



## Board Meeting Agenda

September 12, 2012

6-8 pm

56 Arbor Street, Suite 310A, Hartford

|                |  |
|----------------|--|
| <b>6:00 pm</b> | <b>Call to Order; Welcome and introduce Richard Durishin – MaryEllen Thibodeau</b>   |
| <b>6:05 pm</b> | <b>Approve minutes</b> of July 2012 meeting - All  |
| <b>6:10 pm</b> | <b>Financial Report &amp; 990 – Ken Livingston</b> <ul style="list-style-type: none"> <li>• Actual vs projected expenses &amp; income YTD</li> <li>• Average monthly operating cost</li> <li>• Cash reserves</li> <li>• 990 update</li> </ul>  |
| <b>6:20 pm</b> | <b>Governance</b> <ul style="list-style-type: none"> <li>• <b>Resignation</b> of Jeff McGuane, Cycling Sports Group - MET</li> <li>• <b>Nomination</b> of Richard Durishin, Cycling Sports Group – Martha</li> <li>• Upcoming Board <b>Reappointments</b> and <b>Vacancies</b>: Martha for Nominating Committee. (Martha and Anne to rotate off at end 2012; then one vacancy each for 2013, 2014, 2015. One vacancy now. Up for reappointment in 2013: Bev, Tom, Chris)</li> <li>• <b>Governance docs</b> to be developed: Board profile grid, Orientation package, Board member agreement, communication policy, Conflict of interest policy &amp; statement, eventually whistleblower and document retention policies that 990 inquires about - KK</li> <li>• <b>Committees</b> –expand and enhance our committee activity – KK (Form and activate: legislative advocacy; fundraising/finance; annual dinner; annual summit; revitalize membership and nominating committee. <i>Kudos</i> to DHT, Bike to Work, Bike Ed committees.)</li> </ul> |
| <b>6:40 pm</b> | <b>ED Report</b> <ul style="list-style-type: none"> <li>• Alliance Conference</li> <li>• Strategic Plan</li> <li>• Finance/Fundraising Plan</li> <li>• Committees</li> <li>• Management Systems/Housekeeping</li> </ul>  |
| <b>6:50 pm</b> | <b>Advocacy – KK</b> <ul style="list-style-type: none"> <li>• Flower Street closure issue – update &amp; discussion about vetting process</li> <li>• Legislative, regulatory, and administrative advocacy agenda TBD</li> <li>• Form a legislative committee, identify a chair</li> <li>• Should we use the legislative advocacy committee to support the recommendations of the Bicycle &amp; Pedestrian Advisory Board?</li> <li>• Meetings with previous and current legislative champions - Beth Bye, Tom Kehoe, DOT, Governor’s Office, DECD, TOURISM, DEEP, OPM? Other policy groups like TSTC &amp; RPA? Neil Pade for BPAB?</li> <li>• Get the lay of the land – are any bike/ped champions’ re-elections in trouble? What’s the makeup of the transportation committee likely to be? Committee chair rumors? Other committees to build a relationship with</li> <li>• Issues likely to return: vulnerable user? Red light cameras? Other? What new legislation?</li> </ul>  |
| <b>7:10 pm</b> | <b>Events</b> <ul style="list-style-type: none"> <li>• Discover Hartford update (sponsors, registrations, volunteer counts, promotion)</li> <li>• board members to register and volunteer (esp needed at registration, BWCT table) - MET</li> <li>• HYPE recap – Chris, Luis</li> </ul>  |

