



**Minutes of the San Francisco Bicycle Coalition Board of Directors meeting  
March 26, 2019**

**San Francisco Bicycle Coalition Office  
1720 Market Street, San Francisco CA**

<b>Directors in attendance</b>	Alexandra Sweet
	Andy Thornley
	Brad Williford
	Jane Natoli (Secretary)
	Jean Kao (President)
	Juli Uota (by phone)
	Kelli Shields
	Marie Jonas
	Mary Kay Chin
	Meaghan Mitchell (by phone)
	Nic Jay Aulston
	Preston Rhea
	Robin Abad Ocubillo (Treasurer)
	Sarah Bindman
	Shirley Johnson
<b>Directors absent</b>	
<b>Staff</b>	Brian Wiedenmeier (Executive Director) Rahul Young (Deputy Director) (by phone)
<b>Guests in attendance</b>	Scott Yarbough (member)
	Peggy Da Silva (member)
	Eric Dryburgh (member)

<b>Start</b>	The San Francisco Bicycle Coalition Board of Directors meeting was convened with quorum at 6:31 PM.
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Agenda Item	Purpose	Presenter
<b>1   General Public Comment</b>	<b>Information</b>	<b>Guests</b>
<ul style="list-style-type: none"> <li>Peggy Da Silva stated she is just here to observe the meeting.</li> <li>Scott Yarbough welcomed the new board members to the Board of Directors.</li> <li>Meaghan highlighted the upcoming People Protected action on Bayshore, which Supervisor Walton will be attending</li> </ul>		



2	Community Agreement	Action	Jean Kao
<p>See community agreement, appendix A</p> <ul style="list-style-type: none"> <li>Jean reminded the board that we have not finalized our community agreement and invited us to revisit the first draft of the document and continue discussing it</li> <li>The board debated potential additions as well as the intentions of what we expect and desire out of the community agreement draft that we came up with at the board retreat and what we wish to add going forward.</li> </ul> <p>Mary Kay motioned to add "throw glitter not shade" and "step up, step back" to our community agreement in addition to our previously suggested community agreements, Alex seconded.</p> <p>Ayes: Alex, Andy, Brad, Jane, Jean, Juli, Kelli, Marie, Mary Kay, Meaghan, Nic Jay, Preston, Robin, Sarah, Shirley  Nays: None  Abstentions: None</p> <p>The motion passed</p>			
3	Consent Agenda	Action	Jean Kao
<p>Consent calendar:</p> <ul style="list-style-type: none"> <li>February 26, 2019 meeting minutes</li> </ul> <p>Andy motioned to approve the February 26, 2019 meeting minutes, Marie seconded</p> <ul style="list-style-type: none"> <li>Shirley commented to note appreciation for Mary Kay's note about how Kelli voted in the previous meeting. Andy recognized Mary Kay for her diligent note taking as well</li> </ul> <p>Ayes: Alex, Andy, Brad, Jane, Jean, Juli, Kelli, Marie, Mary Kay, Meaghan, Nic Jay, Preston, Robin, Sarah, Shirley  Nays: None  Abstentions: None</p> <p>The motion passed</p> <ul style="list-style-type: none"> <li>Preston asked a question about where the meeting minutes get posted publicly. The meeting minutes are available on the San Francisco Bicycle Coalition's website as soon as they are approved and passed along to staff.</li> </ul>			



