender and geographic area

2. Obtain the permission of the full board before inviting any new prospect to consider joining the board;
3. Provide serious board candidates with a copy of the board member job description, committee descriptions, board profile and strategic plan;
4. Ensure that board recruits fully understand the expectations of board members and assesses the recruit's committee interests, including membership, board meeting attendance, committee participation, and attending the organization's events;
5. Obtain a brief bio and board candidate information form from new recruits;
6. Track Directors' tenures on the Board;
7. Annually ascertain directors' intent to continue to serve on the board; and
8. Encourage general members' participation on various program committees as a means of developing a pipeline for new board recruits.

Outreach Committee

An Outreach Committee is needed to address the many requests Bike Walk Connecticut gets to attend club meetings, outreach meetings, or "table" at fairs or similar events across the state. This committee's role includes:

1. Responding to requests for speakers or an event presence;
2. Recruiting and preparing ambassadors to speak informally about Bike Walk Connecticut, its mission and current goals and to encourage membership (see "Event Ambassadors" at <http://www.bikewalkct.org/volunteer.html>)
3. Determining which events to staff with Bike Walk Connecticut "ambassadors"
4. Tracking volunteer hours for purposes of earning a no-cost membership, should such a policy be adopted.

Communications Committee

The Communications Committee is an informal committee that helps promote Bike Walk Connecticut's messages and events through Facebook, Twitter, MeetUp, LinkedIn, and news outlets as appropriate; by submitting newsletter articles; and by contributing to the News page of the website.

Communications Committee members practice and ensure good online etiquette that promotes a consistent organizational message and projects a positive, professional image of the organization. Meetings are generally unnecessary.

Communications Committee members are expected to have strong business writing and technology skills, a high degree of comfort with social media, and an



Committee Roles & Responsibilities

appreciation for projecting a professional, ethical image of the organization consistent with the way we wish to be perceived.