**Bike Walk Connecticut**

|                |  |
|----------------|--|
|                | <ul style="list-style-type: none"> <li>• Bike to Work recap - Held May, June, July, Aug, +1 at Pratt in July. Charge to committee is to evaluate ROI, find ways to increase benefits, simplify work effort, reduce expense. KK</li> <li>• Walk to School Day October 3 - KK</li> <li>• Annual Dinner – chair and planning committee , project plan needed to develop goals for attendance and revenue, review budget, secure location, menu, speakers; help promote – MET, KK</li> <li>• Summit – chair and planning committee needed to determine content, goals for attendance and revenue, admission fees, budget, location, menu, speakers, help promote. MET</li> </ul> |
| <b>7:30 pm</b> | <b>Bike Education</b> <ul style="list-style-type: none"> <li>• TS 101 - Chris – recap and recommendations</li> <li>• Report back on class offerings - MET for Sandy</li> <li>• Next steps – consult strategic plan; develop an annual work plan, given our current resources, to achieve the goals set out in the strategic plan.</li> </ul>   |
| <b>7:40 pm</b> | <b>Other issues?</b>   |
| <b>7:50 pm</b> | <b>Wrap Up &amp; Recap</b> <ul style="list-style-type: none"> <li>• Review action steps from tonight’s meeting</li> <li>• Next full board meeting: <b>Wed. November 14, 2012</b></li> <li>• Next Executive Committee meeting: <b>Wed. October 10, 2012</b></li> </ul>  |
| <b>8:00 pm</b> | <b>Adjourn</b>   |

**Bike Walk Connecticut**  
**Meeting of the Board of Directors**  
**Wednesday, July 11, 2012, 6:00 -8:00 pm.**  
**Bike Walk Connecticut HQ**  
**56 Arbor St., Suite 310A, Hartford, CT 06105**

Attendees: Mark Paquette, Sandy Fry, Anne Hayes, Gerry Lafleur, Ken Livingston, Tom O'Brien, Emily Wolfe, Luis Rivera, Mary Ellen Thibodeau, and Executive Director Kelly Kennedy. (Stuart Popper was in attendance briefly before the meeting began.)

- Meeting called to order at 6:10 PM by President Mary Ellen Thibodeau
- On a motion by Mark Paquette, second by Sandy Fry, amended Minutes from May 9, 2012 meeting were approved. Ammendments included a correction to the amount of the Patagonia grant (to \$6,000), and correction of typos.
- **Finance Report**
  - Ken Livingston went through the financial reports. The reports do not include \$10,000 that had been held in the Pay Pal account and now has been transferred to the checking account.
  - Ken filed an extension on the 990 report and is close to having this completed.
  - The Laramie benefit concert brought in approximately \$1800 and this is expected to be an annual event.
- **Discover Hartford Planning**
  - Reviewed the potential sponsor list and board members volunteered to make contacts.
  - Discussed volunteers needed for the Tour. Gerry Lafleur will work on recruiting antique bike/bike history exhibits. Sandy will send Kelly the most up to date list of bike shops that was developed as part of the bike to work effort. Kelly will check with Chris and Stuart to learn if either of them can head up the committee to recruit vendors/exhibitors /bikeshops. Tony Cherolis may be able to head the day of event committee, Anne will follow up with him.
  - Emily and Kelly will contact the Hartford Foundation for Public Giving, to ask them to circulate information about the Tour to their affiliated funds.
  - **The Tour planning committee meets every other Thursday at 5:30 PM in the BWCT office, with July 19 the next meeting. All are welcome.**
- **Business Level Membership**
  - Discussed the need to offer membership types/levels for businesses. This requires further discussion to present a proposal for board consideration.
  - The proposal will be a matrix, showing what a contributor will receive at each level of participation. The Bike Coaliton of Maine appears to have a comprehensive palan that we might emulate. Board members are invited to research how other advocacy groups do this.

- **Updates**

- The new website has gone live. All who have looked at it agreed it is a much more professional and clean look.
- Misc.:
  - OPM Safe Kids grant, Kelly had reviewed this opportunity with Luis and his colleague Kevin Borrup at CCMC. All agreed that it was not worth applying to.
  - Secretary of State filing and lobbyist filing – are complete
  - HYPE event in September: Luis, Tony Cherolis and Chris will represent Bike walk CT at this gathering of young professionals in Hartford. Commissioner Redeker of DOT is attending this event at the Old State House.
  - Federal Transportation Bill is not good for bicyclists. Bike Walk CT would like to get out in front of this in the state, by holding a meeting with commissioner Redeker to discuss ways to preserve funding for bike ped projects. Mark and Kelly will discuss this further and convene a group of likeminded groups to discuss the bill and determine how to approach the Commissioner.
  - Bike to Work – Sandy gave an update. Events in East Hartford, Hartford, New Haven and UConn will take place this month (July 19, 20, 20 and 27, respectively.) Bike Walk CT is hosting the Hartford event, CTTRANSIT is the cosponsor.
  - Bike education: a TS101 class will be held soon, details are being worked out. Also, we will teach a brief class for the Womens Transportation seminar. This is part of a social event they are holding.
  - Bike Ped connections for the busway. Kelly will be participating in future discussions on this topic. Sandy will participate on behalf of CRCOG.