4	Executive Director Reporter	Information	Brian Wiedenmeier
	<p>Brian began with a moment of silence for Tess Rothstein</p> <ul style="list-style-type: none"> <li>On the morning of March 8, 2019 she was killed while biking on Howard at 5th</li> <li>The crash is still under investigation</li> <li>In terms of next steps, within a week, there will be a new bike lane between 5<sup>th</sup> and 6<sup>th</sup> on Howard with completion of Howard between 3<sup>rd</sup> and 5<sup>th</sup> expected in April</li> <li>The SFMTA Board called for a 90 Day action plan for a comprehensive bike plan across the city</li> <li>Design for a near-term bike lane all the way to Embarcadero should be completed by early summer (June)</li> <li>Brian noted the unfortunate difference in how media, members, and other parties respond when one type of person is hit versus another</li> <li>Next steps include working to monitor all the timelines to ensure these projects are on track</li> <li>Brian thanked the staff, board, and members for their work on this in his absence</li> </ul> <p>Bike and Roll to School week</p> <ul style="list-style-type: none"> <li>Bike and Roll to School week coming up in April 15-19th with an event at Rosa Parks Elementary on the 15th</li> <li>This is the biggest week for our youth and family bike program; we work with over 100 schools across the city and thousands of families and caregivers about engaging in safe and healthy active ways of getting around San Francisco</li> </ul> <p>Bike To Work Day (BTWD)</p> <ul style="list-style-type: none"> <li>Brian thanked Marie for organizing a meeting about BTWD for fellow board members and encouraged us to consider how we can contribute to this year's event</li> </ul> <p>Polk Street</p> <ul style="list-style-type: none"> <li>Polk Street is complete and there will be a ribbon cutting ceremony which we have been invited to participate in</li> </ul> <p>People Protected Bike Lanes</p> <ul style="list-style-type: none"> <li>They will be holding an action on April 4<sup>th</sup> from 5:30 to 6:30 pm with Supervisor Walton on Bayshore</li> </ul>		



5	FY2019-2020 Budget Approval	Action	Robin Abad
<p>See budget presentation, appendix B</p> <ul style="list-style-type: none"> <li>• The committee (Robin, Andy, Jean, Brad, and Rahul) met to discuss the proposed budget for the new fiscal year, which runs from April to March</li> <li>• It is the duty of the board to approve the budget every year</li> <li>• High level takeaways include an estimated increase in membership contributions, program services, and contracts as well as budgeted money to support board priorities such as organizational strengthening work</li> <li>• Some of this will be supported by expected hiring in areas such as a Development Director with an already strong individual donor base which performed well in the previous year</li> <li>• However some areas we are estimating less support than the previous budget year, such as Foundation Grants, where we are currently below budget</li> <li>• The organization continues to have strong diversity when it comes to sources of funds</li> <li>• The vast majority of the budget goes to support the staff and the great work they do, such as the new Chase Center valet work and Golden Gate Transit driver trainings</li> <li>• The committee asked the board what we can do individually and as a group to support this budget and our priorities</li> <li>• After seeing the budget, some board members requested more time to digest the document before voting on it</li> <li>• The board agreed to set up a meeting prior to the start of the fiscal year (April 1, 2019) to officially vote on the budget and allow all board members time to answer any remaining questions about the proposed budget.</li> <li>• Meaghan left the meeting at 8:03 pm</li> </ul>			