- **Adjourn**

- Meeting was adjourned by Mary Ellen at 8:05

- **Next Meeting:** Wednesday September 12, 2012

Respectfully Submitted,

Sandy Fry, Assistant Secretary

**Bike Walk Connecticut**  
**Profit & Loss**  
 January through December 2012

|   | Aug 12   |
|---|----------|
| <b>Ordinary Income/Expense</b>                |          |
| <b>Income</b>                                 |          |
| <b>43400 · Direct Public Support</b>          |          |
| 43460 · Legacies and Bequests                 | 0.00     |
| 43450 · Individual Contributions              |          |
| 43453 · Annual Appeal                         | 0.00     |
| 43454 · Employer Matching Gifts               | 0.00     |
| 43450 · Individual Contributions - Other      | 100.00   |
| <b>Total 43450 · Individual Contributions</b> | 100.00   |
| <b>Total 43400 · Direct Public Support</b>    | 100.00   |
| <b>47200 · Program Income</b>                 |          |
| 47270 · Hartford Bicycle Rack Project         | 0.00     |
| 47250 · Bike Education                        | 90.00    |
| 47210 · Bike to Work                          | 600.00   |
| 47220 · Memberships                           |          |
| 47222 · Membership Dues                       |          |
| 47222.2 · Renewal Memberships                 | 120.00   |
| 47222.1 · New Memberships                     | 70.00    |
| 47222 · Membership Dues - Other               | 0.00     |
| <b>Total 47222 · Membership Dues</b>          | 190.00   |
| 47220 · Memberships - Other                   | 0.00     |
| <b>Total 47220 · Memberships</b>              | 190.00   |
| 47240 · Rides and Walks                       |          |
| 47244 · Hartford Bike Tour Regi               | 700.00   |
| 47244 · Hartford Bike Tour Registration       | 165.00   |
| 47245 · Discover Hartford Tour Sponsors       | 1,000.00 |
| 47246 · Discover Bike Tour Grants             | 0.00     |
| <b>Total 47240 · Rides and Walks</b>          | 1,865.00 |
| 47240* · Program Service Fees                 |          |
| 47233 · Silent Auction                        | 0.00     |
| <b>Total 47240* · Program Service Fees</b>    | 0.00     |
| 47200 · Program Income - Other                | 0.00     |
| <b>Total 47200 · Program Income</b>           | 2,745.00 |
| <b>Total Income</b>                           | 2,845.00 |
| <b>Gross Profit</b>                           | 2,845.00 |
| <b>Expense</b>                                |          |
| <b>68300 · Travel and Meetings</b>            |          |
| 68320 · Travel                                | 0.00     |
| 68310 · Conference, Convention, Meeting       | 212.50   |
| <b>Total 68300 · Travel and Meetings</b>      | 212.50   |
| <b>63000 · Program Services Expenses</b>      |          |
| 63900 · Statewide Summit                      | 0.00     |
| 63020 · Outside Contract Services             | 0.00     |
| 63100 · Annual Dinner                         | 0.00     |
| 63300 · Hartford Tour                         |          |
| 63320 · Outside Contract Services             | 0.00     |
| <b>Total 63300 · Hartford Tour</b>            | 0.00     |
| 63400 · Bike Education                        |          |
| 63405 · Contractual Services                  | 843.75   |
| <b>Total 63400 · Bike Education</b>           | 843.75   |

8:53 AM  
09/10/12  
Cash Basis

**Bike Walk Connecticut**  
**Profit & Loss**  
January through December 2012

|   | <u>Aug 12</u>           |
|---|-------------------------|
| 63500 · Bike to Work                    |                         |
| 63560 · Prizes                          | 0.00                    |
| 63540 · Food                            | 0.00                    |
| 63510 · Advertising                     | 0.00                    |
| 63500 · Bike to Work - Other            | 0.00                    |
|   | <hr/>                   |
| Total 63500 · Bike to Work              | 0.00                    |
| 63600 · Advocacy Expenses               | 0.00                    |
|   | <hr/>                   |
| Total 63000 · Program Services Expenses | 843.75                  |
| 65000 · Operations                      |                         |
| 65011 · Board Development               | 0.00                    |
| 65090 · Office Space- Rent              | 400.00                  |
| 65080 · Equipment                       | 0.00                    |
| 65330 · Salaries                        | 3,846.16                |
| 65110 · Marketing/Promotion             | 0.00                    |
| 65001 · Business Registration Fees      | 0.00                    |
| 65005 · Bank Service Charges            |                         |
| 65005.2 · PayPal Service Charge         | 31.09                   |
| 65005.3 · Credit Card Processing Fee    | 0.00                    |
| 65005.2 · PayPal Service Charges        | 0.00                    |
| 65005.1 · Payroll Processing Charges    | 0.00                    |
| 65005 · Bank Service Charges - Other    | 74.50                   |
|   | <hr/>                   |
| Total 65005 · Bank Service Charges      | 105.59                  |
| 65015 · Membership Dues                 | 0.00                    |
| 65020 · Postage, Mailing Service        | 0.00                    |
| 65030 · Printing and Copying            | 0.00                    |
| 65040 · Supplies                        | 0.00                    |
| 65050 · Telephone, Telecommunications   | 0.00                    |
| 65060 · Website                         | 0.00                    |
| 65120 · Insurance - Liability, D and O  | 1,468.00                |
| 65200 · Technology, software, etc.      | 0.00                    |
| 65310 · Conference, Convention, Meeting | 0.00                    |
|   | <hr/>                   |
| Total 65000 · Operations                | 5,819.75                |
| 66000 · Payroll Expenses                | 294.23                  |
|   | <hr/>                   |
| Total Expense                           | 7,170.23                |
|   | <hr/>                   |
| Net Ordinary Income                     | -4,325.23               |
|   | <hr/>                   |
| Net Income                              | <u><u>-4,325.23</u></u> |