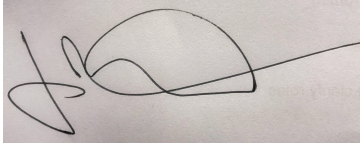




<b>6</b>	<b>Committee Approvals &amp; Next Steps</b>	<b>Action</b>	<b>Jean Kao</b>
<p>See proposed committee assignments, appendix C</p> <ul style="list-style-type: none"> <li>The Executive Committee shared a draft proposal of committee assignments for the board</li> </ul> <p>Andy moved to approve the committee roster, Jane seconded</p> <ul style="list-style-type: none"> <li>The board then discussed who will be responsible for ensuring the committees get started and their meetings get posted. The following members volunteered to kick off the committees:               <ul style="list-style-type: none"> <li>Shirley: Governance</li> <li>Nic Jay: Board Development</li> <li>Sarah: Fundraising &amp; Membership</li> <li>Mary Kay: Organizational Strengthening</li> <li>Jane: Endorsements &amp; Audit</li> <li>Personnel: Marie</li> <li>Finance has already meet</li> </ul> </li> <li>The board also committed to ensuring fellow board members have the opportunity to audit committees they are not assigned to</li> </ul> <p>Preston called the question, Mary Kay seconded</p> <p>Ayes: Alex, Andy, Brad, Jane, Jean, Juli, Kelli, Marie, Mary Kay, Nic Jay, Preston, Robin, Sarah, Shirley          Nays: None          Abstentions: None</p> <p>The motion passed</p> <ul style="list-style-type: none"> <li>Committees are responsible for coming back in April with goals and priorities as a starting point</li> </ul>			
<b>7</b>	<b>Other business</b>	<b>Information</b>	<b>All</b>
<ul style="list-style-type: none"> <li>Preston shared the organization has come out in support of Lyft motivate employees who are voting to join the Transport Workers Union on the 28th and asks for support</li> <li>Marie thanked everyone for attending the BTWD meeting and reminds everyone to volunteer, recruit others to volunteer, and continue to promote the event, which is the biggest membership day of the year</li> <li>Kelli indicated she, Mary Kay, and Jeremy Pollock are organizing Bike Away From Work Day at Benders again this year</li> </ul>			
<b>8</b>	<b>Adjournment</b>	<b>Action</b>	<b>Jean Kao</b>
<p>Motion to adjourn the March 26th, 2019 meeting of the SF Bicycle Coalition Board of Directors at 8:40 pm</p> <p>Andy moved. Alex seconded</p> <p>All approved</p>			



List of Appendices	
Identifier	Title
A	Community Agreement
B	Budget Presentation
C	Proposed Committee Assignments

Signature	
Jane Natoli, Secretary	



## Appendix A



# Community Agreement

San Francisco Bicycle Coalition Board of Directors

The San Francisco Bicycle Coalition Board of Directors agrees to:

- *Respect and Commit*
  - *We will honor the work that each of us contributes; understanding everyone has unique contributions.*
  - *We will show up prepared; aiming to read materials in advance and be on time.*
  - *We may disagree in the course of making a decision; once we make a decision as a group we will commit to it.*
- *Throw Glitter, Not Shade*
- *Step Up, Step Back*



## Appendix B



# 2019 – 2020 Budget

San Francisco Bicycle Coalition

SFBC Board Meeting 03/26/2019

1



**SFBC Fiscal Year: April – March**

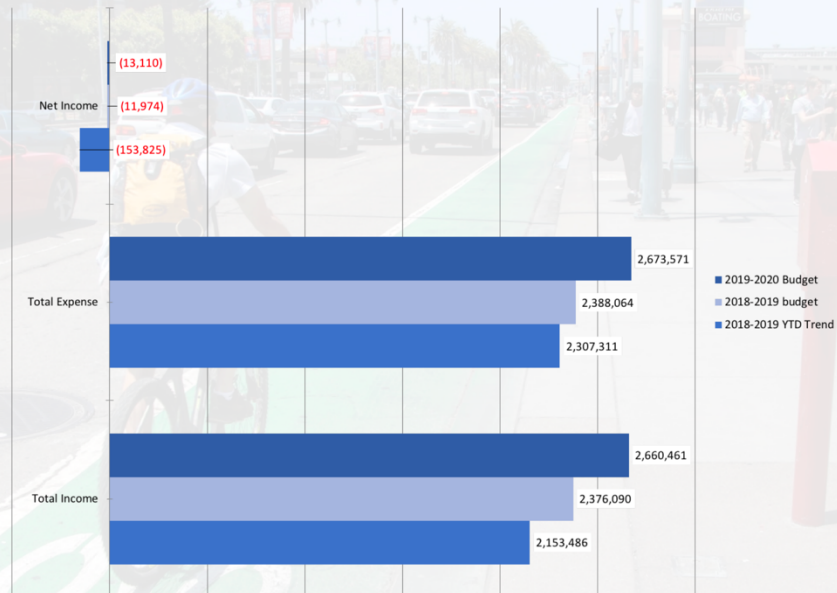
**Board of Director's Role: Pass Budget Every Year**

**Finance Committee 03/19/2019**

- review draft budget prepared by staff
- understand income and expenses for the past and upcoming year
- develop recommendation action for full Board of Directors



## Yearly Summary



SFBC Board Meeting 03/26/2019

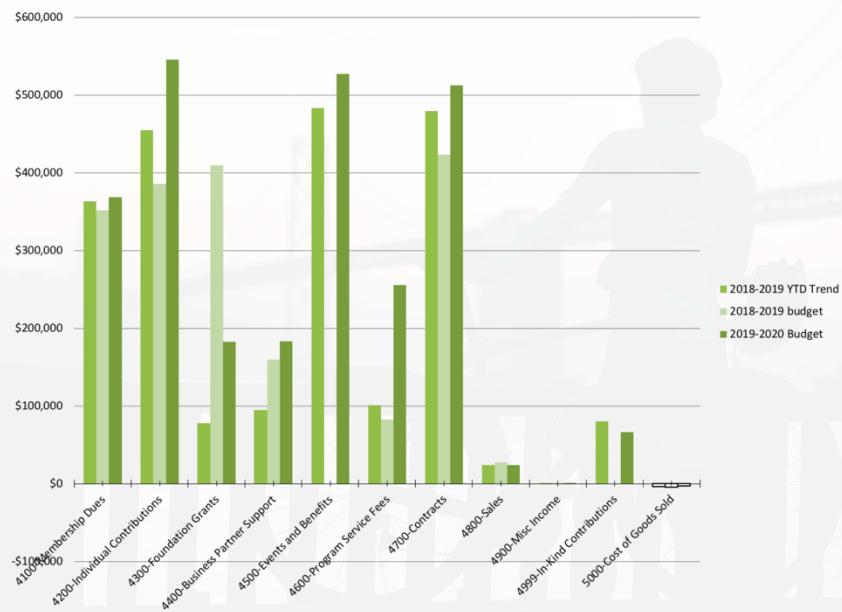