**Bike Walk Connecticut**  
**Profit & Loss**  
 January through December 2012

|   | TOTAL     |
|---|-----------|
| <b>Ordinary Income/Expense</b>                |           |
| <b>Income</b>                                 |           |
| <b>43400 · Direct Public Support</b>          |           |
| 43460 · Legacies and Bequests                 | 1,835.80  |
| 43450 · Individual Contributions              |           |
| 43453 · Annual Appeal                         | 757.75    |
| 43454 · Employer Matching Gifts               | 1,336.90  |
| 43450 · Individual Contributions - Other      | 207.00    |
| <b>Total 43450 · Individual Contributions</b> | 2,301.65  |
| <b>Total 43400 · Direct Public Support</b>    | 4,137.45  |
| <b>47200 · Program Income</b>                 |           |
| 47270 · Hartford Bicycle Rack Project         | 2,533.00  |
| 47250 · Bike Education                        | 3,040.00  |
| 47210 · Bike to Work                          | 8,400.00  |
| 47220 · Memberships                           |           |
| 47222 · Membership Dues                       |           |
| 47222.2 · Renewal Memberships                 | 3,238.60  |
| 47222.1 · New Memberships                     | 70.00     |
| 47222 · Membership Dues - Other               | 2,650.00  |
| <b>Total 47222 · Membership Dues</b>          | 5,958.60  |
| 47220 · Memberships - Other                   | -48.90    |
| <b>Total 47220 · Memberships</b>              | 5,909.70  |
| 47240 · Rides and Walks                       |           |
| 47244 · Hartford Bike Tour Regi               | 755.00    |
| 47244 · Hartford Bike Tour Registration       | 325.00    |
| 47245 · Discover Hartford Tour Sponsors       | 1,000.00  |
| 47246 · Discover Bike Tour Grants             | 7,000.00  |
| <b>Total 47240 · Rides and Walks</b>          | 9,080.00  |
| 47240* · Program Service Fees                 |           |
| 47233 · Silent Auction                        | 87.00     |
| <b>Total 47240* · Program Service Fees</b>    | 87.00     |
| 47200 · Program Income - Other                | 1,601.20  |
| <b>Total 47200 · Program Income</b>           | 30,650.90 |
| <b>Total Income</b>                           | 34,788.35 |
| <b>Gross Profit</b>                           | 34,788.35 |
| <b>Expense</b>                                |           |
| <b>68300 · Travel and Meetings</b>            |           |
| 68320 · Travel                                | 114.00    |
| 68310 · Conference, Convention, Meeting       | 537.50    |
| <b>Total 68300 · Travel and Meetings</b>      | 651.50    |
| <b>63000 · Program Services Expenses</b>      |           |
| 63900 · Statewide Summit                      | 1,383.91  |
| 63020 · Outside Contract Services             | 3,498.38  |
| 63100 · Annual Dinner                         | 78.00     |
| 63300 · Hartford Tour                         |           |
| 63320 · Outside Contract Services             | 1,000.00  |
| <b>Total 63300 · Hartford Tour</b>            | 1,000.00  |
| 63400 · Bike Education                        |           |
| 63405 · Contractual Services                  | 843.75    |
| <b>Total 63400 · Bike Education</b>           | 843.75    |

8:53 AM  
09/10/12  
Cash Basis

**Bike Walk Connecticut**  
**Profit & Loss**  
January through December 2012

|   | <u>TOTAL</u>             |
|---|--------------------------|
| 63500 · Bike to Work                    |                          |
| 63560 · Prizes                          | 1,830.00                 |
| 63540 · Food                            | 1,030.00                 |
| 63510 · Advertising                     | 3,876.83                 |
| 63500 · Bike to Work - Other            | 200.00                   |
|   | <hr/>                    |
| Total 63500 · Bike to Work              | 6,936.83                 |
| 63600 · Advocacy Expenses               | 1,251.20                 |
|   | <hr/>                    |
| Total 63000 · Program Services Expenses | 14,992.07                |
| 65000 · Operations                      |                          |
| 65011 · Board Development               | 90.16                    |
| 65090 · Office Space- Rent              | 3,200.00                 |
| 65080 · Equipment                       | 1,108.05                 |
| 65330 · Salaries                        | 21,153.88                |
| 65110 · Marketing/Promotion             | 50.00                    |
| 65001 · Business Registration Fees      | 385.00                   |
| 65005 · Bank Service Charges            |                          |
| 65005.2 · PayPal Service Charge         | 35.26                    |
| 65005.3 · Credit Card Processing Fee    | 285.83                   |
| 65005.2 · PayPal Service Charges        | 85.41                    |
| 65005.1 · Payroll Processing Charges    | 575.09                   |
| 65005 · Bank Service Charges - Other    | 149.00                   |
|   | <hr/>                    |
| Total 65005 · Bank Service Charges      | 1,130.59                 |
| 65015 · Membership Dues                 | 200.00                   |
| 65020 · Postage, Mailing Service        | 352.68                   |
| 65030 · Printing and Copying            | 5.60                     |
| 65040 · Supplies                        | 33.01                    |
| 65050 · Telephone, Telecommunications   | 791.45                   |
| 65060 · Website                         | 47.88                    |
| 65120 · Insurance - Liability, D and O  | 2,343.00                 |
| 65200 · Technology, software, etc.      | 330.80                   |
| 65310 · Conference, Convention, Meeting | 50.00                    |
|   | <hr/>                    |
| Total 65000 · Operations                | 31,272.10                |
| 66000 · Payroll Expenses                | 2,248.28                 |
|   | <hr/>                    |
| Total Expense                           | 49,163.95                |
|   | <hr/>                    |
| Net Ordinary Income                     | -14,375.60               |
|   | <hr/>                    |
| Net Income                              | <u><u>-14,375.60</u></u> |