2019- 2020 Budget Presentation

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## Income



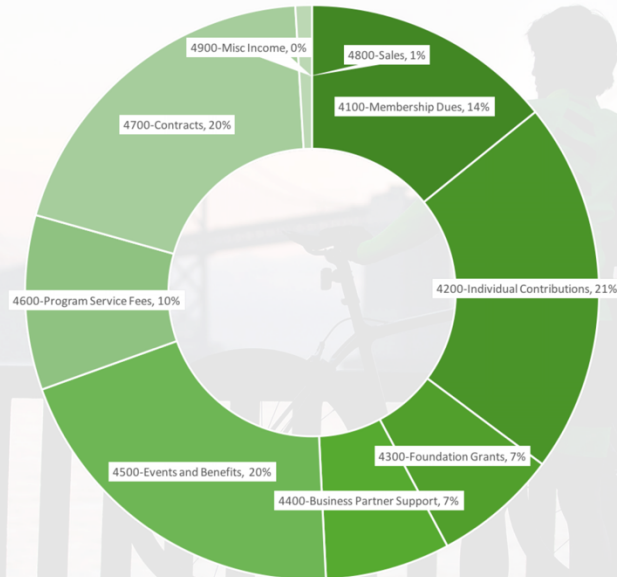
SFBC Board Meeting 03/26/2019

2019- 2020 Budget Presentation

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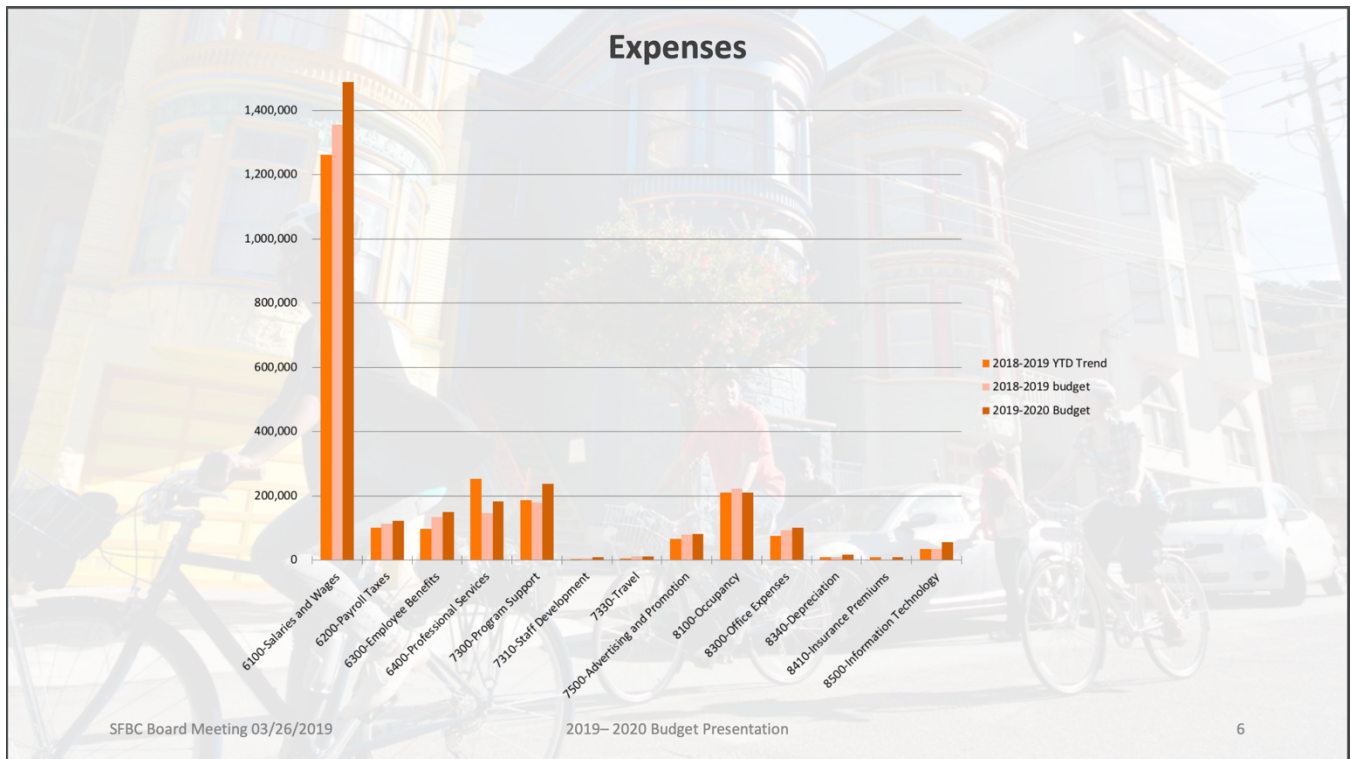
## Income

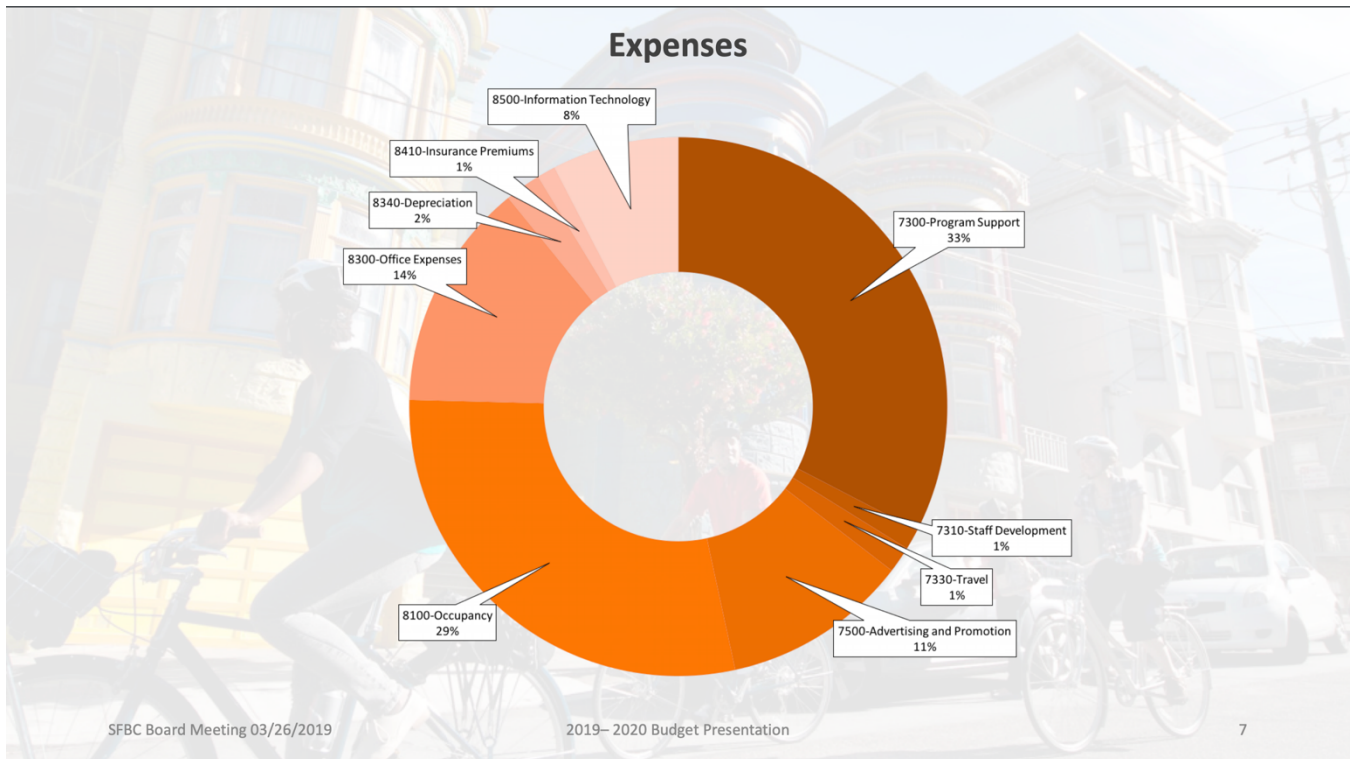


SFBC Board Meeting 03/26/2019

2019– 2020 Budget Presentation

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## Takeaways

- Budgeted Income:
  - Filling Development Director vacancy
    - Individual Membership increasing by 20%,
    - Business Partner Support increasing by 95%
  - Chase Center Valet, GG Transit trainings, STAY program at Mission HS:
    - Program Service Fees increasing by 150% and Contracts by 7%
  - Board Donations increased by \$15,000 to support Legal Fees and Org Strengthening
- Budgeted Expenses:
  - Staff salaries increasing commensurate with cost of living and new contracts
  - Staff benefits increasing
  - \$5,000 more for potential legal fees
  - \$10,000 more for org strengthening





## Takeaways

We are very fortunate to have many Board members as major individual contributors to the organization. Help the SFBC reengage individual donors and identify new prospects.

We would benefit from Board Members pitching businesses you come across on becoming a Business Member of the SF Bicycle Coalition. Engage professional connections in our work.

Board Members' connections to businesses for Event Sponsorships, especially for Bike to Work Day in May, the Golden Wheel Awards in July, and Winterfest in November/December are especially important. Attend events, sell tickets, engage our members.