**CSG CYCLING SPORTS GROUP™**

**cannondale  Schwinn. mongoose.**

Cycling Sports Group, Inc. 16 Trowbridge Drive, Bethel, CT 06801 USA Phone 203.749.7000 Fax 203.748.4012

September 11, 2012

Ms. Kelly Kennedy  
Executive Director  
Bike Walk Connecticut  
PO Box 270149  
West Hartford, CT 06127-0149  
[kelly.kennedy@bikewalkct.org](mailto:kelly.kennedy@bikewalkct.org)

Dear Kelly,

As previously discussed, I have asked Richard Durishin – Manager, Training here at CSG to take my seat as a board of Director for Bike Walk Connecticut.

As such, please accept my resignation from the Board.

Thank you for the opportunity to be a part of such an important organization, working to make bikeable, walkable communities across Connecticut.

I look forward to Richard's updates on his attendance of future Board meetings.

Sincerely,



Jeffrey McGuane  
President  
Cycling Sports Group

September 12, 2012, Report from the Nominating Committee

The nominating committee recommends the appointment of Richard Durishin to fill out the unexpired term of Jeff McGuane. Jeff has indicated that he is unable to continue to serve on the board, but he would like CSG to continue to have representation on the board. He suggested Richard Durishin, Manager of Training at CSG, as his replacement. Richard comes to us with experience that should enhance our board. For a number of years he served as the Executive Director of the US Open Cycling Foundation, based in Rhode Island. This foundation sought to reduce childhood obesity by getting more kids onto bikes. He is an LCI, and his foundation worked extensively with bicycle education programs, including one on one coaching with adults. He also worked on legislative advocacy in RI (3 foot passing law and vulnerable users) that is of interest in CT. He has marketing and PR experience. Now that Richard lives and works in CT, he is looking forward to working with Bike Walk CT to help move our programs forward.

Specific recommendation: The nominating committee nominates Richard Durashin to serve on the Bike Walk CT board, filling the unexpired term of Jeff McGuane, which ends December 2012, and then serving a full three year term commencing January 2013.

**BIKE WALK CONNECTICUT**

**PROSPECTIVE BOARD MEMBER INFORMATION FORM**

**Name: Richard Durishin**

**Home Address: 12 Wolfpits Road, Bethel, CT 06801**

**Home phone:**                      **Work phone: 203-749-7102**

**Cell phone: 619-307-1749**                      **Preferred contact number: X**

**Profession:**

**Employer (if applicable): Cycling Sports Group**

**E-mail: Richard.Durishin@CyclingSportsGroup.com**

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

**US Open Cycling Foundation, Providence, RI 501(c)(3)**

**Founder, Executive Director**

USOCF was founded to cause a reduction in obesity by helping people integrate bicycling for fitness, fun and transportation into their daily activities. In the four years we operated we reached over 30,000 adults and close to 10,000 children.

Founding member of RI Bicycle Coalition

Producer of Providence Bike-to-Work Day 2009/2010

**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.**

I am vitally interested in promoting active commuting as part of a strategy to increase individual health, decrease health care expenditures and foster a cleaner environment.

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

I founded and have been Exec. Dir. of the US Open Cycling Foundation – whose mission is to battle obesity by helping people integrate bicycling into their daily activities.

**Time Availability.** Currently Bike Walk Connecticut has one part-time staff member. 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 monthly in person but that is being reconsidered as geographic representation expands. 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 don't know yet as I am just settling into this new job in Bethel

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

Tyler Lewis, Jewish Family Services of RI – 401.331.1244

Donald Conway, Tuck School of Business – 603.646.3741

*If you have any questions regarding the board, please contact Sandy Fry, Nominating Committee chair at 522-2217 x220 or [sfry@crcog.org](mailto:sfry@crcog.org)*

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