## Appendix C



## SFBC Board Committees 2019

Committee	Primary Responsibilities	Expressed Interest 2/23	Recommended by Executive Team 3/11
Executive & Personnel	<ul style="list-style-type: none"> <li>Exec = President, Treasurer, Secretary</li> <li>annual review of Executive Director</li> </ul>	Jane (officer) Jean (officer) Marie Robin (officer) Shirley #3	Jane (officer) Jean (officer) Marie Robin (officer) Shirley
Board Development	<ul style="list-style-type: none"> <li>elections timeline &amp; process</li> <li>retreat planning</li> </ul>	Alex Jean Juli #2 (equal to other #2) Kelli #3 Mary-Kay Meaghan Nic Jay	Alex Jean Meaghan Nic Jay
Endorsements & Audit	<ul style="list-style-type: none"> <li>political endorsements</li> <li>oversee annual financial audit</li> </ul>	Jane Kelli #2 Meaghan Preston #1 Sarah	Jane Kelli Meaghan Preston
Finance	<ul style="list-style-type: none"> <li>Chair = Treasurer</li> <li>budget approval, budget reviews</li> <li>spreadsheet/data analysis orientation preferred</li> </ul>	Robin (chair) Alex Andy Brad	Alex Brad *Robin
Fundraising & Membership	<ul style="list-style-type: none"> <li>self-explanatory?</li> </ul>	Andy Brad Juli #1 Marie	Andy Brad Juli Marie





		Nic Jay Sarah #1	Sarah
Governance	<ul style="list-style-type: none"> <li>bylaws &amp; policies</li> </ul>	Juli #2 (equal to other #2) Kelli #1 Mary-Kay (probably) Preston #2 Robin Shirley #1	Andy Juli Kelli Mary Kay Shirley
Org Strengthening	<ul style="list-style-type: none"> <li>helps org develop skills, practices, and processes</li> <li>board storming -&gt; norming -&gt; performing</li> <li>does not actually make decisions on what to do, but creates framework and space</li> </ul>	Andy Jane Juli #2 (equal to other #2) Mary-Kay Nic Jay Preston #3 Robin Sarah Shirley #2 + Rahul + Kelsey	Mary Kay Nic Jay Preston Sarah + Rahul + Kelsey



## Preliminary Priorities

### Executive & Personnel

- Activate board committees, develop and focus on goals
- Performance review for ED - plan and implement
- Discuss revising our ED review cycle moving the review to November so new directors have a chance to work with Brian before evaluating him.
- Establish goals for our ED
- Document the process for ED performance review
- Work with ED to develop professional development goals
- Work with ED to develop organizational goals
- Determine what we should be doing for strategic planning this year
- ~~Determine whether to invite at-large members to join committees~~
- Develop board@ email response plan (autoreply, triage, personal response)
- Board Buddies \*new\*

### Board Development

- Peer support and development
- Board Elections Process & Timelines
- Consider whether the board should recommend board candidates for the 2020 election
- Leadership ladder, cultivating future board members
- ~~Board Buddies (moved to Executive & Personnel)~~
- Board social mixers
- Conduct mid-year checkins with directors
- Develop exit interviews for outgoing directors
- ~~Review all policies and consider updating as necessary (moved to Governance)~~
- Develop a survey for staff to provide input on board
- ~~Create 'board accountability dashboard' (moved to Fundraising)~~
- ~~Create a policy channel on Slack for policy discussions (moved to Governance)~~
- Spearhead former board director engagement

### Endorsements & Audit



- Political endorsements - plan and implement
- Oversee annual financial audit

#### Finance

- Financial oversight
- Approval annual budget at March board meeting
- Approve mid-year budget revision by Oct 31

#### Fundraising & Membership

- Fundraising
- Membership survey
- Create a calendar for the year to include fundraising activities and events
- Explore fundraising training for the board
- Consider process for selecting Golden Wheel awardees
- Create 'board accountability dashboard' \*new\*

#### Governance

- Review all policies and consider updating as necessary \*new\*
- Consider converting to three-year terms with five directors elected each year
- Donations Policies - develop a gift acceptance policy
- Include a question on the member survey about accepting donations from autonomous vehicle companies and TNCs
- Consider implementing term limits
- Consider creating a policy for filling board vacancies
- Create a policy channel on Slack for policy discussions \*new\*

#### Org Strengthening

- (how to discuss as a full board) Fundamental Roles of Different Parts of our Organization: Board, Staff, Membership
- (lead full board in) Inclusion & Diversity Audit
- Write a report on closing the gap between the board's and San Francisco's demographics